

Laws



Bylaws



Regulations



25  
جامعة البترا - خمسة وعشرون عاماً  
University of Petra Anniversary

University of Petra

## Legislations Guide

Law of Higher Education & Scientific Research,  
The Jordanian Universities Law and  
University of Petra Bylaws & Regulations

(2016)

Translated (from Arabic) By:

Dr. Faris Badawi



## TABLE OF CONTENTS

Subject	Page No.
Table of Contents .....	1
Introduction .....	5
Message from the President .....	7

### PART I : LAWS

9

Law of Higher Education and Scientific Research No. (23), of (2009) .....	11
Jordanian Universities Law No. (20) of (2009), and its Amendments .....	19

### PART II : BYLAWS

37

Bylaws No. (1): Faculty Bylaws .....	39
Bylaws No. (2): Employees Bylaws .....	53
Bylaws No. (3): Financial Bylaws .....	67
Bylaws No. (4): Salaries and Allowances Bylaws .....	79
Bylaws No. (5): Admission Bylaws .....	83
Bylaws No. (6): Scientific Centers Bylaws .....	85
Bylaws No. (7): Awarding Scientific Degrees and Certificates Bylaws .....	87
Bylaws No. (8): Scientific Scholarships Bylaws .....	89
Bylaws No. (9): Scientific Research Bylaws .....	97
Bylaws No. (10): Graduate Studies Bylaws .....	101
Bylaws No. (11): Supplies and Works Bylaws .....	105

### PART III : REGULATIONS

127

<b>A. <u>Academic Staff Regulations</u></b> .....	129
Regulations No. (1): Faculty Regulations .....	131

<b>Regulations No. (2):</b>	Working Hours and Perseverance of Faculty Members and Full-Time Lecturers Regulations .....	<b>149</b>
<b>Regulations No. (3):</b>	Overtime Work For Faculty Members and Part-Time Lecturers Regulations .....	<b>153</b>
<b>Regulations No. (4):</b>	Scientific Research, Patent and Participation in Scientific Conferences Regulations .....	<b>157</b>
<b>Regulations No. (5):</b>	Summer Scientific Research Grant Regulations .....	<b>169</b>
<b>Regulations No. (6):</b>	Distinguished Researcher Award Regulations .....	<b>173</b>
<b>Regulations No. (7):</b>	Distinguished Professor Title Regulations	<b>177</b>
<b>Regulations No. (8):</b>	Distinguished Teacher Award Regulations .....	<b>179</b>
<b>Regulations No. (9):</b>	Scientific Scholarships Regulations .....	<b>183</b>
<b>Regulations No. (10):</b>	Salaries and Allowances Regulations .....	<b>187</b>
<b><u>B. Non-Academic Staff Regulations</u></b>		<b>199</b>
<b>Regulations No. (11):</b>	Official Working Hours, Leaves and Vacations Regulations .....	<b>201</b>
<b>Regulations No. (12):</b>	Overtime Work for Employees (Non-Faculty Members and Non-Full-Time Lecturers) Regulations .....	<b>211</b>
<b>Regulations No. (13):</b>	Mobility and Travel Regulations .....	<b>215</b>
<b>Regulations No. (14):</b>	Distinguished Employee Award Regulations .....	<b>219</b>
<b>Regulations No. (15):</b>	Staff Health Insurance Regulations .....	<b>223</b>
<b><u>C. Students Regulations</u></b>		<b>225</b>
<b>Regulations No. (16):</b>	Student Health Insurance Regulations .....	<b>227</b>
<b>Regulations No. (17):</b>	Awarding the Bachelor Degree Regulations .....	<b>231</b>
<b>Regulations No. (18):</b>	Awarding the Master Degree Regulations.	<b>259</b>
<b>Regulations No. (19):</b>	Study During the Summer Session Regulations .....	<b>273</b>
<b>Regulations No. (20):</b>	Evening Studies Program Regulations .....	<b>275</b>

<b>Regulations No. (21):</b>	Scientific Societies and the Student General Union Regulations .....	277
<b>Regulations No. (22):</b>	Student Clubs Regulations .....	287
<b>Regulations No. (23):</b>	Student Field Trips Regulations .....	293
<b>Regulations No. (24):</b>	On-Campus Female Student Housing Regulations .....	297
<b>Regulations No. (25):</b>	Distinguished Student Award Regulations	305
<b>Regulations No. (26):</b>	Students Disciplinary Regulations .....	307
<b>Regulations No. (27):</b>	Study Grants and Work-Study Regulations .....	315
<b>Regulations No. (28):</b>	Excellence in Arts Grants Regulations ....	321
<b>Regulations No. (29):</b>	Excellence in Sports Grants Regulations ..	325
<b>Regulations No. (30):</b>	Graduation Commencement Regulations .	329

**D. Centers and Units Regulations** 339

<b>Regulations No. (31):</b>	Quality Assurance, Planning and Performance Management Unit Regulations .....	341
<b>Regulations No. (32):</b>	University Library General Services Regulations .....	347
<b>Regulations No. (33):</b>	Pharmaceutical Studies Center Regulations .....	353
<b>Regulations No. (34):</b>	E-Learning Center Regulations .....	357
<b>Regulations No. (35):</b>	Innovation and Entrepreneurship Center Regulations .....	361
<b>Regulations No. (36):</b>	Language Center Regulations .....	367
<b>Regulations No. (37):</b>	Arabic Teaching Methodologies Development Center Regulations .....	371
<b>Regulations No. (38):</b>	Academic and Administrative Development Center Regulations .....	375
<b>Regulations No. (39):</b>	Continued Education and Community Service Center Regulations .....	379
<b>Regulations No. (40):</b>	Continued Education and Community Service Center Student Disciplinary Regulations .....	385
<b>Regulations No. (41):</b>	Accreditation Office Regulations .....	391

<b><u>E. General Services Regulations</u></b>	<b>395</b>
<b>Regulations No. (42):</b> Security, Protection and General Safety Regulations .....	<b>397</b>
<b>Regulations No. (43):</b> Emergency Cases and Abnormal Weather Conditions Regulations .....	<b>399</b>
<b>Regulations No. (44):</b> Food and Beverages Health and Safety at Restaurants and Cafeterias Regulations ...	<b>403</b>
<b>Regulations No. (45):</b> Keys Regulations .....	<b>407</b>
<b>Regulations No. (46):</b> Vehicle Entry to, and Traffic Control on Campus Regulations .....	<b>409</b>
<b>Regulations No. (47):</b> University Club Regulations .....	<b>415</b>
<b>Regulations No. (48):</b> Nursery Regulations .....	<b>423</b>
<b>Regulations No. (49):</b> Adjunct Professor Regulations .....	<b>429</b>
<b>Regulations No. (50):</b> Official Uniform Regulations .....	<b>431</b>
<b>Regulations No. (51):</b> President’s and Dean’s Honor List Regulations .....	<b>439</b>

**PART IV : REGULATIVE BASES 441**

Disbursing Financial Remunerations to Trainers in the Academic and Administrative Development Center Regulative Bases .....	<b>443</b>
Quality Award Regulative Bases .....	<b>447</b>

## **Introduction**

The University of Petra (UOP) is currently embarking on a series of learning and development opportunities regarding self-improvement, service excellence and national, regional and international recognition.

UOP has taken time to reaffirm its quality assurance measures, and as a result, has recently been the first and - so far - the only Jordanian university - public or private - to be awarded the Quality Assurance Certificate from the Jordanian Higher Education Accreditation Commission. It is truly gratifying to see that our dedication and progress have been recognized by such a prestigious Commission. This unprecedented achievement is a great honor for us as we continue to work towards international acclaim. We are set on maintaining our path in providing service excellence and superior quality education.

Building on these successes, and in its quest to attain international accreditation from highly recognized international accreditation entities, such as: New England Association of Schools and Colleges (NEASC), Accreditation Board of Engineering and Technology (ABET), and in order to confirm its adherence to transparency and integrity of its operations, UOP has decided to have all its legislation (bylaws and regulations) translated from Arabic into English. This handbook is a step forward in this quest.

The material in this handbook is organized into two self-contained parts. Part I is devoted to University Bylaws, and Part II in which University Regulations are presented under five categories: Academic Staff, Non-academic Staff, Students, Centers and Units, and General Services Regulations.

Of course, the Bylaws and Regulations presented in this handbook are valid as of the dates stipulated in them. Naturally, by the time this handbook is published, some changes will have been mandated, and shall be incorporated into the next handbook.

It should be noted here that since the University is licensed as a higher education institution by the Jordanian Ministry of Higher

Education and Scientific Research, and is accredited by the Jordanian Higher Education Accreditation Commission, these Bylaws and Regulations are issued and enacted pursuant to the Ministry's relevant legislation and the Commission's relevant accreditation standards, which shall soon be translated into English and placed in a separate handbook.

## **MESSAGE FROM THE PRESIDENT**

We, at the University of Petra (UOP), firmly believe that the University is the hub for conducting genuine research and for contributing to the betterment of our community.

Since its founding in 1991, the University of Petra has sought to advance knowledge across a wide range of fields, i.e. Education, Science, IT, Pharmacy, and Business Administration.

The University of Petra has adamantly and proactively been of service to its community, region, and countries with which it possesses collaborative ties.

The University has provided a friendly-use green and smoke-free campus to induce positive interaction of students and faculty members with their environment. The University boasts an infrastructure of full green (renewable) energy, water recycling facilities and a “walking campus” that is both soft and friendly so as to stimulate free exchange of thoughts and expression among students from different faculties.

UOP has achieved the EN ISO 9001:2008 certificate of Management for Supporting Higher Education, and the certificate of Quality Assurance of the Higher Education Accreditation Commission; it is also 1st runner-up on the QS ranking and Webometrics ranking of private universities, and the 3rd in GreenMetric ranking.

UOP works toward quality, relevance, and alignment in terms of teaching and research, and bridges with industry, public and private sectors, and the community at large.

UOP aspires to be the "University of Choice", in Jordan and the region, for learners and scholars, and it works towards creating an academic, cultural and social environment that develops quality learning, creativity, innovation, and research opportunities. In pursuing the above, the University builds up the competencies of its members, provides active community service, and prepares its students to be capable of creative and critical thinking as well as lifelong learning; hence enabling them to actively compete in the marketplace and workforce.





# **PART I : LAWS**



## Law No. (23) of (2009)

### Law of Higher Education and Scientific Research No. (23) of (2009)<sup>[1]</sup>

**Article (1) :** This Law is titled and shall be cited as the “**Law of Higher Education and Scientific Research of (2009)**”, and shall be effective as of the date of its publication in the Official Gazette.

**Article (2) :** The following terms and expressions, wherever mentioned in this Law shall have the meaning assigned therefore here under-unless the context states otherwise:

<b>The Ministry</b>	: Ministry of Higher Education and Scientific Research.
<b>Minister</b>	: The Minister of Higher Education and Scientific Research.
<b>Higher Education</b>	: The education where the student has to spend at least two full academic years of study after getting the General Secondary School Certificate or its equivalent.
<b>The Council</b>	: The Higher Education Council formed by virtue of the provisions of this Law.
<b>Chairman</b>	: The Chairman of the Council.
<b>Institutions of higher education</b>	: The institutions, which holds the responsibility for higher education whether Universities, Community Colleges or Intermediate Community Colleges, or others.
<b>Field of specialization</b>	: A set of educational subjects which need not less than one full academic year of study at any of the institutions of higher education, where completion of such subjects successfully lead to obtain a certificate in that field.
<b>The Fund</b>	: The Scientific Research Support Fund established under the provisions of this Act.

**Article (3) :** The higher education aims to achieve the following:

- A.** Preparation of qualified human resources who are specialized in various fields of knowledge to meet the needs of the community.
- B.** Deepening the Islamic faith, its ethics and spiritual values, and enhancing the sense of the national belonging.

- C. Patronizing the democratic approach and enhancing it to ensure the academic freedom, the right of expression, and respect for others' opinions, teamwork, accountability and following the scientific critical thinking.
- D. Providing an academic, research, psychological and social supportive environment appropriate for innovation, excellence and talents burnishing.
- E. Increasing the interest to the national heritage, national culture, world cultures and students' general culture.
- F. Accrediting the Arabic language as the scientific and educational language in all stages of higher education, and encouraging the scientific writing using Arabic, and translation from and into Arabic, considering English as a second and supportive language in this case.
- G. Contributing to the development of knowledge in the areas of science, literature, arts and others.
- H. Developing knowledge of students (whose study was in a one foreign language at least) in their respective fields of education and helping them to acquire the appropriate skills to use information technology in these fields.
- I. Encouraging, supporting and upgrading the scientific research especially the applied scientific research aims at community service and development.
- J. Establishing a scientific technical and national nucleus capable to develop the scientific research and technology outputs.
- K. Creating a coherent institutional link between the public and private sectors on one hand, and the institutions of higher education on the other, to take advantage of the qualified human resources in these institutions in order to develop these two sectors, through consultation and applied scientific research.
- L. Enhancing the scientific, cultural, artistic and technical cooperation in the field of higher education and scientific research with other countries, international organizations, Arab Islamic and foreign organizations, coincided with the expansion of such cooperation in the modern and developed directions.

**Article (4) :** The Ministry shall assume the following duties and powers: -

- A. Implementation of the public policy of higher education in the fields of education, culture, science and research among the institutions higher education.

- B.** Coordination between institutions of higher education and the consultation centers in the Kingdom, both public and private, to take advantage of educational, research and advisory resources available at these institutions and centers optimally.
- C.** The conclusion of the scientific and cultural agreements on higher education and scientific research with Arab and foreign countries.
- D.** Represent the country at conferences and seminars related to higher education, both internally and externally.
- E.** Recognition of the non-Jordanian institutions of higher education and equivalency of certificates issued by these institutions according to the principles and criteria that are determined by virtue of a regulation issued for this purpose.
- F.** Formulating the principles of the educational scholarships for the Ministry employees who are sent out to study at institutions of higher education within and outside the Kingdom, this is besides management of scholarships and supervision thereon.
- G.** Follow-up with the affairs of Jordanian students abroad.
- H.** Managing the affairs of foreign students in the Kingdom and the Jordanian students studying abroad, and the affairs of the scientific delegations, in coordination with the relevant parties as well.
  - I.** Preparing and providing the Council with administrative and technical qualified staff capable to carry out its functions and following-up affairs thereto.
  - J.** Providing the Council with any studies, information and data available and related to higher education and scientific research.
- K.** Managing the offices that provide services to students of higher education, according to a regulation issued for this purpose.

- Article (5) :**
- a.** A council is formed to be called (The Higher Education Council), headed by the Minister and a membership of:
    - 1.** Secretary General of the Ministry.
    - 2.** Chairman of the Higher Education Accreditation Commission.
    - 3.** Three academics who have the experience in senior academic management for three years, subject to renewal for one time.
    - 4.** Four people who have the experience and who are interested in higher education, from the private

sector for a period of three years, subject to renewal for one time.

5. Three presidents of the Jordanian universities on a rotating basis, two of them are presidents of public universities and the other shall be a president of a private universities for a period of three years.
- b.
1. Appointment of the members stated in items (3) and (4) of paragraph (a) of this Article, where membership of any of them shall be terminated by virtue of a resolution by the Ministers Council, upon a recommendation of the Minister, provided that the appointment decision is combined with the Royal Decree.
  2. In accordance with the provisions of item (1) of this paragraph, any of the members appointed should *not* be a Minister, a member of the House of Parliament, government official, President of a University, Chairman of the Board of Trustees or a member thereof.
- c. The Council selects a Vice-Chairman from among its members.

- Article (6) :**
- a. The Council shall assume the following duties and powers:
1. Establishing the policy of higher education in the Kingdom and refer it to the Council of Ministers to make the necessary decision thereon.
  2. Approving the establishment of institutions of higher education within the Kingdom as well as the fields of specialization and programs at the various levels of study, besides modifying or eliminating any of them in accordance with the requirements and variables.
  3. Supervising the private universities for the purposes of realizing their objectives and tasks, besides issuing instructions required by the law.
  4. Distributing government subsidies and additional fees on public universities according to the principles accredited by the Council for this purpose.
  5. Formulating the general principles pertaining to students' admission into institutions of higher education, and identifying the numbers of students admitted every year in the various fields of specialization, in accordance with the accreditation criteria.

6. Appointing the Boards of Trustees at the private universities and approving the appointment of the presidents of these universities.
  7. Discussing the draft regulations proposed by the institutions of higher education and turning them to the Ministers Council to complete the constitutional procedures thereon.
- b.** Upon a recommendation of the Higher Education Accreditation Commission and in accordance with the provisions of its law, the Council shall also assume the following duties and powers:
1. Cancel the license of one specialization or more.
  2. Suspend admissions, permanently or temporary.

- Article (7) :**
- a.** The Council shall hold its meetings at the invitation of the chairman or his deputy in his absence. The meeting shall be legal if attended by eight members at least, provided that the chairman or the vice-chairman is among the attendees. The decisions of the council shall be made by the majority vote of members who are present.
  - b.** The Minister shall nominate a secretary for the Council from among the staff of the Ministry, in order to organize the agenda of meetings, take minutes of its meetings, keep records and files, and follow up on the implementation of its decisions or to perform any other functions assigned by the Minister.
  - c.** The Council shall set up the necessary instructions for scheduling meetings.

- Article (8) :** The following units shall be formed within the Council:
- A.** The Policy Analysis and Planning Unit undertakes the following functions:
    1. Collecting data on various aspects of higher education sector.
    2. Conducting research studies necessary for the development of the higher education sector.
    3. Identifying the financial needs of the higher education sector.
    4. Any other duties as assigned by the Council.
  - B.** The Unified Admission Coordination Unit:  
This Unit shall handle the process of coordinating students' admission into the Jordanian public universities according to the principles that are formulated by the



Council, this is in addition to any other duties as assigned by the council.

- Article (9) :**
- A.** A fund called (the Scientific Research Support Fund) is established with a distinguished financial and administrative independency that aimed at encouraging and supporting the scientific research in the kingdom.
  - B.** A General Director of the Fund who holds the rank of professor shall be appointed by the Ministers Council upon a recommendation of the Minister, where his salary and other financial rights shall be determined at the time of appointment, also his services shall be terminated in the same way.
  - C.** The Fund is administered and supervised by a Board of Directors presided by the Minister and a membership of:
    - 1.** The Secretary General of the Ministry as Vice-Chairman.
    - 2.** The Secretary General of the Ministry of Finance.
    - 3.** The Secretary General of the Higher Council For Science & Technology.
    - 4.** Three professors working for the universities of Jordan, and representing the fields of applied sciences, basic sciences and human sciences.
    - 5.** Three people who have the experience and represent the different contributing parties to the Fund's income.
    - 6.** The Fund's General Director.
  - D.** Appointment of the members stated in items (4) and (5) of paragraph (c) of this Article, shall be made under a resolution of the Council, for a period of two years subject to renewal for one time.
  - E.** Setting out the functions and powers of the Funds' Board of Directors, the type of expenditure and other relevant matters by virtue of a regulation issued for this purpose, provided that money is not spent for any aspects other than the scientific research.

- Article (10) :**
- A.** The Funds' financial resources consist of the following:
    - 1.** Allocations from the General Budget of the State.
    - 2.** Surplus allocations of the scientific research, training and publication, conferences, and scholarships that are not disbursed by the Jordanian universities during the last three years.

3. Financial revenues derived from patents, intellectual property rights and technology investments supported by the Fund.
  4. All grants, donations or subsidies received, shall be subject to approval by the Ministers Council if such money came from a non-Jordanian source.
- B. The Fund's money is regarded as a State property and shall be collected in accordance with the law of dominal money collection in force, and for this purpose, the Funds' General Director shall exercise the powers of both the administrative governor and the Committee of Dominal Money Collection, provided for in the abovementioned Act.
  - C. The Fund's money and accounts therein shall be subject to the supervision of the Jordan Audit Bureau.

**Article (11) :** This Fund is regarded as the legal and factual successor of the Scientific Research Support Fund, which was established under the provisions of the Law of Higher Education and Scientific Research No. (4), for the year 2005. All movable and immovable assets, rights and liabilities shall be transferred to this Fund.

**Article (12) :**

- A. The Ministry shall collect fees for the institutional accreditation of the private institutions of higher education which are deposited into the Treasury's account. Amounts and conditions of collection of such fees and other related issues shall be determined by virtue of a special regulation issued for this purpose.
- B. The Ministry shall collect service fees for certificates equivalency and authentication and for authenticating courses certificates issued by the institutions of higher education. The amount of fees, herein, shall be determined in accordance with instructions issued by the Minister for this purpose.

**Article (13) :** The Council of Ministers shall issue the necessary regulations to put the provisions of this Law into practice.

**Article (14) :** The Law of Higher Education and Scientific Research No. (4), for the year 2005 shall be abrogated provided that the regulations issued pursuant thereto stay effective until amended, repealed or replaced by others in accordance with the provisions of this Act, within a maximum period of six months from the date of entry into force of the provisions of this law.

**Article (15) :** The Prime Minister and Ministers shall be responsible for the implementation of the provisions of this Law.

**Reference**

[1] Ministry of Higher Education and Scientific Research Website:  
<http://www.mohe.gov.jo>

## Law No. (20) of (2009) and its Amendments

### Jordanian Universities Law<sup>[1]</sup>

**Article (1) :** This Law is titled and shall be cited as the “**Jordanian Universities Law of (2009) and its Amendments**”, and shall become effective as of its date of publication in the official gazette.

**Article (2) :** Unless the context indicates otherwise, the following terms and expressions, wherever mentioned herein, shall have the hereunder designated meanings:

<b>University</b>	: Public or private higher-education institution offering university degrees.
<b>Council</b>	: Council of Higher Education.
<b>Board of trustees</b>	: The university’s board of trustees appointed under this law.
<b>President</b>	: University’s president.
<b>Dean</b>	The dean of a faculty or institute, or the dean of university activities.
<b>Owner</b>	: Any company or association owns a private university and is registered according to the regulations in force.
<b>Board</b>	: The board of directors or administrative board of the company owning the private university.

**Article (3) :** A public university has a legal personality and is financially and administratively independent. As such, it may own movables and immovables and carry out all legal transactions, including: concluding contracts, borrowing through the Cabinet’s approval and accepting aids, donations, grants and wills. Furthermore, it has the right of litigation, carrying out all legal and judicial procedures, and appointing on its behalf a civil prosecuting attorney or any other attorney appointed for this purpose.

**Article (4) :** **A.** Based on an application by the owner, a private university is established through a decision by the Council and in accordance with the conditions and guarantees prescribed by the relevant regulation, provided that the Council shall make its decision regarding such application within a maximum period of four months as of its submission date.

- B.** Subject to paragraph (C) of this article, a private university has a legal personality and is financially and administratively independent. As such, it may carry out all legal transactions, including: concluding contracts and accepting aids, donations, grants and wills, and has the right of litigation.
- C.** The Board may own movable and immovable property, and has the right of borrowing.
- D.** The relationship between the Board and the university is governed by a regulation issued for this purpose.

**Article (5) :** The provisions herein are applicable to any university established before or after such provisions have come into effect. No provision in any public university's law shall be effective if it contradicts the provisions stated herein.

- Article (6) :**
- A.** A university is an independent academic institution endeavors to achieve the objectives of higher education and scientific research. In order to achieve such objectives in accordance with the higher education policy, it may carry out the following:
    - 1.** Designing its study and research programs, curricula and plans.
    - 2.** Holding exams.
    - 3.** Granting scientific and honorary degrees and certificates.
  - B.**
    - 1.** A public university shall establish a manpower structure of all positions it needs in its scientific, art, administrative and other organs, and shall appoint applicants pursuant to the regulations in force.
    - 2.** A private university has its own organizational, administrative, technical and financial structure directly subordinated to the president.

- Article (7) :**
- A.** By a decision by the board of trustees based on a recommendation by the university council, the university may establish learning, training, consulting and services offices or any other private programs. Moreover, it may establish applied schools inside or outside its premises.
  - B.**
    - 1.** The university may open branches, centers and offices inside and outside the Kingdom by a decision from the Council based on a recommendation from the board of trustees.

2. A university branch inside the Kingdom is administratively and academically independent unit, in order to apply the public and private accreditation standards.
3. A public university branch inside the Kingdom is administratively and academically independent unit for the purposes of budget and final financial statements.
4. The branch president is the only person who may represent the branch in the university council and in the board of trustees.

- Article (8) :**
- A. Each university shall have a “board of trustees” consisting of a president and twelve/fourteen members for the public and private universities respectively, who must at least hold a first-level university degree.
  - B. Subject to paragraph (B) of article (9) and (10) herein, the president and the members of the board of trustees are appointed for a one-time renewable term of four years.
  - C. The board of trustees shall nominate a member as a deputy president who shall assume the president’s duties when absent.
  - D. If the post of the president or any member of the board of trustees becomes vacant due to any reason, a substitute shall be appointed for the remaining period and in the same way the previous holder of the vacant post was appointed.
  - E. The university president is not allowed to be the president of the board of trustees; as well as, the member of the university’s teaching staff is not allowed to be a member of its board of trustees.
  - F. The board of trustees shall establish from its members an academic, administrative, financial and any other permanent committee it deems necessary to study issues it is entrusted with by the board of trustees and according to each committee’s specialization.
  - G. The board of trustees shall hold its meetings at least once a month and whenever it is necessary to do this. The university shall designate a suitable place in the campus for the board of trustees and its administrative organ to carry out their tasks and to hold their meetings.

**H.** The board of trustees shall issue the instructions necessary for organizing its meetings and tasks.

- Article (9) :**
- A.** The board of trustees of the public university consists of the following:
    - 1.** President of the board of trustees.
    - 2.** Four academic members holding a degree of professorship from another university.
    - 3.** Three members from the industry and trade sector.
    - 4.** Four expert members.
    - 5.** University's president.
  - B.** The president and members of the board of trustees of a public university are appointed and discharged by a royal decree according to the Prime Minister's recommendation.

- Article (10) :**
- A.** The board of trustees of the private university consists of the following:
    - 1.** President of the board of trustees recommended by the Board.
    - 2.** Five academic members holding a degree of professorship from another university to be chosen by the Council.
    - 3.** Three members from industry and trade sector recommended by the Board.
    - 4.** Two expert members recommended by the Board.
    - 5.** Three members recommended by the Board from among its members.
    - 6.** The university president.
  - B.** The president and members of the board of trustees of a private university are appointed, their resignation accepted, and discharged by the Council's decision.

- Article (11) :** The board of trustees assumes the following tasks and powers:
- A.** Designing university's general policy.
  - B.** Approving university's annual strategic plan according to the university council's recommendation, and following up its implementation and evaluation.

- C. Evaluating the university's performance regarding the academic, administrative, financial and infrastructure aspects.
- D. Appointing deputy presidents, branch presidents and deans.
- E. Recommending the council to establish university's faculties, departments and scientific centers inside the Kingdom.
- F. Recommending the council to establish, integrate or cancel academic programs and majors.
- G. Determining university's fees in all majors through a recommendation by the university council.
- H.
  1. Approving university's annual, final budget after approving it by the university council, and submitting it together with the auditor's report to the council for approval.
  2. Discussing university's annual report after approving it by the university council and submitting it to the Council for examination.
- I. Endeavoring to support university's financial resources and organizing its investments.
- J. Accepting grants, donations, wills and other.
- K. Recommending the Council to approve scientific, technological and cultural cooperation agreements with other universities abroad, provided that the scientific programs and majors resulting therefrom shall acquire special approval, meet the terms and conditions and comply with the Council's rules regarding agreements that lead to acquire scientific degrees.
- L. Submitting draft regulations to the Council to duly approve and implement them.
- M. Appointing an external auditor to audit university's accounts and determining his/her fees by a recommendation from the university council.
- N. Carrying out any other matters submitted by the president of the board of trustees which neither come under the jurisdiction of an authority mentioned herein nor the regulations effective in the university.

- Article (12) :**
- A. Each university shall have a full-time president appointed for a onetime renewable term of four years, provided that he/she is a Jordanian national and had held a post of a professor.



- B.** The president of a public university is appointed by a royal decree based on the Council's recommendation.
- C.** The president of a private university is appointed by the Council's decision based on the recommendation of the board of trustees, provided that he/she is not a partner, shareholder or member in a company or a member of the Board. His/her salary, rights and privileges are determined by the board of trustees based on the Board's recommendation and according to a special contract with the university signed by the president of the board of trustee on behalf of the university.
- D.** The president's term shall be terminated in the following cases:
  - 1.** At the end of his/her term or by a resignation accepted by the council.
  - 2.** If discharged by a Council's decision (if a public university) or by a recommendation from the board of trustees (if a private university).
- E.** Despite what is mentioned in paragraph (D) herein, the president continues to hold the office of a full-fledged professor in the university, unless he/she has notified the university of his/her unwillingness to continue.
- F.** When recommending discharging the president of a private university, the board of trustees shall submit the justifications therewith.

- Article (13) :**
- A.** The president is accountable to the board of trustees regarding the management of university's affairs. Moreover, he/she is the paymaster and exercises the following powers:
    - 1.** Representing the university before all official and judicial authorities, bodies and individuals, and signing contracts on its behalf without any prejudice to the Higher Education and Scientific Research Law in force.
    - 2.** Managing the university's scientific, financial and administrative affairs according to the provisions herein and according to the regulations, instructions and decisions issued by its virtue.
    - 3.** Inviting the university council and the council of deans to meet, presiding over their meetings and

supervising and implementing decisions issued by them.

4. Submitting university's annual work-plan in order to study and submit it to the board of trustees.
  5. Preparing and submitting the university's draft annual budget according to the model adopted by the Council.
  6. Submitting to the university council quarterly and annual reports about the university's performance, showing therein performance indicators in the fields of higher education, scientific research, community service and others. Moreover, he/she shall make suggestions deemed appropriate for the university's development, provided that the university council shall discuss and submit them to the board of trustees.
  7. Suspending the study wholly or partially in cases he/she deems appropriate to do this. However, if the suspension period exceeds one week, the president shall submit the matter to the university council to give the appropriate recommendation and then submit it to the board of trustees to take the proper decision.
  8. Recommending the board of trustees to appoint deputy presidents, branch presidents and deans of the university.
  9. Any other powers he/she is entitled with according the rules and regulations effective in the university or any other tasks he/she is entrusted with by the board of trustees.
- B.** The president may delegate any of his/her powers to his/her deputies, deans and directors in the university according to their fields of specialization, provided that this delegation must be in writing, specific and temporary.
- C.** If absent, the president shall select one of his/her deputies to carry out his/her duties and powers. Moreover, if the president post is vacant, the president of the board of trustees shall delegate one of the president's deputies to carry out his/her duties and exercise his/her powers until a new president is appointed.

- Article (14) :**
- A.** Based on the president's recommendation, the deputy presidents are appointed by the board of trustees for a one-time renewable term of three years. A deputy president's term ends when the term expires, or by accepting his/her resignation or after being discharged in the same manner.
  - B.** Subject to any other law of the public universities, the university's deputy president shall be a Jordanian national and had held a post of a professor.
  - C.** In accordance with the president's recommendation, the board of trustees shall nominate one of the deputy presidents as a president of the university's branch.
  - D.** A decision shall be issued by the president in which he/she determines the tasks and powers of his/her deputies and of the branches presidents.

- Article (15) :**
- A.** Each university shall have a "university council" presided by the president and consists of the following members:
    - 1.** Deputy Presidents.
    - 2.** Deans.
    - 3.** A member of the teaching staff nominated by the teaching staff of each faculty at the beginning of each university year.
    - 4.** Three directors of the academic, technical and administrative departments in the university.
    - 5.** Two members of the local community.
    - 6.** One of the university's students.
    - 7.** One of the university's graduates.
  - B.** The council members mentioned in articles (4), (5), (6) and (7) of paragraph (A) of this article are appointed by the president for one year.

- Article (16) :** The university council assumes the following tasks and powers:
- A.** Promoting the level of services provided by the university in the fields of education, scientific research, training and public service.
  - B.** Examining the annual plan of the university's developmental projects prepared by the president and submitting it to the board of trustees for judgment. In case of a private university, the examination will be submitted to the Board for approval and then to the board of trustees.

- C. Recommending the board of trustee concerning university fees received from the students in order to reach a decision about it.
- D. Examining university's draft rules and regulations in order to complete their necessary procedures.
- E. Approving the university's draft annual budget and its final financial statements in order to submit them to the board of trustees.
- F. Approving university's reports of performance, activities and accomplishments in order to submit them to the board of trustees.
- G. Examining any other matters presented by the president in relation to the university.

**Article (17) :**

- A. Each university shall have a "council of deans" presided by the president and consists of the following members:
  - 1. Deputy Presidents.
  - 2. Deans of faculties, institutes and university activities.
- B. The council of deans assume the following tasks and powers:
  - 1. Recommending the board of trustees to establish scientific faculties, institutes, departments and centers inside the Kingdom.
  - 2. Recommending the board of trustees to establish, integrate and cancel academic programs and majors.
  - 3. Appointing, promoting, transferring, delegating and seconding the teaching staff, and granting them leaves (including scientific dedication leaves and unpaid leaves), accepting their resignation and transferring them to other faculties.
  - 4. Evaluating the members of the teaching staff regarding their academic activities, teaching methods and scientific researches, and making the appropriate decisions concerning the above mentioned.
  - 5. Delegating the members of the teaching staff, full-time lecturers, research or teaching assistants, technicians working in the academic field in the university or persons who worked with the university in scientific delegations and

missions and training courses pursuant to the Delegation Act effective in the university.

6. Examining, discussing and issuing decisions concerning the draft study-plans submitted by the councils of faculties, institutes and centers.
7. Evaluating the academic performance and scientific achievement level in the university.
8. Granting scientific and honorary degrees and certificates.
9. Establishing the professorate.
10. Advising the council regarding the annual number of students to be admitted in the various programs and majors in the university.
11. Establishing the rules necessary to implement regulations related to the academic work in the university.
12. Examining any matter related to the academic work presented by the president. This is not within the jurisdiction of any other body according to the legislations in force.

- Article (18) :**
- A. Based on the president's recommendation, the faculty dean is appointed by the board of trustees for a one-time renewable term of two years, provided that he/she had previously held a post of a professor. His/her term ends when the term expires, or by accepting his/her resignation or after being discharged in the same manner.
  - B. The faculty dean is responsible for managing academic, administrative, financial and scientific matters in the faculty.  
Furthermore, he/she implements the decisions of the faculty, university and councils of deans, and submits a report to the president at the end of each academic year – or upon the president's request – about the faculty's performance and activities.
  - C. By a recommendation of the president and in special cases, the board of trustees may appoint a member of the teaching staff as a chargé d'affaires of the faculty dean. His/her term ends when the term expires, or by accepting his/her resignation or appointing a substitute.

- D. By the dean's recommendation, the president may appoint a professor as a deputy dean for a one-time renewable term of one year. The deputy shall carry out the duties and tasks and exercise powers entrusted with by the dean. However, and after the board of trustees' approval, a member of the teaching staff who had not held a post of a professor may be appointed as a deputy dean when necessary.
- E.
  - 1. When absent, the dean shall select one of his deputies to carry out his/her duties and exercise his/her powers.
  - 2. If the post of the dean becomes vacant, the president shall entrust a deputy dean to carry out the duties and exercise the powers of the dean until a new faculty dean is appointed pursuant to paragraph (A) of this article.
  - 3. Should there be no deputy available, the president shall entrust a member of the teaching staff to carry out and exercise the powers of the dean until a new faculty dean is appointed pursuant to paragraph (A) of this article.

**Article (19) :** Deans other than the faculties' deans may be appointed to supervise the institutes or any university activity. For this end, they shall carry out the designated duties in accordance with the rules and regulations effective in 16 the university, and they shall be appointed pursuant to the provisions of article (18) herein.

**Article (20) :** A. Each faculty shall have a "faculty council" presided by the president and consists of the following members:

- 1. Deputy deans.
- 2. Heads of the academic departments in the faculty.
- 3. A representative of each academic department in the faculty nominated by the members of the department's teaching staff at the beginning of each study year.
- 4. Two experts from outside the university nominated by the president after consulting

the dean, and who shall serve for a onetime renewable term of one year.

- B.** Each new faculty shall have a temporary council established by the council of deans based on the president's recommendation consisting of a president and three members at least. It shall exercise the powers of the faculty's dean, council and department councils until a new dean, council and department councils are appointed.
- C.** The faculty council assumes the following duties and powers:
  - 1.** Proposing the faculty's study plan and the conditions of granting scientific degrees and certificates.
  - 2.** Approving the curricula proposed by department councils.
  - 3.** Coordinating with the deanery of higher studies to appoint the supervisors of scientific treatises and establishing thesis-proposal defense committees.
  - 4.** Organizing and supervising faculty's exams, and discussing and certifying their results incoming from the competent departments.
  - 5.** Advising the council of deans to grant scientific degrees and certificates.
  - 6.** Supervising and promoting scientific research in the faculty in coordination with the deanery of scientific research.
  - 7.** Making recommendations about the faculty's teaching staff concerning their appointment, promotion, transference, delegation, seconding, study leaves, resignation and other university matters in accordance with the regulations in force.
  - 8.** Preparing faculty's draft annual budget.
  - 9.** Deciding the matters entrusted with by the faculty's dean.

- Article (21) :**
- A.** Each faculty department shall have a council consisting of a president and all members of the teaching staff.
  - B.** The department council assumes the following duties and powers:

1. Submitting proposals to the faculty council about the department's study-plans.
  2. Proposing the department's curricula.
  3. Promoting scientific research activities in the department, examining scientific research projects and submitting the necessary recommendations for the purposes of support, publication or participation in scientific conferences and seminars.
  4. Proposing the distribution of classes and lectures.
  5. Examining the applications of appointment, promotion, transference, seconding, delegation, leaves and resignation and recommending them according to the effective legislations.  
However, no member of the teaching staff shall participate in any of the above-mentioned unless he/she has a similar or higher rank.
  6. Preparing department's draft annual report.
  7. Proposing any subject lies in the interest of the department, faculty or university.
  8. Examining any matter it is entrusted with by the dean or presented by the department president.
- C.** The head of department is responsible for a smooth educational process in his/her department without any prejudice to the legislations in force.
- D.** By the president's decision based on the dean's recommendation, a department professor shall be appointed as the head of this department for a one-time renewable term of one year. However, and in special cases evaluated by the president based on the dean's recommendation, a member of the teaching staff may be appointed as an acting president. Moreover, if the department president is absent or his/her post is vacant, the dean may entrust a member to carry out his/her duties until he/she returns back or a new president is appointed according the provisions herein.



**Article (22) :** Notwithstanding the provisions of any other legislation, the members of the teaching staff in public universities are allowed to combine the fees they receive from their universities with their civil pensions.

**Article (23) :** The member of the teaching staff is a:

- A.** Professor.
- B.** Associate professor.
- C.** Assistant professor.
- D.** Lecturer.
- E.** Assistant lecturer.
- F.** Practicing professor.

**Article (24) :** **A.** A public university has its own independent budget prepared by the president, approved by the university council, endorsed by the board of trustees and ratified by the council.

**B. 1.** A private university has its own independent budget prepared by the president, discussed by the university council, endorsed by the board, confirmed by the board of trustees and ratified by the council.

**2.** A private university shall open a private account – independent of that of the owner – in a bank inside the Kingdom. All university’s allocations shall be deposited in this account according to the budget, and withdrawal therefrom shall be approved by the president.

**C.** The university branch has an independent budget prepared by the branch president, approved by the university council, endorsed by the board of trustees and ratified by the council.

**Article (25) :** **A.** The financial resources of a university include the following:

- 1.** Study fees.
- 2.** Revenues from its movable and immovable properties.
- 3.** Incomes from the educational, advisory and research activities of the faculties, institutes

and centers, and from any productive projects and university facilities.

4. Grants, donations and wills after the approval of the Cabinet if from a non-Jordanian source.
5. Any other incomes.

**B.** Allocations from the State's general budget are additional resources for the public university.

**C. 1.** The university shall have an internal monitoring and audit unit; its director is appointed by the board of trustees based on the president's recommendation.

**2.** The unit is directly accountable to the board of trustees, and supervises administrative and financial matters in the university and submits monthly and semiannual reports to the board of trustees.

**D.** Each university shall have an external legal auditor who audits university's accounts, provided that the president of the board of trustees shall send a copy of the auditor's report to the council.

**Article (26) :** **A.** The university shall allocate (3%) of its annual budget for scientific research, publication and scientific conferences. Moreover, it shall allocate (2%) for delegations aiming to acquire master degrees and doctorates in order to develop the academic cadres according the regulations effective in the university.

**B.** The surplus of the percentages mentioned in paragraph (A) of this article shall be transferred to the Scientific Research Fund if they are not spent within three years of their date of allocation for the abovementioned purposes.

**Article (27) :** **A.** The funds of a public university are public funds and are collected according to the effective public funds collection law. For this end, the president exercises the powers of the governor and the public funds collection committee stated in the above-mentioned law.

**B.** The public university enjoys all exemptions and facilities enjoyed by ministries and official authorities.

**Article (28) :** Notwithstanding any provision of other legislation, a public university shall carry out all tasks and public services and provide necessary means and facilities required to achieve its goals and objectives mentioned herein. Moreover, it shall make all necessary arrangements to protect its assets and properties by erecting the necessary buildings and installations according to the planning and designs it deems appropriate.

**Article (29) :** Notwithstanding any provision in the Companies Law or in any other legislation,

- A.** The board is directly responsible for capitalist construction projects, buildings, private university's facilities and securing its financial resources according to the plan accredited by the board of trustees.
- B.** The Board shall not intervene in the management of the private university's affairs and organs in any way.
- C.** The university shall manage accounts and financial records that organize its tasks according to the customary accounting norms. The final accounts and reports are subject to auditing by a legal auditor appointed by the Board.

**Article (30) :**

- A.** Each council mentioned herein holds meetings by an invitation from its president or one of his/her deputies in case he/she is absent.
- B.** The president of the university may invite any of its councils to meet – with the exception of the board of trustees.
- C.** At least one half of the members of any council may submit a request to its president to meet; in such case, the council president shall invite the members to meet within fifteen days as of the date of his/her reception of such request.

**Article (31) :** The quorum of any council mentioned herein is met by the presence of the great majority of its members, and the decisions shall be made by at least the majority of the votes of its present members.

- Article (32) :** The decisions made by any council may be challenged and submitted to a higher-ranking council, whose decision shall be deemed final.
- Article (33) :** A public university may establish funds for housing, saving, investment, donations, students and other funds related to the teaching staff and workers. Each fund (except donation and student funds) has a legal personality, whose regulations, purposes, management, membership, subscription, fees, liquidation and other relevant matters are subject to regulations issued therefor.
- Article (34) :** The provisions of this law and any other legislation related to higher education are applicable to any non-Jordanian institution or any of its branches which offers higher education in the Kingdom regardless of its legal status.
- Article (35) :** The board of trustees of a private university may prepare draft by-laws and submit it to the council for approval, provided that it shall adopt the teaching staff law effective in public universities.
- Article (36) :** The Cabinet shall issue the regulations necessary for the implementation of this law, including the following regulations related to public universities:
- A.** Appointing, promoting, transferring, delegating, and seconding the members of the teaching staff, lecturers, research and teaching assistants, secondees, pensioners, employees and all workers in the university, and granting them leaves (including the scientific dedication leaves and the unpaid leaves), accepting their resignation, discharging them and determining their work and financial rights and duties and all other matters related to their university work.
  - B.** Transference, travel and health insurance.
  - C.** Financial matters, supplies and public works.
  - D.** Granting degrees and certificates and determining their conditions, rules and procedures.
  - E.** Scientific delegations, including their costs and conditions.
  - F.** Matters related to scientific research.

- Article (37) :** University council shall issue the instructions related to the clubs of the teaching staff, workers, and students, student dormitories and any other matters related to the students' social and cultural activities.
- Article (38) :** The following laws shall be abolished: [Jordanian Universities Law no. (29) of 1987], [Temporary Public Jordanian Universities Law no. (42) of 2001 and its Amendments] and [Private Jordanian Universities Law no. (26) of 2007].
- Article (39) :** The rules and regulations effective in any university shall remain effective when this Law is issued until they are amended, abolished or replaced according to the provisions herein.
- Article (40) :** The Prime Minister and the ministers are entrusted with the implementation of the provisions of this law.

#### **Reference**

- [1] Ministry of Higher Education and Scientific Research Website:  
<http://www.mohe.gov.jo>

## **PART II : BYLAWS**



## **BYLAWS No. (1) of (2009)**

### **FACULTY BYLAWS AT UNIVERSITY OF PETRA**

**(Issued in accordance with Article (35) of the Jordanian  
Universities  
Law No. (20) of (2009) and its Amendments)**

**Article (1) :** These Bylaws are titled and shall be cited as the “**Faculty Bylaws at University of Petra of (2009)**”, and shall go into effect as of the date of they are approved by the Board of Trustees. (\*).

**Article (2) :** Unless the context indicates otherwise, the following terms and expressions, wherever mentioned herein, shall have the hereunder designated meanings :

**University** : University of Petra  
**President** : University President.  
**Council** : Council of Deans at the University.  
**Committee** : Appointment and Promotion Committee at the University.  
**Research** : A Research product accepted for promotion.

**Article (3) :** The Council forms from amongst its members a committee called "Appointment and Promotion Committee", consisting of the President, as Chair, and (6) members holding the rank of Professor, to deal with issues pertaining to faculty members in accordance with the stipulations of these Bylaws.

**Article (4) :** A University faculty member is appointed, promoted, tenured, granted sabbatical and unpaid leaves, delegated, seconded, his/her resignation accepted, and his/her service terminated by a decision issued by the Council upon a recommendation from the Committee and both Faculty and Department Councils.

A faculty (an academic staff) member at the University is a/ an :

---

(\*). In its session No. (1-2009), dated on 22/01/2009



1. Professor.
2. Associate Professor.
3. Assistant Professor.
4. Instructor.
5. Assistant Instructor.
6. Practicing Professor.

### **Appointment**

- Article (5) :** A faculty member to be appointed at the University shall have:
1. Obtained an academic degree or a professional certificate in his/her field of study that qualifies him/her to teach at the University, provided that such a degree or certificate was preceded by the General Secondary Education Certificate or its equivalent and the Bachelor's degree;
  2. Obtained the academic degrees referred to in paragraph (1) of this Article through regular study requiring full attendance in recognized universities;
  3. Competence to take up university tasks.
  4. Physical fitness, as per a medical report issued by the medical authority accredited by the University.
  5. No previous conviction of misdemeanor or felony encroaching upon honor, dignity, and public rules of conduct.
- Article (6) :** An Instructor to be appointed at the University, except for those to be appointed in the Faculty of Architecture and Design, shall have obtained the Master's degree or its equivalent from a recognized university in the field of study in which s/he is to be appointed.
- Article (7) :**
- A.** An Assistant Professor to be appointed at the University shall have obtained the Ph.D. degree or its equivalent from a recognized university, or a valid professional or technical certificate in the field of study equivalent to the Ph.D. degree from a recognized academic or professional institution, and has at least one research article published or accepted for publication in an accredited journal.
  - B.** Taking what is stipulated in paragraph (A) of this Article into consideration, an Assistant Professor to be appointed in the Faculty of Architecture and Design shall have produced, after obtaining the degree, at least one object d'art or work of architecture that meets the criteria to be met in the objects d'art or works of architecture accepted for the purpose of promotion.

**Article (8) :** An Associate Professor to be appointed at the University shall have:

1. Obtained the academic degree stipulated in Article (7) of these Bylaws;
2. Held the rank of "Assistant Professor" for at least (5) years at a recognized university or scientific institute at the university level; and
3. Published valuable research leading to the advancement of knowledge, provided that this research was carried out after obtaining the academic qualification stipulated in Article (7) of these Bylaws, meets the requirements and specifications required by the University for promotion to the rank of "Associate Professor", and be evaluated in accordance with the procedures followed by the University.

**Article (9) :** A Professor to be appointed at the University shall have :

1. Obtained the academic degree stipulated in Article (7) of these Bylaws.
2. Held the rank of "Associate Professor" for at least (5) years at a recognized university or scientific institute at the university level; and
3. Published, while holding the rank of "Associate Professor", valuable research leading to the advancement of knowledge, provided that this research meets the requirements and specifications required by the University for promotion to the rank of "Professor", and be evaluated in accordance with the procedures followed by the University.

**Article (10) :** A faculty member, who has reached the age of (70), to be offered a contract at the University shall have : (\*)

1. Held the rank of "Professor";

---

(\*) In accordance with the Higher Education Accreditation Commission Decision No. (152/6/2011), in its session No. (6/2011), dated on 2/3/2011

2. Been teaching for at least (12) years at university level and his/her research productivity has not stopped in the last five years before been appointed or his/her contract renewed.
- Article (11) :**
- A.** If a faculty member is appointed at the University in accordance with these Bylaws, the maximum probation period based on the academic rank at which s/he is appointed shall be as follows:
    - Two years for the rank of 'Instructor'.
    - Three years for the rank of 'Assistant Professor', 'Associate Professor' or "Professor".
  - B.** If a decision to appoint a faculty member has not been issued during the probation period stipulated in paragraph (A) of this Article, his/her service shall legally be considered terminated.
- Article (12) :**
- A.** In view of paragraph (11A) of these Bylaws, renewal of the contract of a faculty member shall be considered if s/he :
    1. Has been successful in teaching and university work, upon recommendations from the Head of the Department and the Dean of the Faculty.
    2. Has not received the penalty of 'warning' during his/her service at the University.
  - B.**
    1. The President may, for reasons convincing to him/her, terminate the services of a faculty member during the probation period provided that s/he is notified of this decision at least three months prior to the end of his/her service. Such faculty members may not be reappointed at the University.
    2. The President may, in cases s/he considers appropriate and justified, not abide by the temporal condition for notifying faculty members of the termination of their service stipulated in (B1) of this Article.
- Article (13) :** The probation period for a faculty member shall be considered part of his/her actual service at the University.
- Article (14) :** The annual increment for a faculty member holding the rank of 'Assistant Professor' or higher shall be suspended by a decision issued by the Council if his/her published work acceptable for promotion has stopped for five years, unless s/he has been assuming an administrative position at the level of Dean or higher during that period.

## **Promotion**

- Article (15) :**
- A.** A faculty member is promoted to the rank of 'Associate Professor' or 'Professor' if s/he:
    - 1. Has had seniority in the rank from which s/he is to be promoted for at least five years. This period may, however, be reduced to four years if the faculty member has accumulated twice the points needed for promotion.
    - 2. Has been successful in teaching.
    - 3. Has been successful in his/her relation with others in his/her university work.
    - 4. Has been active in community service and development.
    - 5. Has, while occupying the rank from which to be promoted, had valuable research work in his/her field of specialization published, or accepted for publication, in accredited journals. Exceptional professional or artistic works undertaken while holding the rank may be considered as part of the scientific work accepted for promotion.
    - 6. Has submitted scientific work that meets the minimum requirements for promotion established by the Council.
  - B.**
    - 1. Taking the promotion regulations into consideration, the Council takes a decision concerning promotion in view of the results arrived at in the referees' reports.
    - 2. Should there be a discrepancy in the referees' reports and recommendations, the Council may take the decision that it deems appropriate concerning promotion.

**Article (16) :** The Council may, on the basis of a recommendation submitted by the President, name a faculty member as 'Honorary Professor' if s/he has spent at least fifteen years in the service of the University while holding the rank of 'Professor', has contributed during his/her work at the University exceptional services leading to its growth and development, and if his/her service ended as a result of him/her becoming seventy years old or upon his/her own request. The Honorary Professor keeps all his/her academic rights, and benefits from all services offered by the University. The University, on the other hand, may benefit from his/her experience in teaching and supervision, among other activities, against a remuneration determined by the President.

## **Faculty Member's Tasks**

**Article (17) :** A faculty member is entitled, in his/her academic work, to full freedom of thinking, expression, publication, and exchange of ideas, as long as these activities are in line with the effective laws and bylaws.

**Article (18) :**

- A.** The tasks of a University faculty member include:
  - 1. Teaching and evaluation.
  - 2. Undertaking theoretical and applied research and studies.
  - 3. Community service and development.
  - 4. Supervising university dissertations, student research articles, reports, social and scientific activities, and providing proper directions to them.
  - 5. Full attendance to his/her academic duties in serving the University.
  - 6. Academic advising.
  - 7. Participation in University councils and committees, and in those where the University is involved.
  - 8. Any other matters s/he is assigned to participate in as part of his/her service to the University.
- B.** A faculty member is not allowed to accept any work outside the University before obtaining prior written approval from the President, upon a recommendation from the Dean of the Faculty and in accordance with special regulations issued for this purpose.

**Article (19) :**

- A.** The number of weekly working hours for a faculty member shall be (40) hours, distributed among teaching, scientific research, community service and development, and other University tasks. The faculty tasks shall be determined by the Department Chair and the Faculty Dean, and his/her performance is subsequently evaluated in view of his/her productivity.
- B.** Taking what is stated in paragraph (A) of this Article into consideration, the maximum teaching load for a faculty member shall be (9) nine credit hours for the Professor, (12) twelve credit hours for the Associate and Assistant Professors, and (15) fifteen credit hours for the Instructor.
- C.** The President may reduce the teaching load for the faculty member who assumes academic or administrative responsibilities in accordance with special regulations issued by him/her.

## **Vacations and Leaves**

- Article (20) :**
- A.** The annual vacation for faculty members shall be as follows:
    - 1.** Eleven weeks for faculty members. Fridays, Saturdays, religious and official holidays are considered part of this vacation.
    - 2.** Eight weeks for faculty members assuming administrative responsibilities. What is mentioned in (A-1) of this Article also applies here.
  - B.** The annual vacation stated in paragraph (A) of this Article shall be distributed among semesters, and it may not be carried over to the following year.
  - C.** A faculty member assigned a teaching load in the summer session shall be considered as full-time faculty member for the purposes of holding Department and Faculty Council meetings.
  - D.** The President may assign work to a faculty member during his/her annual vacation.
  - E.** The faculty member who resigns during an academic year, and the conditions of his/her contract are waived, is entitled for a percentage of the annual vacation proportional to his/her actual work during that year.
- Article (21) :**
- A.** A faculty member holding the rank of 'Professor' or 'Associate Professor' may be awarded a sabbatical leave for a whole year, undivided or divided into two semesters, for every six years spent in University service, provided that the teaching loads of the Department s/he belongs to, are not affected and s/he submits an outline of the scientific, professional, or artistic project(s) s/he would undertake during the leave. In his/her sabbatical leave, the faculty member shall receive his/her salary along with all allowances and shall remain under the umbrella of the social security.
  - B.** The faculty member who has been awarded sabbatical leave may, upon the consent of the President, work during his/her sabbatical leave in universities or scientific research centers, or related institutions, inside and outside Jordan.
  - C.** Sabbatical leaves are considered as actual service for all purposes except counting them for the purpose of getting another sabbatical leave.
  - D.** The faculty member who has been awarded a sabbatical leave shall submit to the Dean of his/her Faculty, upon the end of that leave, the scientific or artistic work(s) s/he has completed during the leave to be evaluated by the Scientific Research Council in view of the principles laid out in the original outline mentioned in (A) of this Article. The work(s) and the evaluation shall then be forwarded to the President for approval. Should they not be approved, all amounts of money paid by the University shall be recovered, and the sabbatical leave shall be

considered taken without counting it for the purposes of promotion, end-of-service, gratuity, or for fulfilling the temporal requirements for getting an alternate assignment or another leave.

- E.** Resignation of a faculty member from work at the University while on a sabbatical leave or before the lapse of one year of actual work at the University after the end of the sabbatical leave shall not be accepted unless the whole amount of money paid to him/her is recovered.

- Article (22) :**
- A.** A faculty member may, after spending at least three years of work at the University, be awarded a leave without pay for one semester or one year.
  - B.** A faculty member who is appointed as president of a Jordanian university is exempt from the condition referred to in (A) of this Article.
  - C.** A faculty member who is appointed as a cabinet minister is exempt from the temporal conditions.
  - D.** In special cases, however, the President may, at his/her discretion, grant a faculty member an exigent leave without pay for a period not exceeding two semesters.
  - E.** Unpaid leaves granted to faculty members may not count as part of the actual service at the University for the purposes of receiving a sabbatical leave and promotion, but they count towards seniority in salary only if the leave is spent at a university or university-level scientific institute recognized by the University.
  - F.** The President may grant a faculty member an exigent paid leave for one week during a single semester.

- Article (23) :** The President may, upon consultation with the Faculty Dean and Department Chair, grant a faculty member a leave not exceeding fifteen days to perform Hajj (Pilgrimage to Mecca), provided that this leave is granted only once throughout his/her work at the University.

- Article (24) :**
- A.** Sick and exigent leaves and the conditions under which they are granted shall be defined by the Jordanian Labor Law on condition that the faculty member has spent one academic year of actual work at the University. Fridays, Saturdays and religious and official holidays are considered part of these leaves.
  - B.** A faculty member is granted only once during his/her service at the University, a paid excuse from work for five days upon marriage.
  - C.** A female faculty member is granted a maternity leave in accordance with the Jordanian Labor Law.
  - D.** In accordance with the Employees Bylaws, a long sick leave is detailed as follows :  
If a sick employee is not cured within one month of his/her sickness according to medical reports, then the sick leave is extended and his/her salary and allowances are paid according to the following :

- 1) Complete salary and allowances for the first two months of his/her sickness.
  - 2) Half salary and allowances for the following two months of sickness.
  - 3) After four months of sickness, the sick employee is investigated by the Medical Committee. If the Committee finds out that the sickness may be cured in two more months, the sick leave shall be extended for those months, but shall be unpaid.
- E. The services of a sick employee whose sickness is not cured during six months shall be terminated by a decision of the President.

### **Delegation, Alternate Assignment, and Missioning**

**Article (25) :** A faculty member may be delegated to perform the tasks of another job inside the University.

- Article (26) :**
- A. A faculty member may be sent on scientific missions outside the University by a decision issued by the President upon a recommendation from the Faculty Council and Department Council. The period spent on the mission is considered part of his/her actual service at the University for the purposes of promotion and the sabbatical leave.
  - B. The President shall issue, upon consultation with the Council, the necessary regulations to organize matters related to missioning, including the financial matters.

- Article (27) :**
- A. A faculty member may be loaned to another university, government department or an international organization for one semester or more, provided that the duration of the loan in any case does not exceed three years. The same faculty member may not be loaned another time until the lapse of twice the duration of the previous loan.
  - B. Taking paragraph (C) of this Article into consideration, the period of the loan of a faculty member is considered part of his/her actual service at the University for the purposes of promotion and the sabbatical leave.
  - C. No salaries, allowances, expenses, or any other costs, whatever their type or reason, shall be carried by the University during the loan period, including the end-of-service gratuity.

### **Visiting Professors and Lecturers**

- Article (28) :**
- A. A faculty member may be employed on a contract basis or against a monthly stipend at the rank of Visiting Professor, Visiting Associate Professor, or Visiting Assistant Professor if s/he has:



1. Obtained the academic degree stipulated in Article (7) of these Bylaws.
  2. Held the academic rank at a university recognized by the University and met the conditions of the rank at the University.
- B.** The services of the faculty member appointed in accordance with paragraph (A) of this Article shall not be considered for the purposes of promotion.

**Article (29) :** The President may, upon the recommendation of both the Faculty and Department Councils, approve the appointment of full-time lecturers to work at the University in accordance with the conditions s/he deems necessary to be included in the contract.

**Article (30) :** A full-time lecturer appointed at the University may be appointed as faculty member if s/he holds the Ph.D. degree or its equivalent, meets the conditions for appointment stipulated in Article (5), and has published at least two research articles while working at the University. His/her services at the University as well as the research articles s/he has published while serving as full-time lecturer at the University may be considered for promotion.

**Article (31) :**

- A.** The President may, upon the recommendation of the Faculty Dean in consultation with the Department Council, appoint part-time lecturers for teaching or training jobs at the University for a semester or more, in accordance with instructions issued by the President.
- B.** The President may invite people from outside the University to deliver lectures or to conduct research, teaching, or training at the University for a specified period of time, in accordance with instructions issued by him/her.
- C.** The President may give permission to people or local authorities to offer voluntary services to the University in accordance with regulations issued by him/her for this purpose.

### **Termination of Service**

**Article (32) :**

- A.** The faculty member's service at the University shall be terminated as of the date specified in the decision issued for this purpose, or the date of the occurrence of the event upon which the service is terminated, in each of the following cases:
  1. Acceptance of resignation.
  2. Completing (70) years of age, in which case the faculty member's service is terminated as of the end of the academic year in which s/he becomes (70) years old, taking Article (10) of these Bylaws into consideration.
  3. Job loss.
  4. Termination of contract.

5. Dismissal from service.
6. Expulsion.
7. Losing one of the appointment conditions mentioned in these Bylaws.
8. Decease.
9. Physical imparity.

**B.** If the faculty member's service ends due to decease, the University shall immediately pay his/her salary and allowances for the month in which s/he has died, in addition to his/her salary and allowances for the following two months to his/her legal heirs.

**Article (33) :**

- A.** A faculty member shall submit his/her resignation in writing to the Dean of his/her Faculty at least (3) months prior to the end of his/her contract. The President, however, may not abide by this temporal condition if there is a justification for that.
- B.** The faculty member shall be notified of the decision concerning his/her resignation within a period not exceeding (8) weeks of its submission date; otherwise, it shall be considered denied.
- C.** The faculty member who has submitted his/her resignation shall continue doing his/her work until it is accepted; otherwise, his/her job is considered lost.

**Article (34) :** A faculty member loses his/her job if s/he absents him/herself from work without an excuse acceptable to the Council for more than three consecutive weeks, in which case s/he may not be reappointed at the University.

**Article (35) :** A faculty member shall carry out his/her duties and tasks, abide by the effective laws, bylaws, regulations, and decisions, and refrain within this context from doing the following acts, which are subject to punishment:

1. Working outside the University without obtaining the written consent of the President.
2. Carrying out any deed contradicting his/her university duties and tasks.
3. Getting involved in any partisan, sectarian, or factional activities within the University.
4. Serving as member of councils of institutions and boards of directors of companies, unless s/he is delegated by the University or has received its consent.
5. Committing any act that may harm the reputation of the University or any of its employees.

**Article (36) :** If a faculty member violates the effective laws, bylaws, regulations, and decisions, s/he shall be subject to any of the following disciplinary measures:

1. Forewarning: If this penalty is imposed on a faculty member twice in three consecutive years, it shall be raised in the third time to the penalty of 'warning'.
2. Warning: If this penalty is imposed on a faculty member, his/her promotion shall be delayed for two years as of the Council's decision date to promote him/her, and his/her annual salary increment shall be suspended for the same duration if s/he holds the rank of 'Professor'. If this penalty is imposed twice in five consecutive years, it shall be raised in the third time to the penalty of 'ultimatum'.
3. Ultimatum: If this penalty is imposed on a faculty member, his/her promotion shall be delayed for four years as of the Council's decision date to promote him/her and his/her annual salary increment shall be suspended for the same duration if s/he holds the rank of 'Professor'. If s/he commits any violation thereafter, s/he shall be referred to the Disciplinary Council.
4. Dismissal from service, and receiving all his/her financial rights.
5. Expulsion from the University. In this case, s/he may not be reappointed at the University.

**Article (37) :** Taking Article (35) of these Bylaws into consideration, the disciplinary penalties stated in Article (36) of these Bylaws shall be imposed by the following authorities:

1. The Department Chair may impose the penalty of “forewarning”.
2. The Faculty Dean may impose the penalties of 'forewarning ' and 'warning'. A faculty member on whom the penalty of 'warning' has been imposed may submit an appeal to the President within seven days as of the date of notification.
3. The President may impose the penalties of “forewarning”, “warning” and “ultimatum”.
4. The Disciplinary Council may impose any of the penalties stated in Article (36) of these Bylaws, in accordance with what it finds out to be suitable to the circumstances of the violation referred to it.

**Article (38) :**

- a. No disciplinary penalty shall be imposed on a faculty member by anyone holding a lower academic rank, in which case the recommendation for imposing the penalty shall be referred to the holder of the higher academic rank having the right to impose it.
- b. No disciplinary penalty shall be imposed, aggravated, or commuted before hearing the faculty member and allowing him/her to defend him/herself in front of those authorized to look into the disciplinary procedures taken against him/her.

**Article (39) :**

- A. The Primary Disciplinary Council shall be formed by the Council from five University faculty members holding the rank of 'Professor', and on whom no penalty has been imposed, for a period of one year, subject

to renewal. The Council shall appoint a Chair to this Disciplinary Council from among its members. The Council may also exempt any of them from the membership of the Disciplinary Council or accept their request to be exempted.

- B.** The Appellate Disciplinary Council shall be formed by the Council from one of the Vice-Presidents, as Chair, and four University faculty members holding the rank of 'Professor', and on whom no penalty has been imposed, for a period of one year, subject to renewal. The Council may exempt any of them from the membership of this Disciplinary Council or accept their request to be exempted.
- C.** The Council may appoint one or more standby members in each of the two disciplinary councils to substitute for any original member who absents him/herself from the sessions of either of them with an acceptable excuse.

**Article (40) :** Both disciplinary councils hold their meetings in response to a call from their chairs. The meeting is considered legal when all members attend it, and its decisions are taken by a majority of four out of five members, or a majority of three members provided the Chair is one of them.

- Article (41) :**
- A.** A faculty member referred to the Disciplinary Council shall be provided with a copy of the violation declaration attributed to him/her. This copy shall be delivered to his/her work place at the University or his/her place of residence at least seven days before the date of the session in which the violation is to be reviewed. The faculty member shall have the right to respond to that declaration in writing during that period.
  - B.** A faculty member referred to the Disciplinary Council shall have the right to review all papers contained in the declaration file, and to attend the Disciplinary Council sessions to defend him/herself.

- Article (42) :**
- A.** The President may refer any violation involving a penal crime to the concerned attorney general to take legal action, and shall have to stop all disciplinary measures until the final judgment has been issued in the penal crime.
  - B.** A judgment in the penal case entailing the faculty member's non-responsibility or acquittal of the penal accusation shall not prevent the University from taking disciplinary measures against him/her according to these Bylaws.

- Article (43) :**
- A.** The President may suspend the work of a faculty member in any of the following cases:
    - 1.** If s/he has been referred to the Disciplinary Council.
    - 2.** If s/he has been referred to the attorney general at the request of the University.

3. If s/he has been referred to court as a result of committing any felony or misdemeanor encroaching upon honor, dignity, or public rules of conduct.
      - B. The President may determine the percentage of the salary and allowances to be paid to the suspended faculty member, provided it does not exceed 50% of them.
- Article (44) :**
- A. The Disciplinary Council shall convene to look into the disciplinary case within a period of two weeks of the date of referring the case to it.
  - B. The sessions of the two disciplinary councils shall be confidential, including the session in which the decision is announced.
- Article (45) :** The Council shall issue the necessary regulations to execute the articles of these Bylaws.
- Article (46) :** “The Faculty Bylaws at University of Petra No. (1) of (2001)” shall be cancelled. However, regulations and decisions issued in its accordance shall remain into effect, unless they are cancelled or substituted by new ones according to these Bylaws.

## **BYLAWS No. (2) of (2009)**

### **EMPLOYEES BYLAWS AT UNIVERSITY OF PETRA**

#### **Chapter One: Definitions**

**Article (1) :** These Bylaws are titled and shall be cited as the “**Employees Bylaws at University of Petra of (2009)**”, and shall go into effect as of the date they are approved by the Board of Trustees. (\*)

**Article (2) :** Unless the context indicates otherwise, the following terms and expressions, wherever mentioned herein, shall have the hereunder designated meanings :

<b>Law</b>	: Jordanian Universities Law.
<b>University</b>	: University of Petra.
<b>President</b>	: University President.
<b>Council</b>	: Council of Deans at the University.
<b>Dean</b>	: A Faculty Dean at the University.
<b>Director</b>	: The Director of a Department or Center at the University.
<b>Committee</b>	: Employees Affairs Committee at the University.
<b>Employee</b>	: A person appointed by the competent reference, in accordance with these Bylaws, in a classified position listed in the University job structure, including those appointed by a decision of the President by a contract or with holistic fixed salaries.
<b>Medical Reference Accredited Physician</b>	: The competent medical reference accredited by the University.
	: The physician accredited to cure University employees.

---

(\*) In its session No. (3-2009), dated on 18/07/2009

**Article (3) :** The provisions of these Bylaws shall apply to all University employees as defined in Article (4) of these Bylaws.

**Article (4) :** The employees at the University are classified as follows :

1. The employees appointed in grades (1) – (5) according to the University job structure.
2. The employees appointed in jobs not included in the University job structure, with special contracts or with holistic fixed salaries.

## **Chapter Two: Appointing Employees**

**Article (5) :**

- A. Job titles, categories, ranks, salaries, requirements and qualifications shall be determined by the job structure issued by the Council.
- B. Job categories shall be detailed in accordance with the “Salaries and Allowances Bylaws” at the University.

**Article (6) :** Whoever is appointed in an administrative position at the University shall meet the following conditions:

1. S/he should be at least eighteen years old according to an official document.
2. S/he should be of decent conduct and reputation.
3. S/he should not have been convicted of a misdemeanor involving moral turpitude, integrity or public morality or a felony.
4. S/he should be free of diseases and physical and mental impairments pursuant to a decision of the medical reference. The of President may, however, approve the appointment of employees who are not fully fit, but have been qualified for the position according to the provisions approved by the Ministry of Labor on condition that the impairment does not prevent them from performing the works assigned to them, is not in conflict with the requirements of general safety, and their percentage does not exceed (2%) of the total number of workers at the University.
5. S/he possesses the qualifications and experience required for this position.

**Article (7) :**

- A. A committee called “Employees Affairs Committee” shall be formed at the University and is composed of :
  - 1) The Vice President / Chairman.
  - 2) The Director of Administrative Affairs.
  - 3) The concerned Dean or Director.

- B.** The Director of a Department or Unit is appointed upon a decision of the President.
- C.** Employees of all categories shall be appointed by a decision of the President upon recommendation of the Committee.

**Article (8) :** The following principles shall be observed for appointment :

- 1.** No employee shall be appointed in a job unless there is a vacancy in the University job structure for it, and an allocated amount for it is stipulated in the budget, or it is necessaited by the accreditation requirements.
- 2.** Retroactive appointment or promotion is not allowed.
- 3.** The applicant has to pass the placement tests in Computer, Arabic and English in accordance with the regulations to be issued for this regard.

- Article (9) :**
- A.** When an employee is appointed for the first time, his/her age shall be stipulated in the appointment decision according to an official birth certificate issued by the competent authorities, or according to his/her civil card. In the case the date of birth is unknown, January first of his/her birth year shall be considered as his/her birth date.
  - B.** Classifications of job categories and degrees shall be as in the “Salaries and Allowances Bylaws”, which are in effect.

**Article (10) :** Any previous experience gained by the newly appointed employee after obtaining the minimum qualification required for the position in which s/he was appointed shall be counted. One annual raise for each year of the first five years of service as a maximum in the position in which s/he is appointed shall be granted for him/her. Previous experience shall, in order to be counted for the employee, be in consistency with the type of work assigned to him/her at the University.

### **Chapter Three: Promotions and Incentives**

**Article (11) :** The employee shall be entitled to annual raise on due date, unless a decision to stop it has been issued according to the articles of these Bylaws.

**Article (12) :**

- A.** The Board may, upon recommendation of the President, grant any allowances s/he sees necessary for the interest of the University.



- B. The President may grant the distinguished employee an incentive allowance equal to one annual raise only once during a year, on condition that not more than two incentive allowances are granted to an employee during his/her service in the same grade. This incentive allowance is granted when his/her annual increase is due. It is granted upon special basis on condition that the employee has received two consecutive (excellent) evaluations from the Dean or the competent Director.
- C. The President may, upon his/her discretion, grant the distinguished employee an incentive allowance.

- Article (13) :**
- A. An employee, when appointed for the first time, shall be placed on probation for a period of three months. The University may terminate the service of an employee on probation for no reasons. Otherwise, the employee is considered tenured after the lapse of the probation period. No promotion and no salary increase for any employee shall be incurred during the probation period.
  - B. The probation period shall count as actual service for the employee.
  - C. An employee may, by a decision of the Committee, be promoted from a grade to a higher one if s/he :
    1. Has been in the grade for a minimum of four years.
    2. Has been at the final step in the grade for at least one year.
    3. Has received a (very good) annual evaluation for the past two years.

**Article (14) :** The employee's performance, including promotion, incentive allowances and job responsibilities shall be stipulated in a annual evaluation report prepared by the competent Director and approved by the Committee.

**Article (15) :** If the employee obtains a higher qualification, which is accredited and is in the same field of his/her work at the University, the President, may amend his/her rank pursuant to the new qualification according to the University job structure.

#### **Chapter Four: Transfer, Mandate and Proxy**

**Article (16) :** A. The interest of the University, the good utilization of the services of the employees, and the reduction of its operations costs shall be taken into consideration upon

taking decisions of transfer, proxy, mandate and secondment of its employees.

- B.** An employee is transferred from one department to another by a decision of the President upon a joint recommendation of the heads of the departments from which and to which s/he is to be transferred.
- C.** An employee may be transferred from one job to another in the same Faculty, Unit, or Center by a decision of the Dean or the component Director, on condition that this transfer may not lower his/her rank or nor decrease his/her salary.

- Article (17) :**
- A.** The President may mandate an employee to carry out other job tasks in addition to his/her present job, and hence, these tasks shall be considered part of his/her job duties.
  - B.** The President may mandate an employee to carry out other job tasks for a financial remuneration estimated by the President.
  - C.** If any job position becomes vacant or the occupant is absent for a justified reason, the President may assign another employee to do the work and tasks of that position by proxy.
  - D.** The Dean and the Director may second any employee in the Faculty or the Department to carry out other job tasks inside the same Faculty or Department, in addition to his/her original job, subject to the approval of the President.
  - E.** The employee who works additional hours when mandated by the President shall receive a financial remuneration in accordance with the University bylaws in effect, or a financial remuneration estimated by the President.

### **Chapter Five: Leaves**

- Article (18) :**
- A.** An employee shall be entitled to the following annual leaves :
    - 1.** Employees of the first grade and Directors  
.....(21) days.
    - 2.** Lab supervisors and employees of the second (A &B) and third grades  
..... (21) days.
    - 3.** Employees of the fourth (A and B) and fifth grades  
..... (14) days.

- B.** The employee shall be granted an annual leave commencing the first of January after the date of appointment, provided that the employee is granted leave in proportion with the period from officially commencing work to the beginning of the following year; however, leaves may not be combined for more than two consecutive years. The employee's right for the postponed leave is annulled after the lapse of the following year.
- C.** The employee shall be entitled to his/her full salary and allowances for the period of the annual leave.
- D.** The employee shall be granted a full annual leave; however, it may be divided depending on work circumstances upon the approval of his/her Director/Dean on condition that it is not less than two consecutive days except for exigent leaves.
- E.** The Dean or the competent Director shall, during the first month of the year, determine the date of the annual leave for each employee in his/her Faculty or Unit according to the work circumstances.
- F.** Official, religious and weekend holidays are not counted within the annual leave.

**Article (19) :** The President may, if the University interest requires so, assign an employee to work during his/her annual leave against a financial remuneration determined by him/her, on the condition that the duration of this assignment shall not exceed three-fourths of the employee's annual leave.

- Article (20) :**
- A.** An employee who gets married is granted an excuse from work for five working days only once during his/her service at the University. These days are fully paid and shall not be deducted from the employee's annual leave.
  - B.** The President may grant an employee unpaid exigent leaves not exceeding (30) days in a single year if s/he has consumed his/her annual leave.
  - C.** An employee is granted a fully paid three-day leave in the event of death of any of his/her ancestors, decedents, brothers, sisters or spouse.

**Article (21) :** If the service of an employee ends in other than dismissal from or loss of his/her job, s/he shall be paid the salary and allowances for the period of the leaves s/he is entitled to at the end of his/her service.

**Article (22) :** Leaves are granted pursuant to the following:

1. By a decision of the President to Heads of Departments and Directors of Centers and Units.
2. By a decision of the Director of Administrative Affairs based upon recommendation from the Dean or the competent provost to all other employees if deserved.

**Article (23) :**

- A. The President may grant an employee an unpaid leave for a period of no more three months on the condition that the employee's service at the University has been not less than three consecutive years.
- B. The leave mentioned in paragraph (A) of this Article may be granted again after the lapse of five years from the end of the first leave.
- C. An unpaid leave granted to an employee shall not be considered as part of his/her service at the University.

**Article (24) :** The President may, upon the recommendation of the Dean or the competent Director, grant the employee a fully-paid leave for a maximum duration of (15) days to perform Hajj (Pilgrimage to Mecca), provided that such leave may be granted only once during the service of the employee at the University.

**Article (25) :** When granting an employee leaves, the interest of work shall be taken into consideration, the written approval of the competent provost for the leave shall be solicited and the employee shall not leave work before attaining a prior written approval of the competent provost.

### **Chapter Six: Sick Leaves**

**Article (26) :**

- A. Sick leaves not exceeding one week are granted based on a report of the accredited physician.
- B. An employee shall be entitled to fully-paid separate sick leaves for fourteen days during a year based on a report of the accredited Physician. Such leaves may be extended for another fully-paid fourteen days if the employee has been hospitalized or based on a report of a medical committee accredited by the University.
- C. If the period of separate leaves exceeds the total as stipulated in paragraphs (A) and (B) of this Article per year, the extra period shall be deducted from the annual leave to which the employee is entitled for that year. If the employee has exhausted his/her annual leaves, then it shall be deducted from his/her salary.

**Article (27) :** If the period of an employee's sickness exceeds (30) days, s/he has to present a medical report from the medical reference approved by the University medical committee. In all cases, an employee shall inform his/her immediate head of his/her sickness and the number of days s/he shall be absent from work within (3) days of absence. All medical reports have to be approved by the Medical Reference at the University.

**Article (28) :** If the sick employee does not recover within (30) days from the date of his/her sick leave, and s/he presents reports to that effect, the sick leave shall be extended and his/her salary and allowances shall be paid as follows:

1. A full salary and allowances for the first two months of sickness.
2. Half a salary and half allowances for the following two months of sickness.
3. The employee shall be examined by the medical committee after the lapse of four months from the beginning of his/her sickness, and if the result shows that s/he may be cured within another two months, the sick leave shall be extended for these two months, but unpaid.
4. If the sick employee is not recovered within six months from the start of sickness according to the preceding paragraphs (1-3), then his/her service shall be terminated by a decision of the President.

**Article (29) :** If the Medical Reference decides that the employee got his/her disease while performing his/her job or because of it without negligence on his/her side, then s/he shall be granted a sick leave with a full salary and allowances for the period needed to be cured, provided that this period does not exceed one year. If the employee is not cured during this year, his/her service shall be terminated by the authorized reference for appointments and shall be granted compensation according to the Jordanian Labor Law.

**Article (30) :** A pregnant female employee shall be entitled to a maternity leave in accordance with the Jordanian Labor Law.

## **Chapter 8: Employee's Duties and Obligations**

**Article (31) :** The employee shall:

1. Execute his/her assigned missions and duties stipulated by the provisions of the laws, bylaws, regulations, instructions and decisions applicable at the University.
2. Refrain from doing any work in conflict of his/her job duties, and preserve the interest of the University, its assets and money.
3. Refrain from performing any paid additional work, either for his/her benefit or for others' benefit, unless s/he obtains written approval from the President.
4. Not participate in any partisan, political, sectarian or regional activity inside the University.
5. Refrain from performing any action in a way deemed harmful to the University or its employees.
6. Preserve the work secrets.

**Article (32) :** If an employee violates any of the laws, bylaws, regulations or decisions related to his/her job duties, s/he shall be subject to any of the following disciplinary sanctions :

1. A forewarning (oral or written)
2. First warning.
3. Second warning.
4. Final warning.
5. Deduction of no more than 3-day salary for each violation.
6. Ceasing the annual raise.
7. Laying off.
8. No more than one of the sanctions stipulated in this article shall be imposed on an employee who committed a behavioral offense, and in the event of recurrence of offense, the toughest sanction shall be imposed on the employee.

**Article (33) :** The disciplinary sanctions stipulated in Article (32) of these Bylaws are imposed pursuant to the following powers:

1. The Dean or the Director of the Unit may apply the sanctions in clauses (1) and (2) of Article (32) on the employees in his/her Faculty or Unit.
2. The Dean or the Director of the Unit may apply the sanctions in clauses (1) – (4) of Article (32) on the employees in his/her Faculty or Unit, and on those employees of similar salaries.

3. The President may impose any of the sanctions stipulated in clauses (5) – (7) of Article (32).

**Article (34) :** If an offense or violation of job duties and tasks is attributed to an employee, the President may form an investigation committee of three University employees before sending his/her to the Primary Disciplinary Council. The head of this committee is to defend its investigation report before the Disciplinary Council, or to send him/her to the Disciplinary Council directly.

- Article (35) :**
- A. If a criminal offense suit is raised against an employee, disciplinary procedures against him/her shall be suspended until the final verdict in the criminal offense is reached.
  - B. Even if the verdict in the criminal offense is that the employee is not guilty of or innocent from the criminal charges against him/her, disciplinary procedures against him/her shall be carried out pursuant to these Bylaws.

**Article (36) :** Any of the provosts entitled to impose sanctions according to these Bylaws may refer the employee to a higher provost if it finds out that it is not entitled to impose these sanctions

- Article (37) :**
- A. Two Disciplinary Councils shall be formed at the University: one is Primary and the other is Appellate, and each consists of a head and two members assigned by the President for a period of one renewable year, and each Council shall hold its meetings upon the call of its head.
  - B. Each of the Disciplinary Councils shall hold its meeting upon the call of its head and the presence of all of its members. The deliberations of the meetings remain confidential, and its decisions shall be taken by the majority.
  - C. The President may appoint one reserve member or more for any of the two Councils to substitute for an original absent member.
  - D. The President may exempt any of the heads or members of these two Councils, and any member may request to be exempted from membership in any of them.

**Article (38) :**

- A. The employee referred to the Disciplinary Council is informed in writing of his/her offense at least seven days before the day assigned to look into his/her offense, and s/he has the right to study all of the papers in his/her

offense file and attend all of hearing sessions in person to defend him/herself.

- B.** The Primary Disciplinary Council shall meet to investigate the offense referred to it within two weeks from the date of referral, and it has to decide upon it within two months of that date.
- C.** Except for termination of service, the decisions of the Primary Disciplinary Council are final and may not be appealed by any provost.
- D.** If the employee is referred for investigation or to the Primary Disciplinary Council or any judicial body, the President may suspend the employee from work during the investigation or trial period and hold his/her salary and allowances fully or partially until a final verdict is reached. If s/he is found innocent, all his/her rights shall be retroactively returned to him/her.

**Article (39) :** The President may, in extraordinary cases, transfer any employee from his/her job to any other job at the University.

**Article (40) :** **A.** The Primary Disciplinary Council issues its decision about the case referred to it, including the reasons on which it based its decision. If its decision stipulates the lay off of the employee, the employee has the right to appeal it to the Appellate Disciplinary Council within fifteen days from the date of informing him/her of the decision, and the appeal shall be submitted in writing and handed to the President's Office against an official receipt.

- B.** **1.** The appellant shall, within two weeks, be informed of the date the Appellate Disciplinary Council shall convene, and the Appellate Council shall issue its decision within a maximum of two months from the date it receives the appeal, and its decision is final.
- 2.** The same procedures followed in front of the Primary Council shall be followed in front of the Appellate Council.

**Article (41) :** **A.** The employee shall be entitled to present any documents to any of the two councils including presenting his/her hearings, hearing testimonies of witnesses and interrogating them.

- B.** The President shall implement all regulations regarding disciplinary issues.
- C.** If any of the two councils could not issue its decision in due time as stipulated in these Bylaws, it has to report to



the President the reasons for not doing so, determine the date in which procedures shall be ceased and the decision is to be taken. The President may, pursuant to the case, decide upon this date.

**Article (42) :** If the President, the disciplinary council, or any committee investigating any disciplinary offense believes that the offense under investigation involves a criminal offense, the President shall refer it to the competent attorney general for the proper legal procedures, and the disciplinary procedures shall be suspended until the final verdict in the criminal offense is reached.

### **Chapter Nine: Annual Reports and Performance Evaluation**

**Article (43) :**

- A.** The performance of an employee shall be evaluated, for all purposes stated in these Bylaws, including promotion and encouraging incentives, by virtue of a special form approved by the President.
- B.** The general performance of the employee shall be evaluated pursuant to the following scale: (excellent, very good, good, satisfactory, poor).
- C.** The annual reports of employees shall be prepared in November each year.
- D.** The immediate head shall prepare the annual report about the employee and shall send it to Director of the Department of Administrative Affairs.

**Article (44) :**

- A.** A (forewarning) is imposed on the employee receiving (satisfactory) evaluation.
- B.** A (first warning) is imposed on the employee receiving (poor) evaluation.
- C.** A (final warning) is imposed on the employee receiving two consecutive (poor) evaluations.
- D.** The President may terminate the service of an employee receiving three consecutive (poor) evaluations.

**Article (45) :** The annual report of an employee may not be withdrawn or modified after being sent to the Department of Administrative Affairs.

### **Chapter Ten: Terminating Employee's Service**

**Article (46) :** The service of an employee is terminated in the following cases:

1. Death. In this case, the University pays to his/her legal heirs his/her salary and allowances for the month in which s/he passed away. Additionally, the University shall pay the salary and allowances for two more months, in addition to other rights, if any.
2. Accepting his/her resignation, on condition that it is submitted one month before.
3. Losing the job.
4. Laying off the employee.
5. Reaching the age of sixty five. The President may, upon recommendation of the Dean or the competent Director, extend the service year by year provided that it does not exceed five years.
6. The inability to continue working at the University for medical reasons, pursuant to a report from the Medical Reference.
7. Being convicted of a misdemeanor or a felony involving moral turpitude.

**Article (47) :** The resignation of an employee shall be submitted in writing. It is accepted or refused in writing by the concerned appointing reference, and a decision to accept or refuse it shall be issued within thirty days commencing the date of filing it, and if there is no response, the resignation is considered to be legally accepted. If s/he leaves work before being informed of the acceptance or refusal of his/her resignation or the end of the period of thirty days stipulated above, s/he is deemed to have legally lost his/her job.

**Article (48) :** The employee is deemed to have lost his/her job if s/he is absent from work for a period of more than twenty separate days or ten consecutive days without a legitimate excuse, provided that this termination is preceded by a written warning sent by registered mail to his/her address and published once in one of the local newspapers.

**Article (49) :**

- A. The employee whose service is terminated for any reason shall pay back any of his/her financial obligations to the University, and return all property in his/her custody before leaving work.
- B. The employee whose service is terminated is entitled to receive a service certificate and clearance certificate upon his/her request, provided that s/he pays back any of his/her financial obligations to the University, returns all property in his/her custody before leaving work and

submits clearance reports from the University and the Income Tax Department.

### **Chapter Eleven: General Provisions**

**Article (50) :** No employee is entitled to any compensation in any of the following cases:

- 1.** If his/her service at the University is less than three months.
- 2.** If s/he is sentenced by a specialized court guilty of a crime which offends honor.

**Article (51) :** If it is decided by the Medical Reference that the employee got a disability because of performing his/her job without negligence on his/her side, and the disability does not hinder him/her from executing his/her job then a compensation that matches the disability is disbursed to him/her by a decision of the Council.

**Article (52) :** The employees' salaries, allowances and all other rights and financial affairs are determined in accordance with the provisions of the Salaries and Allowances Bylaws in effect at the University.

**Article (53) :** Taking into consideration the provisions of these Bylaws, terms of the employees' contracts shall be applied.

**Article (54) :** Employees shall be subjected to the provisions of the Jordanian Labor Law in cases not stipulated in these Bylaws.

**Article (55) :** The President may, upon recommendation of the Council, suggest change, alteration, addition deletion, or interpretation of any article of these Bylaws, subject to the approval of Higher Education Council.

**Article (56) :** The President shall determine the work hours for the workers at the University.

**Article (57) :** The University Council shall issue the regulations to execute the provisions of these Bylaws.

**Article (58) :** These Bylaws shall cancel all contradicting provisions stipulated in previous decisions or regulations.

## **BYLAWS No. (3) of (2010)**

### **FINANCIAL BYLAWS AT UNIVERSITY OF PETRA**

#### **Chapter One: Title and Definitions**

**Article (1) :** These Bylaws are titled and shall be cited as the “**Financial Bylaws at University of Petra of (2010)**”, and shall go into effect as of the date they are approved by the Board of Trustees. (\*)

**Article (2) :** Unless the context indicates otherwise, the following terms and expressions, wherever mentioned herein, shall have the hereunder designated meanings :

<b>University</b>	: University of Petra
<b>President</b>	: University President.
<b>Board</b>	: University Board of Trustees.
<b>Company</b>	: Petra Company for Education
<b>Vice President</b>	: Vice President authorized to sign.
<b>Faculty</b>	: Any Faculty at the University.
<b>Dean</b>	: Any Faculty Dean at the University.
<b>Unit</b>	: Any Administrative Department or Scientific Center at the University.
<b>Director</b>	: Director of a Unit at the University.
<b>Director of Financial Affairs</b>	: Director of Financial Affairs Department at the University.
<b>Financial Employee</b>	: An accountant, cashier, auditor, or any employee at the University entitled to receiving, saving, payments, monitoring or bookkeeping of its funds.

---

(\*) In its session No. (1-2010), dated on 13/01/2010

<b>Worker</b>	: Any worker at the University: a faculty member, an employee, or others.
<b>Internal Control and Audit Unit</b>	: The Unit responsible for supervising the implementation of the provisions of the budget.

**Article (3) :** The provisions of these Bylaws shall be applied to all University's financial affairs.

## **Chapter Two: Duties & Responsibilities**

**Article (4) :** The President shall be responsible for collection of all University's money and expending it in accordance with its annual budget. S/he may authorize in writing any of his/her powers to any worker at the University whose job is in consistency with such powers, and s/he may also cancel this authorization in writing.

**Article (5) :** The Department of Financial Affairs at the University shall be responsible for all financial operations, including: receiving and collecting money, in addition to payments of the university's financial commitments according to the Jordanian Universities Law and the University's bylaws, regulations and the pursuant decisions.

**Article (6) :**

- A.** The Director of Financial Affairs in the University shall be held responsible by the President for the University's financial accounts, transactions and records, in addition to preserving its money and making sure all the provisions of these Bylaws are being implemented.
- B.** Financial employees are responsible of all the financial acts that are entrusted in them while organizing entries, records and accounts according to the applied regulations and instructions.
- C.** Each financial employee in the University is personally responsible for any financial loss the University may suffer, due to any mistakes or inadequacy or negligence on his/her part. The University shall collect whatever loss from the financial employee in any way that is deemed appropriate.

### **Chapter Three: Budget**

**Article (7) :** The University shall have an independent annual budget.

**Article (8) :** The University's annual budget consists of the estimated revenues and expenditures in one financial year which begins on January 1<sup>st</sup> and ends on December 31<sup>st</sup> of the same year. The budget is organized in parts, chapters and articles on accredited forms.

**Article (9) :**

- A.** The President sets the needed instructions to determine the procedure for the annual budget preparation, its annexes, the date issuance and the data to be included, by November 1<sup>st</sup>, at the latest, in order to be approved by the Board one month before the beginning of the University financial year.
- B.** After the draft budget project is discussed by the competent authorities in the University, the President shall submit it to the University Board to be approved by the end of the first month of each year. It shall, afterwards, be submitted to the Higher Education Council for approval.
- C.** Expenses shall continue on the basis of monthly credits to which the President issues exchange orders rated (1:12) of last year's annual financial budget, for maximum period of two months, in order to cover the consistent expenses and the retained financial commitments as long as these payments are settled from the new budget after approval.

**Article (10) :** No allocations or extensions of the budget are to be used in any other way than what they were set for in the budget or any of its annexes.

**Article (11) :** Extra allowances may be balanced in the annual budget annexes during the financial year in cases the Board sees necessary on condition that the same procedures and stages followed in preparing the annual budget for the University, are followed in this case including its organization and authentication, except for the provisions regarding the date of its submission .

**Article (12) :** Allowances in the budget may be transferred based on the following powers:

- 1.** From one part to another based on the Board's decision upon recommendation of the President.
- 2.** From one chapter to another in the same part based on the Board's decision upon recommendation of the President.

3. From one article to another in the same chapter based on the President's decision upon recommendation of the Dean or the competent Director.
4. In all the cases for transferring allowances stipulated in this Article, the opinion of the Director of Financial Affairs is to be taken into consideration in order to make sure that the transfer does not conflict with any financial obligations in the budget and that there is enough savings for the transfer.

**Article (13) :** The allowances that are balanced in the budget may be spent upon the President's order for a financial payment, or the order of a delegated authority by him/her.

#### **Chapter Four: Expenditures**

**Article (14) :**

- A. The President shall issue the required regulations for the disbursement procedure, monitoring transactions, dividing the expenses and determining their nature while providing the confirming documents for the disbursement, in addition to how to organize, prepare and enter the restrictions of the cashing bonds.
- B. Disbursement is carried out based on the financial documents being audited and signed by the Director of Financial Affairs, and by the Internal Auditor and approved by the President.

**Article (15) :**

- A. Salaries, allowances and wages are to be disbursed on the 25<sup>th</sup> day of every month.
- B. Salaries and allowances for scholarship holders delegated for scientific scholarship or training courses outside Jordan are to be disbursed according to the regulations issued by the Board for this purpose.
- C. The President may approve disbursing the salary and allowances for any of the University's employees for two months maximum during his/her annual or summer vacations.
- D. All salaries, allowances, rewards, compensations and leave allowances deserved until the end of the vacation or any part of it may be disbursed for those who have a contract or secondment with the University at the beginning of the summer vacation or during it, provided that the secondment or the contract ends with the end of that vacation, and all earned commitments have been fulfilled to the University. Leave allowances may be

disbursed for those who have already ended their services, and a portion of these allowances may be withheld as a guarantee against any unforeseen commitments of any worker at the University.

- E.** No deserved remunerations are disbursed to any worker whose service has terminated unless clearance reports from the University and from Income Tax Department are submitted.

**Article (16) :** Value of external (outside the University) purchases shall be paid with letters of credit or money transfer. All transfers shall be paid at once to the account or on separate payments in advance, on condition that guarantees for the delivery of the purchases, the prescribed specifications, and the determined durations are met.

- Article (17) :**
- A.** Expenses shall be disbursed by virtue of vouchers prepared especially for this purpose. The approval of the Director of Financial Affairs and the Internal Auditor of this disbursement, the data of the voucher, and that the disbursement is incurred in accordance with these Bylaws and do not exceed the amounts allocated to this part which has been approved by the President, shall be solicited.
  - B.** Disbursement vouchers shall include details of the nature of the disbursement and be reinforced with necessary documents, such as contracts, purchase orders, receiving vouchers, entries vouchers, or any other documents mentioned in the applicable University accounting system or in any other regulation issued by it.

**Article (18) :** If payments or expenses that are no more than (50 JOD) each failed to be reinforced with documents or receipts for any reason whatsoever, s/he who did the spending should provide a written certificate with his/her signature that shows the value of this spending and that it was spent for the benefit of the University or any work related to it. This certificate needs to be confirmed by the President.

**Article (19) :** Expenses shall be classified in accordance with the accredited classifications in the University budget.



## **Chapter Five: Revenues**

- Article (20) :** The Director of Financial Affairs shall prepare the forms for main and sub cash receipts, in addition to vouchers with a specified money value.
- Article (21) :** Revenues for the University are received with official receipts, copies of which would have been provided to the payer. All cashing are to be balanced in the account specified for this purpose. The President issues the required regulations for cashing, balancing, saving and depositing this money. The President also sets the procedures to be followed in case any of the receipts or the checks went missing. The received revenues shall be deposited in the Company's account in a maximum of one working day after they have been received.
- Article (22) :**
- A.** The University shall have special accounts in banks determined by the Board. Withdrawals from these accounts are executed upon the signature of the President or whoever s/he delegates.
  - B.** The President shall determine the maximum cash amounts (petty cash advance) entrusted in the Financial Department, on condition that these amounts do not exceed (5000) JOD.
- Article (23) :**
- A.** The University' revenues consist of :
    - 1.** Fees paid by students.
    - 2.** Profits of its movable or immovable assets.
    - 3.** Donations, gifts and aids to the University, which are in accordance with these Bylaws and the Higher Education Law. The approval of the Council of Ministers shall be solicited if these were from a non-Jordanian source.
    - 4.** Income from teaching, consulting and research activities of the various Faculties and Centers, and income from productive projects and University facilities.
  - B.** The University shall open a special, independent of that of the Company, account in a Jordanian bank, in which the amounts required by the Department of Financial Affairs according to the budget and reinforced by a report determining these amounts during the year, are deposited. Disbursement from this account shall be by a decision of the President.

**Article (24) :** The received revenues shall be returned to their payer in the following cases:

- A.** If the University's regulations and instructions along with the decisions issued by it permits so.
- B.** If the revenues were falsely or with no right collected. In this case, the President shall approve their return upon the recommendation of the Director of Financial Affairs.

**Article (25) :** Revenues shall be classified in accordance with the accredited classification in the University budget.

### **Chapter Six: Advances, Trusts and Guarantees**

**Article (26) :** With the approval of the Board, the President may disburse cash advances from the University's money to cover expenses or public services that were not balanced in the budget, provided that these advances are to be paid back in the budget's annex or in the following year's budget.

**Article (27) :** The President may approve the disbursement of a cash advance for any of the following purposes:

- 1.** A cash advance shall be disbursed to a staff member designated by the University to an official mission outside Jordan according to the Mobility and Travel Regulations at the University, to be settled after the staff member comes back.
- 2.** A cash advance for travel and accommodation shall be disbursed to a staff member designated by the University to an official mission or to conduct scientific research, to be settled after the end of the mission and the representative's return.
- 3.** A cash advance for a scientific delegation, training course, medical insurance, thesis printing, flight tickets or any other expenses determined according to the regulations and instructions applicable in the University, to be settled, in this case, by the amount that is due to that person.
- 4.** A cash advance, not exceeding (1000) JOD, for newly hired faculty members from outside Jordan during the first three months of employment, to be settled from the employee's salary over a maximum of (3) installments starting from the salary of the following month in which the advance has been disbursed.
- 5.** The Director of Financial Affairs shall be responsible for following-up repayments of cash advances in due time.

Cash advances should be continuously settled and should be completely settled before the end of the financial year.

6. No amounts of money shall be disbursed to any employee until s/he obtains a clearance from the University.
7. Clearances for graduating, withdrawing or postponing students, who are sons, daughters, spouses, brothers or sisters of employees at the University shall not be approved until they pay back all amounts in their custody to the University.

**Article (28) :** A. The President may, as the case may be, disburse a permanent or temporary cash advance from the determined allocations in the budget to any of the University employees to be expended for the following official purposes:

1. A permanent expenses advance for miscellaneous expenses not exceeding (200) JOD to employees whose job nature incurs continuous incidental expenses. This cash advance is to be paid periodically in accordance with the bills, approved claims or documents.
  2. A temporary expenses advance for purchases or services not exceeding (1000) JOD, to be paid after the purchasing or the end of service by virtue of bills, receipts or confirmed documents.
  3. An exigent cash advance to settle a financial obligation of a temporary and immediate nature, to be paid after its objective has been met.
  4. A temporary expenses advance to Deans or Directors of main Departments for purchases or services not exceeding (400) JOD , to be paid after the purchasing or the end of the service by virtue of bills, receipts or confirmed documents.
- B. The President may, upon recommendation of the Dean of Scientific Research, disburse a scientific research cash advance to any of the researchers who acquired financial support for their research in accordance with the bylaws and regulations of the University. The advance must not exceed half of the accredited support and is to be duly settled.
- C. The President may, upon his/her own discretion, approve to disburse a cash advance of an amount of (5000) JOD to cover payments of less than (100) JOD for each case to the concerned financial employee. Disbursement shall be incurred based on a special form and signed jointly by the Director of Financial Affairs or his/her delegate, and the Internal Auditor or his/her delegate.

**Article (29) :** The employee to whom the cash advance has been disbursed is personally responsible for the value of the advance. The employee must provide documents and receipts to prove that the money was spent on the specific purpose it was meant for. The Director of Financial Affairs or his/her authorized representative must monitor the cash advance and verify that it is used or will be used for its specific purposes.

**Article (30) :**

- A.** Taking into consideration any case stipulated otherwise in these Bylaws, the cash advance is to be completely settled before the end of the financial year. Otherwise, it shall be fully deducted from the employee's salary. If the salary is not sufficient to settle the advance, then the rest must be deducted from his/her salary in the following month or from any of his/her remunerations and compensations, as the Department of Financial Affairs deems appropriate.
- B.** If the employee to whom the advance has been disbursed is out of the Kingdom at the time it is due, it must be settled immediately after his/her return.
- C.** If the service of the employee to whom the advance has been disbursed has ended, the advance or its balance is settled in a single payment.
- D.** The advance should be settled immediately after the purpose for which it has been disbursed, is achieved. In all cases, the employee to whom the advance has been disbursed, shall not keep the advance for more than three months after its disbursement.

**Article (31) :** Any amount paid to the University that is not mentioned in any provision in the budget or is held for another party shall be recorded in the trust account. The specific details of this amount of money shall be recorded in the trust account. This money shall be subject to the provisions of these Bylaws in terms of cashing, entry and withdrawal powers. Any trust that is given to the University under specific terms shall be subject to those terms in its retrieval and withdrawal whether it is returned in the same form or a different one whichever achieves the best interest of the University.

**Article (32) :** Any trust that is not reclaimed after a period of (5) years from the date of its deposit is thereby registered as University income. The owner of this trust must be notified in order to retrieve it, or an announcement must be made in a prominent place in the University or any other method the President decides suitable before the expiry of such period.

**Article (33) :** The University shall require submission of guarantees it deems necessary to preserve its rights including:

1. Guarantees specified in signed contracts against execution of works.
2. Personal guarantees required from cashiers, store keepers and those employees who the President determines that they shall submit guarantees. Amounts of these guarantees shall, upon recommendation of the Director of Financial Affairs, be determined in a way proportional to the financial responsibility of the employee.

**Article (34) :** **A.** The President shall, upon recommendation of the Director of Financial Affairs, determine the financial jobs whose holders are asked to submit financial guarantees, and the amounts of these guarantees.

**B.** Guarantees are organized by the notary public on forms accredited by the University.

**C.** Guarantees' documents are entrusted, after being registered, in a special book by the Director of Financial Affairs.

### **Chapter Seven: Accounts, Records, Forms and Cards**

**Article (35) :** The President shall issue the accounting and bookkeeping instructions at the University, and any additional amendments deemed necessary.

**Article (36) :** **A.** The types and forms of records, forms and cards that should be kept, used and organized to prove and regulate the University's financial affairs, shall be issued by the Director of Financial Affairs upon approval of the President.

**B.** University accounts, shall be organized and their standards kept according to a financial plan that is in harmony with the classification and numbering of the budget and in accordance with the applicable regulations at the University.

**Article (37) :** The documents, forms and financial records that are used in the University shall be kept for a period not less than (15) years after their last use, and may be destroyed according to the President's instructions. The President may also approve submitting any of these records and documents to be audited and documented by the concerned official authorities.

## **Chapter Eight: General Provisions**

- Article (38) :** The Board shall determine the persons who deserve a financial responsibility allowance. The President shall determine the jobs, whose holders are asked to submit financial guarantees, upon recommendation of the Director of Financial Affairs. Regulations shall determine the amount and terms of these guarantees.
- Article (39) :** An Internal Control and Audit Unit associated with the President shall be established in the University. This Unit shall supervise the execution of the provisions of the budget concerning revenues and expenses. It also shall submit periodic reports about the University's financial affairs to the President.
- Article (40) :** Each of the Director of Internal Control and Audit Unit and the Director of Financial Affairs shall be provided with a copy of every contract or deal whereby the University has a right, obligation or financial rights upon the execution of the contract or deal.
- Article (41) :** Bad debt, decrease or loss of University cash funds, regardless of their amounts shall be cancelled at the end of each year by a decision of Board, based upon recommendation of a committee formed by the President for this purpose in accordance with the applicable bylaws and regulations in the Kingdom and acceptable tax rules.
- Article (42) :** Any person possessing financial papers or any document of financial value to the University shall preserve it in either an accredited bank or in a safety box at the University.
- Article (43) :** In case of embezzlement, loss of funds, forgery of financial documents, books and entries, the accountant responsible for the funds, documents, books and entries should inform the Director of Financial Affairs and the Director of Internal Control and Audit Unit who, in turn, shall inform the President in order to take the appropriate measures, one of which is to stop the employee from work until the matter is investigated.
- Article (44) :** Financial books, entries and documents shall be subjected to internal auditing, and the financial employee shall present all these books, entries and documents and all requested information or detailed data, to the external auditors accredited by the University.

**Article (45) :** The President shall issue the necessary instructions in order to organize the relationship and correlation between the financial departments in the University that are not administratively connected with the Department of Financial Affairs.

**Article (46) :** The University Council shall issue the necessary regulations to implement these Bylaws, and which are not in contradiction with them.

**Article (47) :** The University Council shall, based upon recommendation of the President, issue special regulations to determine the fees against utilizing any of the University facilities, including student housing and other financial matters.

## **BYLAWS No. (4) of (2010)**

### **SALARIES AND ALLOWANCES BYLAWS AT UNIVERSITY OF PETRA**

- Article (1) :** These Bylaws are titled and shall be cited as the “**Salaries and Allowances Bylaws at University of Petra of (2010)**”, and shall go into effect as of the date they are approved by the Board of Trustees. (\*)
- Article (2) :** Unless the context indicates otherwise, the following terms and expressions, wherever mentioned herein, shall have the hereunder designated meanings :
- University** : University of Petra.  
**President** : University President.  
**Board** : University Board of Trustees.
- Article (3) :** Salaries, allowances, salary grades, and salary increases of faculty members and employees at the University shall be determined pursuant to a Board decision.
- Article (4) :** Salaries of employees appointed with holistic fixed monthly salaries or with special contracts shall be determined pursuant to regulations issued by the President.
- Article (5) :** Salaries and annual increases of employees with holistic fixed monthly salaries or with special contracts shall be disbursed as those for employees of similar qualifications in the salaries scale.
- Article (6) :** When appointed at the University, the previous experience of a faculty member or an employee shall be counted as follows:
1. Experience of a faculty member shall be counted as per the Faculty Bylaws in effect.

---

(\*) In its session No. (1-2010), dated on 13/01/2010



2. Experience of an administrative employee for not more than five years may be counted.
3. Experience of more than six months and less than twelve months may be counted as one year.
4. Experience gained before attaining the qualification required for the position or before the academic rank the faculty member has been appointed in, shall not be counted.

**Article (7) :** A faculty member or an employee shall receive the annual increase when it is due unless a decision to stop it has been issued, or his/her salary has reached the maximum salary for his/her grade in the job structure.

- Article (8) :**
- A. A faculty member or a part-time lecturer assigned to teach extra hours shall receive fees pursuant to his/her academic rank for each actual teaching hour in accordance with regulations in effect.
  - B. In cases where it is necessary to assign experienced persons who hold no qualifications or academic ranks, the President is entitled to determine a fee ranging between ten and twenty five JOD per actual teaching hour for them.
  - C. The President may, upon recommendation of the concerned Dean, grant the part-time lecturer who resides outside the Greater Amman Municipality a compensation ranging from five to ten JOD per day, in order to cover the transportation expenses resulting from giving lectures.

**Article (9) :** The President is entitled to assign any administrative employee at the University to perform any work in it, during working hours or outside them, or during his/her vacation, against a remuneration determined by the President or as per the Jordanian Labor Law.

## **Chapter Two: Allowances**

**Article (10) :** An “administrative allowance” decided by the Council, shall be disbursed to the President, each Vice-President, and those assuming administrative tasks. In case a faculty member is assuming two administrative tasks, only the higher allowance shall be disbursed to him/her.

**Article (11) :** A monthly “transportation allowance” shall be disbursed to workers in the University as determined by the Council.

**Article (12) :** A “housing allowance” shall be disbursed to non-Jordanian faculty members as determined by the Council.

**Article (13) :** A “cost of living allowance”, and a “family allowance” for one wife and for four children under the age of (21), shall be disbursed to faculty members and employees, in accordance with the salaries and allowances regulations in effect.

**Article (14) :** A “university allowance” shall be disbursed to faculty members in accordance with the rank as stipulated in the salary structure and as determined by the Council.

**Article (15) :** A “specialization allowance” shall be disbursed to faculty members, lab supervisors, pharmacists and physicians as a percentage of the basic salary of the job grade as stipulated in the salary structure in the regulations in effect.

**Article (16) :** A “work-related allowance” for some jobs decided by the Council of Deans may be disbursed by the President.

**Article (17) :** A “special allowance” for those with rare specializations, excellent performance, are assigned special projects, members of refereeing and evaluation committees, or others shall be disbursed by the President as s/he deems appropriate.

**Article (18) :** Those assigned to special missions shall receive remunerations in accordance with the regulations in effect.

**Article (19) :** The Board may, upon recommendation of the President, grant workers at the University any allowances deemed for the University interest.

### **Chapter Three: Service Award (Thirteenth Salary)**

**Article (20) :** Any faculty member or full-time lecturer is entitled, at the end of each academic year, for a service remuneration equal to one month salary excluding allowances stipulated in paragraph (B) of Article (4) of the contract between him/her and the University.

### **Chapter Four: General Provisions**

**Article (21) :**

- A.** All workers at the University are placed under the umbrella of the Social Security Law No. (1) of (2014).
- B.** Those workers who are not under the umbrella of the social security are entitled to a full one month latest salary against

each year of service at the University, and a percentage of it for part of the year.

**Article (22) :** The Jordanian Labor Law shall be applied to cases not stipulated in these Bylaws.

**Article (23) :** Health care shall be provided for all workers at the University and for their families including services and medical care in accordance with the Health Insurance Regulations in force at the University.

**Article (24) :** The University Council shall issue the necessary regulations to implement these Bylaws.

**Article (25) :** These Bylaws shall cancel the “Salaries and Allowances Bylaws No. (4) of (2010)”.

## **BYLAWS No. (5) of (2010)**

### **ADMISSION BYLAWS AT UNIVERSITY OF PETRA**

**Article (1) :** These Bylaws are titled and shall be cited as the “**Admission Bylaws at University of Petra of (2010)**”, and they shall go into effect as of the date they are approved by the Board of Trustees.(\*)

**Article (2) :** Unless the context indicates otherwise, the following terms and expressions, wherever mentioned herein, shall have the hereunder designated meanings:

**University** : University of Petra.

**President** : University President.

**Board** : University Board of Trustees.

**Council** : Council of Deans at the University.

**Article (3) :** The University abides by the admission principles decided upon by the Higher Education Council every academic year.

**Article (4) :** The Board shall, before the commencement of each academic year, determine the number of students to be admitted to the University.

**Article (5) :** A student, to be admitted to the University, shall satisfy the admission requirements decided upon by the Higher Education Council every academic year.

**Article (6) :** In order to achieve the objectives of these Bylaws, the Council shall stipulate the necessary regulations to implement them, including :

1. Regulations for admission to Bachelor’s and Masters’ degrees, institutes, scientific centers and special programs.
2. Regulations stipulating admission and registration dates at the University.

---

(\* In its session No. (4-2010), dated on 27/05/2010

**Article (7) :** The Board may, upon recommendation from the President, suggest change, alteration, addition, deletion or interpretation of any article of these Bylaws, subject to the approval of the Higher Education Council.

**Article (8) :** The President is responsible for the implementation of these Bylaws.

## **BYLAWS No. (6) of (2010)**

### **SCIENTIFIC CENTERS BYLAWS AT UNIVERSITY OF PETRA**

**Article (1) :** These Bylaws are titled and shall be cited as the “**Scientific Centers Bylaws at University of Petra of (2010)**”, and shall go into effect as of the date they are approved by the Board of Trustees. (\*)

**Article (2) :** Unless the context indicates otherwise, the following terms and expressions, wherever mentioned herein, shall have the hereunder designated meanings :

**University** : University of Petra.  
**President** : University President.  
**Board** : University Board of Trustees.  
**Council** : Council of Deans at the University.

**Article (3) :**

- A.** A center at the University is established by a decision of the Board upon a recommendation of the President.
- B.** The objectives of the centers are to achieve scientific goals of specified nature in research, teaching, training, rehabilitation or otherwise.

**Article (4) :**

- A.** Each center shall have a board for two years of at least six members appointed by the President, after taking into consideration the opinion of the Council, one of them is named chairman by the President.
- B.** The President shall appoint a director for the center for two years from amongst its board members.

**Article (5) :** The board of the center shall assume the same responsibilities as those of the Faculty and the Department councils.

---

(\*) In its session No. (4-2010), dated on 27/05/2010

**Article (6) :** The center may, in accordance with the Awarding of Scientific Degrees and Certificates Bylaws, issue certificates if the objectives of the center so admit.

**Article (7) :** The centers' staff shall be appointed in accordance with the University bylaws and regulations to which they shall adhere to.

**Article (8) :** The Board of Trustees shall, upon recommendation of the President, issue the executive regulations governing the implementation of these Bylaws.

**Article (9) :** The financial resources for the centers' budgets consist of :

1. The amounts of money allocated in the University budget by the Board of Trustees for each center.
2. Grants, donations and aids the center receives and are accepted in accordance with the effected laws and bylaws.
3. The revenues of the training courses arranged by the center.

**Article (10) :** The Board of Trustees may, upon recommendation of the President, suggest change, alteration, addition, deletion or interpretation of any article of these Bylaws.

## **BYLAWS No. (7) of (2010)**

### **AWARDING SCIENTIFIC DEGREES AND CERTIFICATES AT UNIVERSITY OF PETRA**

**Article (1) :** These Bylaws are titled and shall be cited as the “**Awarding Scientific Degrees and Certificates at University of Petra of (2010)**”, and shall go into effect as of the date they are approved by the Board of Trustees. (\*)

**Article (2) :** Unless the context indicates otherwise, the following terms and expressions, wherever mentioned herein, shall have the hereunder designated meanings :

**University** : University of Petra.  
**President** : University President.  
**Board** : University Board of Trustees.  
**University Council** : University Council at the University.  
**Council of Deans** : Council of Deans at the University.

**Article (3) :** The University awards the following degrees and certificates:

1. Bachelor’s degree.
2. Master’s degree.
3. Any other degree or certificate to be initiated by a decision of the Board.

**Article (4) :** The University Council shall issue the regulations which stipulate the requirements and the necessary conditions for awarding the scientific degrees and certificates, and which designate the fields and majors in which each degree is to be awarded.

---

(\*) In its session No. (4-2010), dated on 27/05/2010



- Article (5) :**
- A.** The Bachelor's degrees and certificates shall be issued by a decision of the Council of Deans, upon recommendation of the Faculties' Councils.
  - B.** The Master's degrees and certificates shall be issued by a decision of the Council of Deans, upon recommendation of the Graduate Studies Council.
- Article (6) :** The Board of Trustees may, upon recommendation of the President, suggest change, alteration, addition, deletion or interpretation of any article of these Bylaws.

## **BYLAWS No. (8) of (2009)**

### **SCIENTIFIC SCHOLARSHIPS BYLAWS AT UNIVERSITY OF PETRA**

**Article (1) :** These Bylaws are titled and shall be cited as the “**Scientific Scholarships Bylaws at University of Petra of (2009)**”, and shall go into effect as of the date they are approved by the Board of Trustees. (\*)

**Article (2) :** Unless the context indicates otherwise, the following terms and expressions, wherever mentioned herein, shall have the hereunder designated meanings :

<b>University</b>	: University of Petra.
<b>President</b>	: University President.
<b>Board</b>	: University Board of Trustees.
<b>Council</b>	: Council of Deans at the University.
<b>Dean</b>	: Any Faculty Dean at the University.
<b>Committee</b>	: Scholarships Committee.
<b>Executive Committee</b>	: The Standing Committee established by the Board which is delegated to decide upon scholarships.
<b>Scientific Qualification</b>	: Scientific degree or professional specialized certificate which the delegate is delegated to obtain.
<b>Delegate</b>	: A person, from full-time University staff or others, delegated by the University in a scholarship or by others for the benefit of the University, for a period of more than one semester or more than four months to obtain a scientific qualification, regardless whether s/he was sponsored by the University or any other entity for the benefit of the University.

---

(\*) In its session No. (1-2009), dated on 22/01/2009

**Scholarship Allocations** : Expenses paid to the delegate by the University or by another entity for the benefit of the University, which include the delegate's salaries and allowances, travel, tuition, living allowances, and any other expenses disbursed to him/her, or because of him/her, during the delegation period.

**Delegation Office** : The Delegation Office at the University.

**Article (3) :** The provisions herein shall be applicable to the delegate during the periods of his/her delegation and commitment to work with the University afterwards.

**Article (4) :** Delegation in a scholarship aims at achieving the following goals:

1. Fulfilling the University needs of scientifically or professionally qualified personnel by delegating in a scholarship persons who meet the requirements to obtain the scientific qualification required.
2. Improving University staff's job performance.

**Article (5) :**

**A.** Delegation in a scholarship to obtain a scientific degree shall be carried out by a President decision, upon recommendation of the Committee and the approval of the Executive Committee, in light of the recommendation of the Faculty and/ or Department Councils, and councils of similar authorities at the University.

**B.** Delegation in a scholarship for training shall be carried out by a President decision upon the recommendation of the competent Dean or Director as the situation may require.

**Article (6) :** A candidate for a delegation in a scholarship shall:

1. Be a Jordanian citizen, and is not convicted of any felony or misdemeanor staining honor and public morals.
2. Have appropriate health condition according to a certificate from the medical committees approved by the University.
3. Possess the required educational qualifications and meet the scholarship conditions.
4. Resign from the University for the purpose of delegation, if the delegation is external (outside Jordan).

**Article (7) :** The delegation in a scholarship decision shall include the following:

1. The field of specialization.
2. The organization to which the delegate is sent to.
3. Delegation duration.
4. The scientific degree or the training certificate which the delegate is required to earn.
5. Any other issues decided by the President.

**Article (8) :** The delegation in a scholarship duration shall be:

1. Three years, yearly renewed, for the delegates with Master degree to get a Ph.D. degree.
2. Four years, yearly renewed, for the delegates with Bachelor degree to get a Ph.D. degree.
3. The duration may be extended for no more than one year if the institution in which the delegate is studying provides justification for this extension.

**Article (9) :** The delegation in a scholarship duration shall be:

1. The duration determined by the Council before delegation, to earn the required qualification in cases which are not for the Ph.D. especially for professional fields.
2. The duration determined by the Council before delegation, if earning the required qualification requires longer duration than the durations stipulated in clauses (1), (2), (3) of Article (8) above.

**Article (10) :** The delegate may not breach any of the conditions stipulated in Article (6) of these Bylaws, otherwise, the provisions of Article (20) of these Bylaws shall be applied to the delegate. However, these conditions may be adjusted upon approval of the competent entities at the University.

**Article (11) :** **A.** The delegate shall sign a contract, organized at the Notary Public, which stipulates the delegate's commitment to serve in the University for twice the period of the scholarship.

**B.** The contract shall be organized in three copies; one copy thereof is to be kept at the University, the other two copies are to be provided to the delegate and his/her warrantor.

**Article (12) :** The delegate may not be delegated in another scholarship before the end his/her service obligation, except for special cases decided upon by the President.

- Article (13) :**
- A.** The delegate and his/her warrantor or warrantors are obliged to provide the University with a bank guarantee or a real state which is to be mortgaged for the University as a first-degree mortgage, provided that the mortgage or the bank guarantee covers the scholarship allowances, in addition to (50%) of these allowances.
  - B.** The University decision regarding the amounts spent on the delegate shall be binding upon the delegate and his/her warrantor(s) jointly or severally, and may not be revoked.

**Article (14) :** Scholarship allocations shall include:

- 1.** Travel fees (round trip economy-class ticket) for him/her, and his/her spouse along with four children under the age of eighteen to and from the location of the scholarship only once at the beginning of the scholarship and after completing its requirements.
- 2.** Tuition fees of the university or institution where s/he is delegated to.
- 3.** Thesis typing expenses in the minimum, as set by the university or institution s/he is delegated to.
- 4.** Monthly payment as set by the Council for the country of delegation and the delegate's grade and job, to cover living expenses, books costs and any other supplies.

**Article (15) :** Should the funding of the scholarship expenses that are stipulated in Article (14) of these Bylaws come from a source other than the University, the University is still considered the payer. In case the funding of the competent source was less than what the University has allocated, then the University shall bear the difference.

**Article (16) :** The delegate is prohibited from conducting any paid work during the period of the scholarship unless the work is connected to his/her field of study and does not obstruct his/her studies, in which case the prior written approval of the President is solicited.

**Article (17) :** The competent Dean or Director shall continuously follow-up the delegate's study and his/her scholarship matters, who shall submit to the University information and documents about the progress of his/her study and his/her compliance with the provisions of the regulations issued in accordance with these Bylaws.

**Article (18) :** The delegate's scholarship shall be terminated by a decision of the President and in the same procedure as it was established, in the following cases:

1. If the delegate is convicted of any felony or misdemeanor staining honor and public morals.
2. If the university or institution decided to dismiss the student from it.
3. If the delegate's annual results indicated regressing or failing which prevents him/her from completing his/her studies in the institution s/he is delegated to.
4. If s/he violated the provisions of Article (16) of these Bylaws.
5. If the delegate did not comply with any of the contract terms that was signed with the University.

**Article (19) :** If the delegate has not been able to complete his/her study within the determined period, the Council is entitled to decide to disburse him/her a loan (without interest) upon taking paragraph (2) of Article (18) of these Bylaws, provided that the amount of the loan shall not exceed one year's allocation. The loan shall be disbursed according to the Council's discretion after completing all delegation guarantees. The delegate shall start paying back the loan in a maximum of six months after starting his/her service in the University, in equal monthly installments extending for a period of five times the period covered by the loan.

**Article (20) :**

- A.** If the scholarship has been terminated for any of the reasons mentioned in Article (18) of these Bylaws, the delegate and his her warrantor shall pay back at onetime all amounts allocated for the scholarship, plus (50%) of them without the need to inform the delegate or to provide him/her with an extra time notice.
- B.** If the scholarship has been terminated for any of the reasons mentioned in Article (18) of these Bylaws, the Council shall, upon recommendation of the President, ask the delegate to pay back all scholarship allocations as stipulated in this Article, or allow him/her to continue his/her studies at his/her own expense until the end of the study duration. Afterwards, s/he is required to pay back all scholarship expenses plus extra (50%) of them, or ask him/her to serve at the University for a period equal to twice the period spent in the scholarship.
- C.** The Board may, upon recommendation of the President, delay for a reasonable period of time and under conditions deemed appropriate, the payments required by the

delegate in the case s/he continues studying on his/her expense.

**Article (21) :** The delegate shall be obliged to serve in the University according to the salaries and allowances structure in force at the University, and meet the conditions stipulated in the contract. S/he and his/her warrantor(s) shall pay, jointly or severally, a percentage of the scholarship allowances calculated based on the remaining period that the delegate must work at the University as agreed upon in the contract plus extra (50%) of them, in addition to the amounts of loans s/he might have received from the University, in any of the following cases.

1. If the delegate's service has been terminated for a disciplinary action while the contract is still active in accordance with the provisions of the bylaws and regulations of the University in effect.
2. If the delegate has resigned from the University earlier than what was agreed upon in the contract, even if the resignation was accepted.

**Article (22) :**

- A. The University shall cover life insurance subscription to its delegates. The subscription fees shall be added to the scholarship allowances.
- B. In the case, the delegate passes away during his/her scholarship or while serving the University, premium shall be collected from the insurance company, and s/he shall be exempted from all his/her financial obligations.

**Article (23) :** The delegate's scholarship may be terminated, and s/he shall be exempted from paying all or some of the expenses incurred upon him/her during his/her study if s/he suspended study for health reasons, or his/her health conditions is not adequate enough to fulfill the service s/he is committed to at the University. In this case, medical reports from the recognized medical committee at the University shall be provided. The Council may, however, accept or reject these reports without giving reasons.

**Article (24) :** The delegate may not change the field of specialization or the university to which s/he is delegated to unless s/he obtains the approval of the President according to the procedures of issuing a scholarship delegation decision as stipulated in Article (7) of these Bylaws. If the change decision is accrued, the provisions of the contract and the guarantee as stipulated in Articles (11) and (13) of these Bylaws shall remain applicable to the delegate.

- Article (25) :** If the delegate does not join his/her work at the University within sixty days after completing the requirements for the scientific qualification for which s/he has been delegated to without an excuse accepted by the President, the competent entity shall, based upon recommendation of the Committee, take the appropriate decision on the matter, and its decision is final.
- Article (26) :** Subject to the provisions of Article (25) of these Bylaws, if no employment decision has been issued within six months of the employment application's date, the delegate shall be acquitted of his/her obligations to serve at the University.
- Article (27) :** The Board shall be entitled to interpret and decide upon any issue not stipulated in these Bylaws.
- Article (28) :** All scientific scholarships issues which are not stipulated in the provisions of these Bylaws shall be referred to the Council of Deans to take the appropriate decision upon them.
- Article (29) :** The Board shall issue the regulations needed to implement the provisions of these Bylaws.





## **BYLAWS No. (9) of (2011)**

### **SCIENTIFIC RESEARCH BYLAWS AT UNIVERSITY OF PETRA**

**Article (1) :** These Bylaws are titled and shall be cited as the “**Scientific Research Bylaws at University of Petra of (2011)**”, and shall go into effect as of the date they are approved by the Board of Trustees. (\*)

**Article (2) :** Unless the context indicates otherwise, the following terms and expressions, wherever mentioned herein, shall have the hereunder designated meanings :

**University** : University of Petra.

**President** : University President.

**Dean** : The Dean of Scientific Research and Graduate Studies at the University.

**Council** : The Scientific Research Council at the University.

**Article (3) :** In these Bylaws, “Scientific Research” refers to any organized scientific effort which aims to enrich human knowledge.

**Article (4) :** The objectives of these Bylaws are to organize scientific research affairs at the University, and to encourage and support scientific research in various forms of support such as financial, pedagogical and manpower. Priority of research support shall be addressed to the researches which contribute to the development of Jordan and more generally to the Arab World.

**Article (5) :** The duties and the responsibilities of the Dean are to :

**1.** Preside the Council.

---

(\*) In its session No. (3-2011), dated on 13/04/2010

2. Organize scientific research affair and coordinate, encourage and support scientific research at the University.
3. Prepare the scientific research annual budget.
4. Execute the University's policies regarding supporting and publishing scientific research.
5. Acquaint faculty members of the University with research funding resources.
6. Establish a database containing all published and accepted for publication researches at the University each academic year.

**Article (6) :** The Council shall be formed from :

1. The Dean- Chairman of the Council.
2. Six faculty members chosen by the Council of Deans for two renewable years. Two non-faculty members may be chosen by the Council of Deans upon a recommendation from the Scientific Research Council to serve one renewable year. The Council may invite a person (or persons) to participate in its meetings.

**Article (7) :** The duties and the responsibilities of the Council are to :

1. Submit suggestions about the general policy of scientific research, specify the means of implementation thereof, and set up the plans for scientific research.
2. Submit the regulations proposals which guarantee the organizing of scientific research affairs, encouraging, coordinating, supporting, following-up, evaluating and publishing such researches.
3. Lay out the foundations necessary to preserve the rights of the University and those of the researchers of scientific research results.
4. Discuss support for faculty research projects and the required financial allocations for them.
5. Discuss the annual budget for scientific research.

**Article (8) :** The Dean may, upon consultation with the Dean of Faculty concerned, recommend to the President exempting a faculty member partially or fully from teaching in order to conduct a specific research. The President decides on this matter after taking the opinion of the Council of Deans.

- Article (9) :** The President may grant financial and recognition awards for valuable research.
- Article (10) :** The University supports publishing valuable works in accordance with regulations in force.
- Article (11) :** The University Board of Trustees issues regulations for implementing these Bylaws.
- Article (12) :** The President is responsible for the implementation of these Bylaws.
- Article (13) :** The Board of Trustees may, upon recommendation from the President, suggest change, alternation, addition, deletion or interpretation of any article in these Bylaws, subject to the approval of the Higher Education Council.



## **BYLAWS No. (10) of (2005)**

### **GRADUATE STUDIES BYLAWS AT UNIVERSITY OF PETRA**

**Article (1) :** These Bylaws are titled and shall be cited as the “**Graduate Studies Bylaws at University of Petra of (2005)**”, and shall go into effect as of the date they are approved by the Board of Trustees.(\*)

**Article (2) :** Unless the context indicates otherwise, the following terms and expressions, wherever mentioned herein, shall have the hereunder designated meanings :

<b>University</b>	: University of Petra.
<b>Council</b>	: The Graduate Studies Council at the University.
<b>Dean</b>	: The Dean of Scientific Research and Graduate Studies at the University.
<b>Faculty</b>	: Any Faculty at the University.
<b>Department</b>	: Any Department in a Faculty at the University.
<b>Faculty Committee</b>	: The Graduate Studies Committee in the Faculty.
<b>Department Committee</b>	: The Graduate Studies Committee in the Department.
<b>Program</b>	: Graduate Studies Program at the University.

**Article (3) :** Graduate studies at the University generally contribute to achieving the goals of the University, and specifically aim to achieve the following further objectives:

- 1.** To enrich and develop human knowledge.

---

(\* ) In its session No. (2005)

2. To deepen the culture of scientific research at the University.
3. To enhance the graduate students' capabilities in scientific research and its procedures in various fields of specializations.
4. To prepare high-quality graduates in order to serving community needs.
5. To draw special attention to graduate studies of local and Arab dimensions.

- Article (4) :**
- A. Graduate studies programs in different majors and fields of study shall be established by a decision of the Council of Deans upon a recommendations from the Council and the Faculty Council based on a proposal from the Department Council.
  - B. The prior approval of the Board of Trustees shall be solicited before opening a graduate study program at the University.

- Article (5) :** The Council shall be formed from :
1. The Dean-Chairman of the Council.
  2. A representative from each Faculty offering a graduate study program, chosen by the Faculty Committee and has to be a professor or an associate professor.
  3. A faculty member who is either a professor or an associate professor from each Faculty offering a (or more) graduate program(s).
  4. One or two member(s) who is (are) either professor(s) or associate professor(s) with adequate experience from the University or outside may be included.

- Article (6) :** The duties and the responsibilities of the Council are to :
1. Submit graduate studies regulations proposals to be approved.
  2. Coordinate graduate programs' plans at the different Faculties of the University.
  3. Recommend the approval of establishing new graduate programs at the University upon a recommendation from the concerned Faculty Council based on a proposal from the concerned Department Council.
  4. Recommend to the Council of Deans the number of graduate students to be admitted to each graduate program upon recommendation from the concerned

Faculty Council based on a proposal from the concerned Department Council.

- Article (7) :** The duties and the responsibilities of the Dean are to :
1. Administer the Deanship of Scientific Research and Graduate Studies affairs.
  2. Organize graduate studies affairs in coordination with the concerned Faculties' Deans.
  3. Follow-up the implementation of the bylaws and regulations related to graduate studies.
  4. Submit a report to the President about graduate activities and other related matters at the end of each academic year.
- Article (8) :**
- A. The concerned Faculty Council shall form a "Graduate Studies Faculty Committee", to oversee the graduate programs in the Faculty, whereby among whose members are Heads of Departments offering graduate programs. The Council may choose two faculty members with adequate experiences from non-members of the Council.
  - B. The duties and the responsibilities of this Committee are determined by regulations issued according to these Bylaws.
- Article (9) :** The Council of the Department which offers graduate studies programs shall form a "Graduate Studies Department Committee", the composition of which is from: the Head of the Department, graduate programs supervisors and two faculty members who are either associate professors or professors.
- Article (10) :** The University Council shall issue the regulations for implementing these Bylaws.
- Article (11) :** The President shall be responsible for the implementation of these Bylaws.





## **BYLAWS No. (11) of (2014)**

### **SUPPLIES AND WORKS BYLAWAS AT UNIVERSITY OF PETRA**

#### **Chapter One: Definitions**

**Article (1) :** These Bylaws are titled and shall be cited as “**Supplies and Works Bylaws at University of Petra of (2014)**”, and shall go into effect as of the date they are approved by the Board of Trustees. (\*)

**Article (2) :** Unless the context indicates otherwise, the following terms and expressions, wherever mentioned herein, shall have the hereunder designated meanings :

**University** : University of Petra  
**President** : University President.  
**Board** : University Board of Trustees.  
**Council** : Council of Deans at the University.  
**Commission** : The Administrative Board of “Petra Education Company”.

**Constructions and Buildings Committee:** The committee formed from members of the Commission in accordance with Articles (A/D) and (29/A) of the Amended Law of Jordanian Universities for the purpose of executing the projects accredited by the Board in the University budget.

**Receiving Committee:** The committee entrusted in receiving all purchases and works at the University.

**Supplies Tenders Committee:** The committee responsible for supplies tenders at the University.

**Works Tenders Committee:** The committee responsible for executing works tenders at the University.

---

(\*) In its session No. (3-2014), dated on 29/04/2014

**Technical Committee:** The committee formed from specialized persons for the purpose of examining and evaluating the tenders' offers and providing technical opinion whether the tender offer conforms to the tender specifications or not.

**Destroying and Deletion Committee:** The committee formed by the President for the purpose of destroying and deleting the restriction of supplies based on technical reports about them and accredited by the President.

**Dean:** Any Faculty Dean at the University.

**Supplies Department:** The Department which is responsible for procurement, custody and warehouses at the University.

**Director:** The Director of the Supplies Department at the University.

**Person:** The natural or legal person.

**Contractor:** Any person who has been granted a tender to provide the University with supplies, perform works or provide services.

**Price:** The price or value of supplies or the cost of the works or services.

**Supplies:** The movable in kind items such as: computers, electric and mechanical devices related to them, research and teaching softwares. CDs, DVD-Roms, slides, movies, spare parts and their maintenance, ... .

**Information Storage Materials:** Information sources such as: books, periodicals, documents, softwares, databases, .

**Works:** Include:

1. Establishing buildings for the University, maintaining them and providing them with all required services.
2. Any other constructions and related services required in order for the University to assume its responsibilities and achieve its goals.
3. Infrastructure, which includes electromechanical and sanitary piping, electricity, water and others, in addition to engineering consultations.

**Financial Comptroller:** The Financial Comptroller at the University, who directly reports to the President.

**Services and Maintenance Department:** The Department responsible for providing services such as: security, guarding, cleaning, agriculture, electricity, water, distillation plant, gas, transportation, and maintenance at the University.

**Director of Projects Department:** The Director responsible for the management of the projects which the University executes.

## Chapter Two: Committees

**Article (3) :** The following committees shall be formed at the University.

**1. Local Works Tenders Committee:** formed as follows:

- President or his/her delegate : Chairman
- Director of Financial Affairs Department : Member
- Director of Supplies Department : Member
- Director of Projects Department : Member
- Director of Services and Maintenance Department : Member
- A representative of the competent Faculty or Department named by the Dean or Director : Member

- The Chairman of this Committee shall form a technical committee of at least three members from specialized persons for the purpose of examining and evaluating the tenders' offers, and providing technical opinion about them.
- This Committee shall be responsible for the works' tenders at the University pursuant to the responsibilities entrusted in it by these Bylaws.

**2. Supplies and Services Tenders Committee:** formed as follows:

- President or his/her delegate : Chairman
- Director of Financial Affairs Department : Member
- Director of Supplies' Department : Member
- Director of Administrative Affairs Department : Member
- Director of Services and Maintenance Department : Member
- A representative of the competent Faculty or Department named by the Dean or Director : Member

- The Chairman of this Committee shall form a technical committee of at least three members from specialized persons for the purpose of examining and evaluating the tenders' offers, and providing technical opinion about them.
- This Committee shall be responsible for the procurement's and services' tenders at the University pursuant to the responsibilities entrusted in it by these Bylaws.

**3. Supplies and Services Receiving Committee:** formed as follows:

- Director of Financial Affairs Department : Chairman
- Director of Supplies Department : Member
- Director of Services and Maintenance Department : Member
- A representative of the competent Faculty or Department : Member
- A representative of the Technical Committee. : Member

**4. Works Receiving Committee:** formed as follows:

- Director of Financial Affairs Department : Chairman
- Director of Supplies Department : Member
- Director of Services and Maintenance Department : Member
- Director of Projects Department : Member
- A representative of the competent Faculty or Department : Member
- A representative of the Technical Committee. : Member

**5. Destroying and Deletion Committee:** formed as follows:

- Director of Supplies Department : Chairman
- Director of Financial Affairs Department : Member
- Director of Services and Maintenance Department : Member
- Director of Projects Department : Member
- A representative of the competent Faculty or Department : Member
- A representative of the Technical Committee. : Member

- The Chairman of this Committee shall form a technical committee of at least three members from specialized persons for the purpose of overseeing the items to be destroyed and providing the Chairman with a detailed report about them to take the appropriate decision after presenting it to the members of the committee and signing it by them.
- This Committee shall be responsible for destroying and deleting the restrictions of the impaired items and supplies after overseeing the Technical Committees' report pursuant

to the responsibilities entrusted in it, and by a President decision, in accordance with these Bylaws.

### **Chapter Three: Departments' Tasks**

- Article (4) :** The Supplies Department shall assume the following duties:
1. Providing, inspecting, receiving, recording, coding, storing and arranging supplies for the University as well as insuring, maintaining, inventorying, supervising and distributing them, in addition to inventory control or disposition monitoring and expiry date monitoring according to the determined instructions. The Department shall observe to implement annual contracting procedure for the University periodic purchases.
  2. Ensuring that the procurement procedures are precisely followed and implemented according to the Articles of Chapter Four of these Bylaws.
- Article (5) :** The Financial Comptroller shall assume the responsibility of supervising and following-up the functions of all committees which are formed by the President, and signing all their activities in order to ensure that they achieve the tasks entrusted in them, or to present an opinion if not so.
- Article (6) :** The Services and Maintenance Department shall assume the responsibility of executing the required maintenance for the University and provide or coordinate the required services, directly or through contractors in accordance with the provisions stipulated in these Bylaws.
- Article (7) :** The Library shall assume the following responsibilities :
1. Providing the University with the required information storage materials as well as inspecting, receiving, registering, storing, keeping, preserving, binding, maintaining, inventorying, lending, dedicating, exchanging, supervising and monitoring their use in accordance with the provisions of these Bylaws.
  2. Addressing the sources that supply information storage materials consisting of publishers, distributors and commercial libraries inside and outside the Kingdom as well as providing the committees and other parties competent in information storage materials with the information available about said sources.
  3. Information storage materials shall be purchased in accordance with regulations issued for this purpose.

## **Chapter Four: Procurement's Procedures and Powers**

- Article (8) :** Supplies procurement shall be centralized and supported with purchase proposals and orders according to the most appropriate terms for the University regarding price, type, delivering period and quality of the materials.
- Article (9) :** Supplies are purchased via a purchase proposal issued by the President, Dean, Director or any of their delegates in accordance with the powers entrusted in them which are stipulated in Article (13) of these Bylaws. Purchase proposals shall be complete and precise and the specifications of the materials required shall be clear and shall accompany with the proposal.
- Article (10) :** Purchase proposals shall be submitted to the competent entity prior to carrying out the purchase procedures by enough time.
- Article (11) :** Executing all procurements shall be carried out via purchase orders after the orders are examined by the Comptroller and after they are approved by the competent entity. The orders shall be prepared prior to carrying out the procurement, except for urgent purchases where the purchase order may be issued after procurement.
- Article (12) :** The specifications of the required purchases shall be clear and precise, and shall not be laid out in a way to satisfy a specific entity or company. Otherwise, the phrase "or its equivalent" shall be placed.
- Article (13) :** Supplies and services shall be purchased according to the following powers:
1. A decision of the Director of Projects Department or Director of Services and Maintenance Department if the value of the supplies, works or services does not exceed (400) JOD.
  2. A decision of the Director of the Financial Affairs Department if the value of the supplies, works or services does not exceed (500) JOD.
  3. A decision of the Director of the Supplies Department if the value of the supplies, works or services does not exceed (1000) JOD.
  4. A decision of the President if the value of the supplies, works or services does not exceed (5000) JOD.

5. A decision of the President based upon recommendation of the Supplies and Services Tenders Committee, if the value of supplies or services exceeds (5000) JD.
6. Supplies and services should be obtained in the best prices, conditions and quality and that these purchases should be carried out by soliciting at least three offers if their value is more than (1000) JOD and less than (5000) JOD.

**Article (14) :** University works shall be executed in accordance with the following powers:

1. A decision by the President if the cost of the works does not exceed (10,000) JOD.
2. A decision by the University Works Tenders Committee if the cost of the works does not exceed (50,000) JOD by using a tender for each case based on competition and comparison.
3. In case the cost of the requested works exceeds (50,000) JOD, the Constructions and Buildings Committee of the (University of Petra Company) shall act upon them.

**Article (15) :** Works executing requests shall be submitted to the Department of Services and Maintenance or the Director of Projects Department on condition that the execution of the works is carried out by a decision of the President, Dean, Director, or any of their delegates according to the powers entrusted in the competent entities stipulated in these Bylaws.

### **Chapter Five: Duties of Supplies Tenders Committee**

**Article (16) :** The Supplies Tenders Committee shall hold its meetings upon call of its Chairman, and shall constitute a quorum for its meeting in the presence of two-third of its members.

**Article (17) :** A box is allocated for tenders of works and supplies. The box shall have three different keys to be distributed to the Chairman of the Committee, Director of Supplies Department, and Director of Financial Affairs Department.

**Article (18) :** The Committee shall post supplies and works tenders before a period of (15) days from the deadline of its opening. In emergency cases, this period may be shortened to seven days. All documents concerning tenders would be in Arabic, except for some necessary exceptions. The advertisement of a tender shall be published in a local daily newspaper, or by other local or external means as deemed necessary by the Chairman. The



advertisement shall include the type of the supplies, works or services requested, the period for submitting offers, the date of their opening, insurances, and the price of the tender and other information deemed necessary by the Committee. Opening tenders offers should be at the same time of receiving offers. The box shall not be opened except in the presence of the quorum of the Committee. The participants in a tender shall deposit their tender offer in the tender box in three sealed envelopes: one is legal, the second is technical and the third is financial, with a sealed envelope containing the three envelopes, stipulated on it the tender number, the name of the offer owner and his/her address. The legal envelope contains the commercial registration number and documents as stipulated in Article (20) of these Bylaws. The technical envelope contains the technical specifications of the required materials or supplies. The financial envelope contains the prices.

Upon opening the envelopes, the legal envelopes of all participants are opened first. The technical envelopes of those meeting the legal conditions shall then be opened, while the envelopes of those not meeting the legal conditions shall not be opened. After opening the technical envelopes of all participants, the technical offer is studied by a technical committee in a period of one week. Offers that do not meet the technical conditions are excluded and returned together with the financial envelope to their owners. Afterwards, financial envelopes of all remaining participants are opened and the tender is granted to the best price offer.

**Article (19) :** The participants in the tender shall deposit their offers in the tender box in sealed envelopes with the tender invitation number, the name of the offer owner and his/her address (for notification purposes) stated clearly on the back of the envelopes. Any participant may withdraw his/her offer by depositing in the tender box a memorandum containing the participant's signature and stamp prior to the scheduled tender opening day.

**Article (20) :** Any tender participant should provide the Committee with a bank guarantee in the amount of not less than (5%) of the value of the offer made, or of the value stated in the offer or a cash guarantee or a certified check equivalent to that percentage. Any offer not enforced by a guarantee, insurance or a certified check is disregarded.

**Article (21) :** After the end of the determined period for submitting offers:

1. The tender box is opened as scheduled with the presence of the quorum of the Committee and the offer envelopes are unsealed in accordance with the order stipulated in Article (18), and the prices offered in them are read out loud by the Chairman of the Committee or any of the members delegated by him/her. The Committee members sign and stamp the offers and their attachments with the Committee's stamp and a summary of the offers is organized containing the names of the participants, the amount of cost value provided in each offer, the attached guarantee or insurance and any other information which the Committee finds important. All offers are then referred to an internal or external committee for submission of the study analysis for all of them within a period not exceeding seven working days.
2. The Committee is entitled to invite the participants of an offer to the offer opening session. No participant has the right to interfere or participate in its deliberations.
3. The Committee may postpone opening tender offers for a period not exceeding seven days on condition that it presents justifications for this decision.

- Article (22) :**
- A. The Committee shall not consider any tender that receives less than three offers. In this case, the offers should be returned to their owners unopened, and the tender is advertised once again. The Committee may consider any tender and issue the appropriate decision regardless of the number of offers submitted after the second advertisement.
  - B. Despite what is stipulated in paragraph (A) of this Article, in case the number of submitted offers does not exceed two offers then the Committee may only consider the tender and issue the appropriate decision when it is proved to it that the supplies or requested works are traded, offered or carried out only by the two participants in the tender.

- Article (23) :**
- A. The Committee should adhere to refer the best offers that meet the terms of the tender invitation and contain the most appropriate prices, subject to the required quality, the ability to execute within the specified period of time and the contractor or consultant's ability to carry out the requested job according to the terms of reference and specifications.
  - B. The Committee may decide not to award the offer of the least price submitted on condition that it states the reasons for taking this decision.

- C. If the Committee finds the prices offered in any tender do not fit the estimated allocations in the University budget, then it shall follow one of the following procedures:
  - 1. Direct negotiation with the owner of the offer closest to the estimated expenses, or with another owner, who he Committee recommends offering him/her the tender, to lower his/her prices to the amount by which the Committee deems appropriate.
  - 2. Cancel the tender.
  - 3. Repost the tender.

**Article (24) :** Offers that are not signed by their owners or by their legal representatives shall not be accepted. Also, offers submitted after the scheduled date and time shall not be accepted.

- Article (25) :**
- A. University employees may not participate in any University tender and shall not be permitted to execute any University work. Supplies shall not be purchased from them, except for their authored materials, personal libraries, artistic properties, like paintings, sculptures and photographs.
  - B. If a University employee is a partner in a company (except a shareholder company) which submitted a tender offer, and was part of the decision making process for the tender, then s/he has to legally declare this partnership and withdraw from any committee or entity involved in preparation of information or the decision making about that tender.
  - C. Upon submitting an offer, relationship (if there is) to any University employee shall be declared.

- Article (26) :**
- A. The samples that were provided by the offers' owners are numbered, stamped and kept with the Committee when the tender is awarded, and the Committee shall keep these samples for reference during execution and after receiving. The other samples are returned to their owners if not stated otherwise and become a property of the University if not claimed back within two months from the date of the awarding announcement and are added to the restrictions and records of the University according to the applicable official procedures.
  - B. The Director of the Financial Affairs Department keeps the guarantees and insurances provided by the contractor who the tender has been awarded to. The guarantees and insurances that were submitted by the other participants, whose offers were not accepted, are returned or delivered to them personally in exchange for their signatures

confirming the delivery, or by registered mail after the awarding decision is ratified.

- C. After the ratification of the decision, the person who the tender has been awarded to, is informed within a period not exceeding five working days from the date of its ratification. His/her signature, or the signature of his/her legal representative shall be obtained.
- D. The contractor, who the tender has been awarded to, should provide a valid and renewable performance bond in the period specified in the awarding decision equivalent to (10%) of its value or cost.
- E. The contractor, who the tender has been awarded to, may not, in any way, abdicate the tender or any part of it to another person without a written approval from the Committee, in accordance with the terms and guarantees it decides.

- Article (27) :**
- A. In case the contractor, who the tender has been awarded to, does not sign the tender contract and does not provide the requested guarantees and insurances within (15) days of being informed of the awarding decision, s/he shall be considered, to have declined. The insurance or guarantee s/he provided upon participating in the tender is confiscated and in this case, the Committee may refer the tender to the owner of the second best offer in accordance with the terms listed in paragraph (A) of Article (23) of these Bylaws. The Committee may also cancel the tender and repost it. In both cases, the person who declined should be fined the price difference, any sums or other damages to the University as a result of declining. The person who declines is forbidden from participating in University tenders or works for a period determined by the Committee, but not less than six months.
  - B. If the contractor fails to execute the tender fully or partially or breaches any of the terms in the contract then the Committee shall have the right to take any of the following actions against him/ her:
    - 1. Confiscating the guarantee provided by the contractor or a part of it in order to ensure execution, and restricting it as income for the University.
    - 2. Executing the tender in the suitable methods and terms directly by the University and fining the contractor any price difference including (15%) administrative expenses.
  - C. The Committee takes any of the procedures mentioned in this Article without being obliged to direct any notice or

warning to the contractor who declined or the contractor who is behind on execution before executing those procedures.

- Article (28) :** After the contractor completely executes the tender, the performance bond may be released after submission of a bank maintenance bond of the same value and for a period determined by the Supplies Procurement and Tenders Committee.
- Article (29) :** The Committee shall have the right to submit tenders for periodic supplies or for executing works within a determined period of time. The provisions of these Bylaws are applicable to such tenders.
- Article (30) :** The Procurement and Supplies Tenders Committee shall prepare and keep logs of local and external suppliers with whom the University deals and collect information about them for the purpose of contracting them and following-up changes and developments in the local and external markets.
- Article (31) :** After the Procurement and Supplies Tenders Committee receives the qualified contractors report prepared by the special committee entrusted in this, it shall take the necessary measures to inform them. The results of the tender shall be conveyed to the contractors by the Director of the Supplies Department.
- Article (32) :** The Procurement and Supplies Tenders Committee shall prepare the call for tender bid, which includes the conditions and the technical specification for it, and copies of this call shall be handed to the qualified tender participants. The tender participant shall undertake to comply with the participation requirements including submitting insurance guarantees.
- Article (33) :** The Committee shall direct purchase orders to the entities, which the tender was awarded to, and shall monitor the execution of conditions specified in the tender until the purchases are handled to the University stores.
- Article (34) :**
- A.** The Supplies Department shall execute all clearances for the incoming purchases and sign shipping vouchers and other documents related to them.
  - B.** If there is damage or shortage in the incoming purchases, the Supplies Department shall follow the following procedures:
    - 1.** Examining the contents of these purchases in the presence of the legal representatives of the

- transportation and the insurance entities before sending these purchases to the receiving location.
2. Obtaining a certificate indicating the discovery of the damage or shortage from the legal representatives of the transportation and insurance entities.
  3. Submitting a report about the said case together with the certificate from the above representatives to the Director of Financial Affairs in order to submit an application for compensation from the responsible entity.

### **Chapter Six: Supplies Receiving and Entering in Warehouses**

- Article (35) :**
- A. The Supplies are entered in the warehouse restrictions immediately after they have been received by the Receiving Committee and after ensuring their quantities, enforced with:
    1. Entering documents.
    2. The Receiving Committee verification.
    3. The supply receipt or shipping bills.
    4. The supply purchase order.
    5. The supply purchase approval decision.
  - B. Documents of discharging materials from a warehouse to another should be enforced with entering documents from the warehouse they have been delivered to.
  - C. The value of purchases shall not be disbursed except with receiving documents. An amount not exceeding (50%) of the value of purchases may be disbursed after delivering the purchases supplies.
  - D. The following are excluded from the provisions of paragraph (C) above:
    1. Tenders and trusts.
    2. Purchases from outside the Kingdom.
    3. Petty (miscellaneous) purchases.
- Article (36) :** Purchases may, in some necessary cases, be examined at the supplier location, but with the knowledge of the University.
- Article (37) :**
- A. If the receiving of purchases is denied for their violation of the determined specifications and terms, then the contractor may object to that decision to the party which issued the awarding decision. The party's decision, in this case, is considered final.
  - B. The purchases delivered to University that have yet been received are considered as trusts. The purchases refused for

their violation of the determined specifications and terms that are present in the University or in a University warehouse are considered as trusts. Employees may not use these supplies or any part of them for any reason whatsoever under disciplinary and legal responsibility as well as a compensation for any loss or harm to the University as a result of violating the provisions of this paragraph.

- C. The contractor is responsible, in accordance with the contract signed by him/her with the University, for withdrawing any supplies refused by the Committee responsible for receiving them on his/ her own expenses with a period not exceeding (15) days from the day the Committee has received them.
- D. If the contractor does not withdraw the supplies on time then he/she is considered to have relinquished them to the University. The University may demand that the contractor pay the fees of their withdrawal or destruction if necessary.

**Article (38) :** Usable spare parts extracted from materials that are to be destroyed shall be registered in the warehouses' restrictions records.

**Article (39) :** The University competent entity shall bookkeep all documents, records and cards according to the most updated procedures.

### **Chapter Seven: Supplies Dispensing, Selling, Destroying and Deleting Restrictions**

**Article (40) :** Supplies are dispensed according to an accredited supply request form designed for this purpose.

**Article (41) :** Supplies shall be discharged from the warehouse according to an output document enforced with the supply request form. Two copies of the output document should be signed by the representative of the entity requesting the supply and by the warehouse keeper, and one of these copies shall be handled to the requesting competent entity.

**Article (42) :** Materials that have been proved to be unusable, and that there are no ways of benefiting from them economically shall, based on recommendation of the competent technical committee, be organized by the Director of the Supplies Department in a log specifying those to be sold or destroyed and recommending this to the President.

- Article (43) :**
- A.** Supplies that are not needed by the University , unusable or produced by the University, may be sold, destroyed or their restrictions deleted by a committee, formed for this purpose, according to the following powers:
    - 1.** By a decisions of the President, based upon a justified recommendation of the Director of Supplies Department, if the original value of the supplies does not exceed (5,000) JOD per case.
    - 2.** By a decision of the President based upon a justified recommendation of the Destroying and Deletion Committee if the original value of the supplies exceeds (5,000) JOD.  
In this case, the selling shall be carried out through public auction, unless the Committee finds it appropriate for the University interest to follow another procedure. The price of the sold supplies shall be recorded in the “miscellaneous income” chapter of University accounts.
    - 3.** By a decision of the President, based upon a justified recommendation of the Destroying and Deletion Committee, if the original value of the supplies exceeds (10,000) JOD. In this case, the selling shall be carried out through public action, the price of the sold supplies shall be recorded in the “miscellaneous income” chapter of University records, and the Board shall be notified of this.
  - B.** Supplies that are unusable or lost shall be registered and destroyed in accordance with the powers stipulated in this Article.
  - C.** The Dean or Director, who a material has been damaged or lost in his/her Faculty or Department, shall notify the case in writing to the President within a period not exceeding five working days, along with his/her recommendation in this regard.
  - D.** Supplies shall be destroyed in accordance with the powers stipulated in paragraph (5) of Article (3) of these Bylaws.
  - E.** Supplies shall not be destroyed unless they are impossible to be sold or repaired at a reasonable cost, or there is an interest in destroying them.

**Article (44) :** The documents of output supplies that have been used in selling, destroying or gifting shall be organized in accordance with the provisions of these Bylaws, and is pointed out in them the method in which they have been disbursed. Then these supplies are deleted from the restrictions in accordance with the applicable procedures.



- Article (45) :** The Destroying and Deletion Committee shall examine the supplies that are to be sold or destroyed, and ensure the presence of the report, especially designed for this purpose and signed by the competent technician from inside or outside the University, that indicates the justifications for recommending the selling or destroying of these supplies.
- Article (46) :** Overbid tenders for selling supplies (needed to be sold) shall be solicited according to the following:
1. Usable and unneeded by the University supplies are sold for the highest price, after approval of the President.
  2. The contractor, who the overbid is awarded to, shall be asked to submit a refundable, deposit of value (200) JOD until the location where these supplies are in is cleaned. The deposit shall be returned to him/her after the Financial Affairs Department receives a letter from the Destroying and Deletion Committee indicating the cleanliness of the location.
- Article (47) :** Sold items shall not be delivered to the buyer unless s/he pays their price fully. The competent warehouse keeper shall enforce the output document with the number, date and value of the receipt.
- Article (48) :** Upon destroying or selling any unusable or surplus items, the output document organized for them shall be enforced with a certificate pointing out the method in which they have been disbursed and the restrictions of these items shall afterwards be deleted using the forms designed for this purpose.
- Article (49) :** University employees shall not be permitted to participate in the overbid tender for the items to be sold.
- Article (50) :** The Destroying and Deletion Committee may recommend selling the surplus items to University employees after their prices have been determined by it and after securing the President's approval.
- Article (51) :** Items that are to be sold shall not be purchased by members of the Destroying and Deletion Committee or the technical committee which participated in the selling recommendation.

## **Chapter Eight: Warehouses**

- Article (52) :** Warehouses shall keep organized records and documents containing entering items and output items in accordance with the documents accredited by the University.
- Article (53) :** Supplies are entered in warehouses in accordance with the specific entering documents signed by the warehouse keeper, and recorded in the supplies record immediately after they have been received. Supplies shall be discharged from warehouses in accordance with the specific output documents signed by the warehouse keeper and the competent authorities.
- Article (54) :** Conducting any erasing, scratching or deletion on books, documents, applications or documents related to supplies is forbidden. Any correction to restrictions should be done in red ink and should be signed by the person who did the correction as well as the warehouse keeper.
- Article (55) :** The Department of Financial Affairs shall assign one of its employees for the purpose of verifying the matching of the supplies records with their financial counter parts. This verification shall be carried out every month.
- Article (56) :** The President shall form an inventory committee for University warehouses. This committee shall include a representative of the Department of Financial Affairs and Depart of Supplies and shall have the right to seek help from any other person it finds appropriate.
- Article (57) :** Warehouses shall adopt the policy of minimum and maximum availability of quantities of supplies in them. The warehouse keeper shall give notice regarding dispensing periodic supplies that are continuously needed by the University in a short time before they reach the minimum.
- Article (58) :** The Director of the Supplies Department shall submit reports about the supplies present in his/her custody at least two times a year. These reports shall be enforced with logs containing items that are unusable, stable or surplus.
- Article (59) :**     **A.** Handling of supplies among warehouse keepers shall be carried out in accordance with inventories matching the restrictions of the warehouse. The inventories should be

signed by both parties and their signatures ratified by their immediate bosses.

- B.** If the handling method stipulated in paragraph (A) of this Article may not be carried out then the contents of the warehouse are inventoried by a committee formed by the President for this purpose.
- C.** In case of any increase or decrease in any of the handling operations or inventory stipulated in this Article then independent logs are prepared and signed by all the people who participated in them from the committee formed for this purpose.
- D.** The Department of Financial Affairs shall collect the value of all missing items, or any loss incurred on the University from those who caused them based on recommendation of the committee formed for this purpose and upon President's approval.

**Article (60) :** If any warehouse keeper is transferred or has resigned, the President shall form a committee to prepare inventory and matching logs of supplies according to warehouse restrictions or other restrictions. The logs shall be signed by both parties and their signatures are ratified by the President. The warehouse is afterwards handled to the new keeper in accordance with the inventory findings.

**Article (61) :** The Director of the Supplies Department shall immediately notify any changes occurred among warehouse keepers to the Director of Financial Affairs in order to reflect these changes on the insurance policies of insurance companies.

### **Chapter Nine: Properties and Equipments**

**Article (62) :** The Department of Supplies shall perform numbering of all University properties and equipments, and registering them in custody of their users.

**Article (63) :** All University properties and equipments shall be insured.

**Article (64) :** A yearly inventory shall be carried out for all University properties and equipments, and a report of this regard shall be submitted to the President.

## **Chapter Ten: Materials to be Donated or Gifted**

**Article (65) :** Materials that are present in University warehouses may be gifted or donated according to the following powers:

1. By a President's decision if the original value of these materials does not exceed (5,000) JOD.
2. By a University Council's decision, based upon a recommendation of the President, if the original value of these materials exceeds (5,000) JOD and is less than (10,000) JOD.
3. By a President's decision if the original value of these materials exceeds (10,000) JOD. In this case, the President shall notify the Board of Trustees of this matter.

## **Chapter Eleven: Duties of the Receiving Committee**

**Article (66) :** Supplies, works, appliances, equipments and laboratories, the cost of which exceeds (5,000) JOD shall be received by the Receiving Committee. Materials, the cost of which is less than (5,000) JOD, shall be received by a special receiving committee appointed by the President. A record of the delivery of these materials shall be prepared, and the materials are afterwards delivered to the competent Faculty or Department.

**Article (67) :** The Receiving Committee shall, in accordance with the provisions of these Bylaws, prepare a record of the delivery within a period of time not exceeding (5) days from the day these supplies were received. The Committee may refuse to receive any of the supplies if it finds out they violate, partially or fully, any of the determined specifications or terms. The Committee members are under disciplinary responsibility for any violations of the provisions of this paragraph and are required to pay compensation for any loss or harm resulting from this violation to the University.

**Article (68) :** If the receiving of supplies, information storage materials or works is denied for their violation of the determined specifications and terms then the committee responsible for receiving should inform in writing the contractor of its decision within (7) working days. The contractor may object to that decision to the party which issued the awarding decision within (7) days of his/her notification. The party's decision, in this case, is considered final.

## **Chapter Twelve: Purchasing Miscellaneous Supplies and Works**

- Article (69) :** Miscellaneous supplies and works purchases shall be carried out by dispensing a (400) JOD petty cash advance to the Dean, Director of Department of Supplies, Director of Department of Projects, Director of Services and Maintenance Department or any other authority whose job requires so.
- Article (70) :**
- A.** A purchase invoice, the value of which exceeds (100) JOD, shall not be cashed from the petty cash advance. In this case, the purchase is carried out as a liability to be settled via a check to the supplier.
  - B.** In case the purchases are to be bought from a store, a check in the name of the purchases employee shall be dispensed to cover their cost.
- Article (71) :** In the cases stipulated in paragraphs (A) and (B) of Article (70), an official invoice carrying the logo of the seller, financial claim regardless whether it is cash or debt invoice and a receipt voucher shall be obtained in order to compensate the petty cash advance.
- Article (72) :** Petty cash advances are settled by the end of each financial year.
- Article (73) :** The President may accredit invoices, the value of which exceeds (100) JOD, from petty cash advances as s/he deems appropriate.

## **Chapter Thirteen: University Works Tenders**

- Article (74) :** The Projects Department shall execute University works tenders upon taking the following into consideration:
- 1.** Executing tenders for local University works and for works the value of which does not exceed (50,000) JOD.
  - 2.** Supervising the execution of works by contractors, either directly or jointly with other consultants as the works may need.
  - 3.** Receiving the completed works in accordance with the applicable procedures.
  - 4.** Works tenders shall be subjected to the same supplies tenders guarantees.

## **Chapter Fourteen: General Provisions**

- Article (75) :** The Dean or Director shall be responsible for the supplies that have been disbursed to his/her Faculty or Department, monitoring

them, following-up the way they were used and benefitting from them for their intended purposes.

**Article (76) :** Conducting scratching or deletion on restrictions, applications or documents related to University properties is forbidden. Any correction to restrictions should be done in red ink and should be signed by the person who did the correction.

**Article (77) :** No amounts of money shall be disbursed unless they were accredited in the University budget before purchasing. Supplies shall be obtained in accordance with best prices, specifications and quality. At least three official offers shall be solicited except in cases where it is impossible for this to be carried out.

**Article (78) :** Similar purchases shall not be splitted regardless whether they are within the powers or not.

**Article (79) :** All warehouse keepers and employees who are entrusted with the job of a warehouse keeper or are custodians of supplies should provide financial warranties ratified by the Notary Public in the value that is determined by the President.

**Article (80) :**

- A.** In case any of the University employees or others cause, intentionally or due to negligence and error, any loss or destruction to any supplies, office materials or works and the value of these supplies, office material or works exceeds (100) JOD then the President shall form a committee to investigate the matter. The committee's results shall be submitted to the President within five working days, to take the appropriate decision in order to preserve University money.
- B.** Taking into consideration what is mentioned in paragraph (A) of this Article, if any office supplies, works or purchases the value of which does not exceed (100) JOD is lost or destroyed, then the competent Dean or Director shall be responsible for taking the appropriate decision in order to preserve University money, provided that s/he notifies the President with the decision within (3) working days of the occurrence.

**Article (81) :** Movable and immovable University funds may be rented out by a President's decision.

**Article (82) :** The Commission shall directly be responsible for the construction projects, buildings and other University facilities, and for securing

the financial resources to finance them according to the plan accredited by the Board of Trustees, and in accordance with article (29/A) of the Amended Jordanian Universities Law No. (20) of (2009).

- Article (83) :** In case supplies may not be purchased from the local markets, or it is in the benefit University to purchase them from otherwise, then these supplies may be purchased from outside markets in accordance with the provisions of these Bylaws.
- Article (84) :** All requests and offers related to supplies and works shall be subjected to internal auditing.
- Article (85) :** The President may decide to disburse financial remunerations to members of committees according to the nature of their functions as s/he deems appropriate.
- Article (86) :** The University Council shall issue the necessary regulations to execute the provisions of these Bylaws in accordance with the Amended Jordanian Universities Law No. (20) of (2009).

## **PART III : REGULATIONS**





## **A. Academic Staff Regulations**



## **REGULATIONS No. (1) of (2016)**

### **FACULTY REGULATIONS AT UNIVERSITY OF PETRA**

**(Issued in accordance with Article (35) of the Faculty  
Bylaws No. (1) of (2009))**

**Article (1) :** These Regulations are titled and shall be cited as the “**Faculty Regulations at University of Petra of (2016)**”, and shall go into effect as of the date they are approved by the University Council. (\*)

**Article (2) :** Unless the context indicates otherwise, the following terms and expressions, wherever mentioned herein, shall have the hereunder designated meanings :

<b>University</b>	: University of Petra.
<b>President</b>	: University President.
<b>Council</b>	: Council of Deans at the University.
<b>Committee</b>	: Appointment and Promotion Committee.
<b>Research</b>	: Scientific research acceptable for promotion.
<b>International Journal</b>	: A scientific, refereed, periodical, specialized, and indexed journal, having an international editorial board, international researchers and distribution, and is cited at Thomson ISI or its equivalent.
<b>Accredited Journal</b>	: A scientific, refereed, periodical, and specialized journal, recognized by the University.
<b>International Conference</b>	: A conference having a steering committee, an international scientific committee and international participants, and its research papers are refereed and published in separate proceedings or in a special issue of an accredited journal.

---

(\*) In its session No. (4-2015/2016), dated on 07 /02/2016

<b>Non-International Conference</b>	: A conference having a steering committee and a scientific committee, and its research papers are refereed and published in separate proceedings or in a special issue of an accredited journal.
<b>Bylaws</b>	: The Faculty Bylaws of the University No. (1) of (2009)

### **Appointment**

- Article (3) :**
- A.** Taking the conditions mentioned in Article (5) of the Bylaws into consideration, a faculty member to be appointed at the University shall have obtained his/her academic degrees through regular study requiring full attendance, with an average not less than 'Good' in the Bachelor's degree, except in special cases approved by the Council upon the recommendation of the Committee.
  - B.** The Council may set up any other conditions deemed necessary to ensure the suitability of the candidate for appointment and his/her ability to undertake university work.
- Article (4) :**
- A.** For the appointment of a faculty member at the University, the academic rank s/he held in any other university recognized by the University may be accepted provided s/he has obtained that rank in accordance with the promotion criteria adopted by the University. His/her seniority in the rank shall be calculated in such a way that each year spent there is equal to one year of experience if s/he has obtained the seniority at a Jordanian state university; otherwise, the Committee shall decide on the number of years to be counted.
  - B.** Taking paragraph (A) of this Article into consideration, the Committee shall decide on whether or not the research activities of the candidate qualify him/ her for appointment in the rank s/he is applying for at the University.
- Article (5) :** For an 'Instructor' at the University, to be appointed at the rank of 'Assistant Professor', s/he shall have obtained the academic qualifications stipulated in Article (7) of the Bylaws, provided s/he submits his/her resignation from his/her current position at the University.

- Article (6) :**
- A.** When considering the appointment of a faculty member in the Faculty of Architecture and Design with an academic rank based on objects d'art or works of architecture, these works are to be evaluated by a committee, from specialized and experienced faculty members in accordance with the rules and procedures of promotion at the University.
  - B.** The works mentioned in paragraph (A) above are to be evaluated by three reviewers.
  - C.** The above mentioned works shall be considered distinguished if they receive three positive reports.
- Article (7) :** Faculty members may not vote in the Department Council or Faculty Council on any appointment unless they hold a rank equal to or higher than the rank to be occupied.
- Article (8) :** The Chairperson of the Department forwards the Department Council's recommendation for appointment to the Faculty Dean within a period not exceeding two weeks of the date on which the application was forwarded to them. Should the Dean not receive the Department's recommendation during the specified period, s/he shall review the application directly before the Faculty Council within a period not exceeding two weeks.
- Article (9) :**
- A.** The appointed faculty member shall report to work as of the date stated in his/her appointment decision. Should the need arise for him/ her to start prior to that date, his/her work shall be against a stipend determined by a decision issued by the President. The President may also approve, at his/her discretion, the deferment or delaying of the commencement of work due to unforeseen circumstances for at most two semesters.
  - B.** The faculty member appointed for teaching shall inform his/her Chairperson in writing of the commencement of his/her work, and the Chairperson shall inform the Dean in writing of the commencement or not of his/her work within a week at most. The Dean shall subsequently inform the President of this matter in no more than ten days.
  - C.** Should the appointee not report to his/her work in three weeks at the most of the date specified for the commencement of his/her work, s/he shall be considered as abstaining from work, and his/her appointment decision shall be considered annulled unless s/he submits an excuse acceptable to the President.

- Article (10) :**
- A.** Amendment of the faculty member's rank or salary may be looked into if s/he submits a petition to this effect within six months of the date of his/her appointment at the University.
  - B.** The rank shall be amended by a decision taken by the Council upon a recommendation from the Committee based on the recommendation from the concerned Faculty and Department Councils
  - C.** The salary shall be amended by a decision taken by the President upon a recommendation from the Committee.

**Article (11) :** A faculty member shall have to submit an annual report including information about his/her achievements, activities and contributions, and his/her research articles that have been published or accepted for publication to the Chairperson by the end of the first semester of the academic year.

- Article (12) :** Joint appointments shall be subject to the following principles and conditions:
- 1.** The faculty member who wishes to be appointed in another Department of his/her Faculty or any of the Departments of another Faculty shall submit an official application to his/her Department Chair.
  - 2.** Joint appointments shall be decided by the Council upon a recommendation from the Committee on the basis of a recommendation from the concerned Department and Faculty Councils.
  - 3.** Taking clause (5) of this Article into consideration, the jointly appointed faculty member shall have all the rights and assume all responsibilities in the Department in which s/he is jointly appointed.
  - 4.** The joint appointment for a faculty member in the other Department shall be considered legally terminated upon the termination of his/her appointment in the original Department for any reason.
  - 5.** All academic, administrative, and financial affairs of the faculty member shall be taken care of in his/her original Department.

## **Full-time Lectures**

- Article (13) :**
- A.** A full-time lecturer to be appointed at the University shall meet the conditions stated in Article (3) of these Regulations.
  - B.** Despite what is mentioned in paragraph (A) of this Article, and in special cases subject to the discretion of the President, full-time lecturers capable of undertaking teaching or research activities may be appointed in the University Faculties and scientific centers irrespective of the academic degrees they hold.
  - C.** Full-time lecturers shall be appointed on contracts specifying work requirements, salary, and any other agreed upon conditions.
  - D.** Voting on the appointment of a full-time lecturer shall be conducted in the same method as if s/he was to be appointed as a faculty member.
- Article (14) :**
- A.** Evaluation of full-time lecturers shall be conducted in the same way faculty members are evaluated.
  - B.** The appointment of the full-time lecturer holding the Ph.D. degree at the rank of 'Assistant Professor' is conditioned by having one research article published (or accepted for publication), provided that the article was not extracted from university dissertations and the full-time lecturer is its single or first author. His/her evaluation for any of the paragraphs of the Chairperson's and Dean's report should also not go below three (3) points.

## **Promotion: General Requirements for Promotion**

- Article (15) :** To be promoted to a higher rank, a faculty member shall meet the following conditions:
- 1.** Having seniority in the rank from which s/he is to be promoted for at least five years, two of which have to be at the University.
  - 2.** Having been successful in teaching.
  - 3.** Having been successful in his/her relations with others in university work.
  - 4.** Having been active in community service and development.
  - 5.** Having had valuable scientific research work, leading to the development of knowledge in his/her field of



specialization, published (or accepted for publication) while holding the rank from which s/he is to be promoted.

6. Having had at least (60%) of the work submitted for promotion directly related to his/her field of study, teaching, or research.

- Article (16) :**
- A. An Assistant or Associate Professor may apply for promotion to a higher rank eight months prior to the completion of the legal period required for the higher rank if s/he has met the other legal conditions required for holding the higher rank.
  - B. Promotion to a higher rank shall be effective as of the date of the Council's decision to promote the faculty member, or the date on which the legal period for processing the promotion application expires if the promotion procedure is completed before the end of that period.

- Article (17) :**
- A. The upper limit on the number of research works published or accepted for publication in any one journal shall not exceed (50%) of the research work required for promotion.
  - B. The following types of works may be accepted without having to undergo preliminary evaluation:
    1. Research papers published or accepted for publication in international or accredited journals.
    2. Research papers published in proceedings of international or accredited specialized and refereed conferences.
    3. Papers extracted from dissertations and published in conference proceedings or internationally refereed or accredited journals.
    4. Patents registered locally or internationally.
    5. Medical case reports, reviews, legal judgments and notes published in international or accredited journals.
  - C. The following types of works may be accepted after having undergone preliminary evaluation through the Deanship of Scientific Research upon the recommendation of the Department and Faculty scientific research committees:
    1. Authored, translated, or verified books.
    2. Works of art or architecture.
    3. A chapter in a book.

4. Specialized studies as part of a project or a computer program.
- D. Research work submitted for promotion shall meet the following criteria:

Research Work	Upper Limit Accepted for Promotion
Research papers published in international or accredited journals.	Unlimited
Research papers published in specialized and refereed conference proceedings	Two papers
Papers extracted from dissertations	Two papers
Specialized studies as part of a project or computer program, reviews, medical case reports, legal judgments, and notes published in international or accredited journals.	Two studies
Authored, translated, or verified books	Two books
A chapter in a book	One chapter

**Article (18) :** A. Research works acceptable for promotion shall be categorized into two categories, and be evaluated according to category by weights represented by points as follows:

Category	Research Work	Points
<b>First</b>	Patent registered internationally	3
	Paper published in an international journal	2
	Distinguished book (authored, translated, or verified)	2
	Creative and distinguished work of art or architecture	2
<b>Second</b>	Patent registered locally	1
	Paper published in an accredited journal	1
	Book (authored, translated, or verified)	1

Research paper extracted from a dissertation and published in international or accredited journal	1
Paper published in refereed international conference proceeding	1
A chapter in a book	1
Work of art or architecture	1
Report on medical cases published in international journal	1
Scientific note and review published in international journal	1
Research paper extracted from dissertations and published in a local accredited journal	0.5
Report on medical cases, legal judgments, or computer programs, or research papers published in local conference proceedings, or specialized study evaluated as part of a project	0.5

- B.** The student shall be considered the first author of the published research paper extracted from his/her dissertation.
- C.** A book shall be accepted for promotion after being evaluated using a special form if it contains at least (50,000) fifty thousand words, and has received an average grade of (70%) or above in the referees' reports. However, it shall be considered a distinguished book if it receives an average grade of (85%) or above in the referees' reports.
- D.** Textbooks shall not be accepted for the purpose of promotion.
- E.** A maximum of two papers published in “Dirasat” issued by the University of Jordan or in the national Jordanian specialized journals issued by the Ministry of Higher Education and Scientific Research shall be accepted, each given two points.

**Article (19) :** For the promotion of a faculty member from the rank of Assistant Professor to the rank of Associate Professor, a scientific work receiving at least (8) eight points shall be submitted, provided the following conditions are met:

- 1.** The applicant shall be the first author in a work receiving at least (6) six points.

2. The work submitted shall include at least (4) four points given to work of the first category or being single-authored.

**Article (20) :** For the promotion of a faculty member from the rank of Associate Professor to the rank of Professor, a scientific work receiving at least (12) twelve points shall be submitted, provided the following conditions are met:

1. The applicant shall be the first author in a work receiving at least (8) eight points.
2. The work submitted shall include at least (6) six points given to work of the first category or being single-authored.

**Article (21) :** Taking what is stated in Article (15/A/5) of the Bylaws, the applicant shall not include among his/her research articles or works of art any of the articles or works previously considered for a previous promotion, or on the basis of which s/he was granted a scientific degree or academic rank.

**Article (22) :** Research works undertaken by the faculty member during his/her leave, alternate assignment or delegation shall be considered acceptable for the purpose of promotion.

**Article (23) :**

- A. The promotion application shall be submitted along with six copies of the research work and the curriculum vitae to the concerned Department Chair to present it before the Department Council to take the appropriate recommendation. The Chair shall then submit the Department Council's recommendation to the Faculty Dean within a period of three weeks at most, and the Dean presents the application before the Faculty Council within a period of three weeks at most to take the appropriate recommendation. The Dean shall then submit this recommendation to the President within a week at most for the promotion procedure to be completed.
- B. Taking what is stated in paragraph (A) of this Article into consideration, the Department or the Faculty may not exceed the upper time limit in taking the appropriate recommendation.
- C. In all cases, however, should the Department Council or Faculty Council be unable to take the appropriate recommendation within the specified period without an acceptable justification, the President shall establish a committee to be chaired by the concerned Vice President and to include members from the Department and Faculty to look into the promotion application and submit its

recommendation to the Committee to take the appropriate decision within a period not exceeding three weeks of the date of establishing that committee.

- D.** The concerned Faculty Dean and Department Chair shall supply a list of names and addresses of at least fifteen non-Jordanian specialized referees holding the rank of 'Professor' and residing outside Jordan to participate in evaluating the research work. This list shall be submitted to the President and is highly confidential. Furthermore, the candidate referees to participate in the evaluation process shall meet the following criteria:

  - 1.** They should be known for their objectivity and coming from universities having a distinguished academic level other than the university from which the applicant for promotion has graduated.
  - 2.** They should be from different countries and universities. However, it is preferred not to have more than one referee from the same university and not to have more than two referees from the same country.
  - 3.** Their addresses should be very accurate including the phone number, fax number, and the email address.
- E.** Should the number of Faculty members in the Department holding a rank equal to the rank to which the promotion is requested or higher go below three, the Department Chair submits the application to the Dean to present it directly before the Faculty Council in the presence of the Faculty members in the Department who hold the same rank as that of the applicant's or higher.
- F.** Taking the provisions of paragraph (C) of this Article into consideration, should the number of faculty members in the faculty council holding the same rank to which promotion is requested or higher go below three, the application shall be submitted to the President to establish a committee to be chaired by the concerned Vice President to look into the application and take the appropriate recommendation to be presented before the Committee.
- G.** In all cases, however, no Faculty member in the Department Council or the Faculty Council shall have the right to vote on the promotion except those holding a rank equal to the rank to which promotion is requested or higher.
- H.** A technical committee is formed by the Vice President for Academic Affairs to look into the scientific work of the faculty applying for promotion by applying the "Turnitin" System or any other system to check similarities with any previously published work either of the applicant or of

others. The similarities for each work should not exceed (20%), regardless whether the previous research works are single or joint.

- I.** The faculty member applying for promotion may, by him/herself, apply the “Turnitin” System to check similarities before officially applying for promotion. S/he may seek help from the E-Learning Center staff excluding members of the technical committee.
- J.** Similarities of less than (1%) are annulled by the technical committee and the applicant shall be exempted from technical assessment.
- K.** Should it be impossible to perform the similarities by checking on “Turnitin” or any other system, one member of the committee shall manually verify the similarities.
- L.** The technical committee shall only be responsible for recommending to accept a research work or not supported by justifications.

- Article (24) :**
- A.** The Department Chair and Faculty Dean (irrespective of his/her rank) shall submit individual reports about the faculty member applying for promotion, using the form especially prepared for this purpose.
  - B.** Taking Article (15) of these Regulations into consideration, the faculty member applying for promotion shall receive a general average of not less than three points in any report.

**Article (25) :** The Committee shall look into the faculty member's application for promotion, his/her research work, names of referees, recommendations of the Department and Faculty Councils, the report prepared for this purpose, and the disciplinary measures imposed on him/her, if any, to decide whether or not to proceed with the promotion procedure.

- Article (26) :**
- A.** The research work, along with the curriculum vitae of the applicant for promotion and the rank for which s/he is applying, shall be sent to three referees, who are requested to submit their reports within a period of two months of the date they receive the research work at the most. The report shall include an evaluation for each work, following a scale from one to five as follows:
    - 1.** Weak (1) point
    - 2.** Fair (2) points
    - 3.** Good (3) points
    - 4.** Very Good (4) points
    - 5.** Excellent (5) points

- B.** A faculty member may not be promoted to the rank of “Associate Professor” or “Professor” if his/her evaluation in two of the referees' reports goes below three points.
- C.** In the case of receiving two positive reports and one negative report for the applicant for the rank of 'Professor', the Committee may send the research work to a fourth referee. If the evaluation of the fourth referee was less than (3) points, the promotion application shall be declined.
- D.** A faculty member may not be promoted to a higher rank if the average of all the referees' evaluations goes below “Good” (three points).

**Article (27) :** The Committee shall examine the application for promotion from all different aspects upon the receipt of the referees' reports, and it may, after the lapse of eight months as of the date on which the list of referees was approved, look into the application, irrespective of the number of reports received, and submit its recommendation to the Council to decide on whether or not to approve promotion, or extend the above mentioned period upon the consent of the applicant.

- Article (28) :**
- A.** The Council shall decide on the promotion of faculty members by secret voting.
  - B.** If the Council decides not to promote a faculty member, it shall then determine the period that has to lapse before the applicant is allowed to apply again, provided this period is not less than six months as of the date of the decision. In this case, the faculty member must add new research works, whose number and kind are determined by the Council, to the old one. The submission of the new application for promotion shall also follow the procedures stated in these Regulations.

- Article (29) :** For the purpose of implementing the provisions of Article (16) of the Bylaws concerning the naming of a professor as 'Honorary Professor' :
- 1.** The President may, at his/her discretion, recommend to the Council the naming of a faculty member who has spent at least fifteen years in the service of the University while holding the rank of 'Professor', and whose service ended upon reaching the legal retirement age of (70) or by resignation, as 'Honorary Professor'.
  - 2.** The Honorary Professor may keep his/her office in the Faculty and benefit from scientific research support, library and University facilities and services, among others, which are offered by the University to its faculty members.

3. The Faculty Council may, upon a recommendation from the Department Council, recommend to the President assigning to an Honorary Professor a teaching load and/or supervising university dissertations against a stipend determined by the President in accordance with the bylaws and regulations effective at the University.

### **Teaching Load**

- Article (30) :**
- A. The teaching load for a Professor shall be (9) credit hours, (12) credit hours for an Associate or Assistant Professor, and (15) credit hours for an Instructor. The teaching load of a Practicing Professor shall be determined by a decision of the President according to his/her scientific qualifications.
  - B. "Credit Hour" is used here to refer to:
    1. The lecture at the undergraduate or graduate level for one hour per week for the duration of one semester.
    2. In the field of applied work, such as labs, workshops, training, field work, studios, and the like, in the Faculties of the applied nature, the meaning of the credit hour shall be determined by a decision issued by the President upon consultation with those Faculties. In all cases, however, a credit hour shall be equal to no less than two applied hours.

### **Leaves and Vacations**

#### **First: Sabbatical Leaves and Leaves Without Pay**

- Article (31) :**
- A. Applications for sabbatical leaves or leaves without pay shall be submitted at least three months prior to the commencement of the semester in which the requested leave is to begin.
  - B.
    1. The application for a sabbatical leave shall include an outline for the research work(s) (or the book) that the faculty member intends to undertake and the place where it is to be undertaken. The main topic for the research work, however, may not be changed except by the approval of the Faculty.
    2. The application for a leave without pay shall include information about the work that the faculty member intends to do during the leave and its location.



- Article (32) :**
- A.** The sufficiency of the remaining faculty members in the Department to cover the teaching loads and supervision is to be taken into consideration before a sabbatical leave or a leave without pay is granted.
  - B.** The percentage of faculty members on leaves and those on alternate assignments at the same time shall not exceed (10%) of the total number of faculty members appointed in the Department, except for those who are assuming ministerial positions. This percentage, however, may be exceptionally overlooked in special cases, subject to the discretion of the Council, when the interest of the University is foreseen.
  - C.** The faculty member on a sabbatical leave may apply for another sabbatical leave immediately after the first one.
  - D.** Taking paragraph (D) of Article (21) of the Bylaws into consideration, a faculty member may combine the sabbatical leave with a leave without pay, provided that the total number of leaves does not exceed six years, and that s/he returns to serve at the University upon the end of his/her leaves.

- Article (33) :**
- A.** The faculty member who has been granted a sabbatical leave shall:
    - 1.** Submit to his/her Faculty Dean the research work(s) or work(s) of art that s/he conducted during his/her leaves within two months of the end of the leave.
    - 2.** Acknowledge in a noticeable place of the published work that it was undertaken during the sabbatical year granted to him/her by the University.
  - B.** The work(s) of research or art that the faculty member conducted while on a sabbatical leave shall be approved by a decision issued by the President upon a recommendation from the Scientific Research Council at the University, stating that s/he completed the works for which s/he was granted the leave.

- Article (34) :**
- A.** The faculty member granted a sabbatical leave may be granted round-trip tickets for him/herself, his/her spouse, and two of his/her children under the age of eighteen only once if the leave is to be spent outside Jordan in an advanced research center, institute or laboratory, or in a distinguished international

university. In this case, s/he shall be fully devoted to the research work on the basis of which s/he was granted the leave, and the duration of the leave shall be one full academic year, at least six consecutive months of which to be spent outside Jordan. The flight destination and its route shall be stated in the decision approving the sabbatical leave, and if the faculty member wishes to change the flight route, thus exceeding the air-ticket fares, s/he shall take care of the difference.

- B.** The faculty member on sabbatical leave shall have the following compensations:
- 1.** The monthly salary and allowances s/he used to receive.
  - 2.** A three-month salary advance to be paid before travelling if the leave is to be spent outside Jordan.
  - 3.** A medical insurance advance if the full duration of the leave, or part of it not less than six months, is to be spent outside Jordan. This advance shall be paid in accordance with the medical insurance policy of the country in which the leave is to be spent, and it shall be duly paid against original documents to be submitted to the Financial Affairs Department.

## **Second: Vacations and Other Leaves**

- Article (35) :**
- A.** The annual vacation for faculty members shall be distributed in accordance with Article (20) of the Faculty Bylaws, upon taking into consideration Articles (37) , (38), and (39).
  - B.** A faculty member is granted only once throughout his/her service at the University, a fully-paid one week vacation upon marriage.
  - C.** A faculty member is granted a fully-paid three-day vacation upon decease of any of his/her ancestors, decedents, spouse, brothers or sisters.
  - D.** A female faculty member is granted a maternity leave in accordance with the Jordanian Labor Law.
  - E.** The President, upon consultation with the Faculty Dean and Department Chair, grant a faculty member a leave not exceeding fifteen days to perform Hajj(Pilgrimage to Mecca), provided that this leave is granted only once throughout his/her service at the University.
  - F.** The President may grant a faculty member an exigent leave for one week during a single semester.

- G.** Sick leaves not exceeding one week are granted based on a report from the accredited physician. Each faculty member is entitled for a fully paid nonconsecutive fourteen days sick leave throughout a single year, which can be renewed for another fourteen days if spent in a hospital. In the case, the sickness of a faculty member exceeds two weeks, s/he shall submit a medical report, and in all cases s/he shall inform his/her direct Chair about this sickness as soon as possible, but not later than three days of his/her absence. All medical reports shall be ratified by the medical authority. In the case a sick faculty member is not cured within one month of his/her sickness, the sick leave is extended and his/her salary and allowances are paid according to the following:
- Complete salary and allowances for the first two months of his/her sickness.
  - Half salary and allowances for the following two months of sickness.
  - After four months of sickness, s/he is investigated by the medical committee. If the committee finds out the sickness may be cured in two more months, the sick leave shall be extended for these two months, but shall be unpaid.
  - The services of a sick faculty member whose sickness is not cured during six months, in accordance with the above items, shall be terminated by a decision of the President.
  - If the medical authority decides that a faculty member has been accidently diseased while at work or because of it without negligence from his/her part, s/he is granted a sick leave with full salary and allowances for the whole period of this sickness, on condition that this period does not exceed one year. If s/he is not cured during this year, his/her services shall be terminated by a decision of the President and shall be paid the compensation s/he deserves according to the provisions of the Jordanian Labor Law.

### **Third: Rules and Procedures Related to Leaves**

- Article (36) :**
- A.** Answers to applications for all kinds of leaves shall be made in writing.
  - B.** The leave shall commence on the day the faculty member stops working and end at the end of the previous day to his/her return to work.

- C. The faculty member shall not leave his/her work until s/he receives a written notice of approval of his/her leave, except in exigent cases determined by the concerned Dean.
- D. The faculty member shall specify in his/her application for a leave the dates on which the leave begins and ends, the place at which s/he wishes to spend his/her leave and his/her address during the leave.
- E. The concerned authority may determine the duration of the leave they approve on the basis of the interest of work.
- F. The leave may be reduced, postponed, cancelled, or interrupted after it has been approved and notified to the faculty member for the interest of work.

- Article (37) :**
- A. Any faculty member not immediately returning to work upon the end of his/her leave shall be subject to salary and allowance deduction for his/her absence starting with the next day after the end of his/her leave, unless s/he submits an excuse acceptable to the competent authority entitled to grant the leave.
  - B. The faculty member shall be considered losing his/her job if his/her absence exceeds three weeks without an excuse acceptable by the Council.

- Article (38) :**
- A. The Department Chair shall notify the Dean in writing of any absence of the faculty member within two days of his/her absence, and the Dean shall notify the President in writing of that absence within a week.
  - B. The same procedure stated in paragraph (A) of this Article shall be followed when the faculty member on leave (whatever the leave may be) returns to resume work.

### **Violations and Disciplinary Measures**

- Article (39) :** Taking what is stated in Article (38) of the Bylaws into consideration, when a complaint is filed against a faculty member, or s/he commits a disciplinary violation, the President may establish a three-member committee, to be chaired by a faculty member holding the same rank as that of his/her rank or higher, to interrogate him/her and then deal with the violation in accordance with the outcome of interrogation, by considering it non-pursued, imposing a penalty, or submitting it to the Disciplinary Council.

### **General Rules**

**Article (40) :** The cases on which no stipulation has occurred in these Regulations shall be referred to the Council to decide upon them.

**Article (41) :** These Regulations shall cancel the (Faculty Regulations at University of Petra No. (1) of (2010)).

## **REGULATIONS No. (2) of (2016)**

### **WORKING HOURS AND PERSEVERANCE OF FACUTLY MEMBERS AND FULL-TIME LECTURERS REGULATIONS AT UNIVERSITY OF PETRA**

**Article (1) :** These Regulations are titled and shall be cited as the “**Working Hours and Perseverance of Faculty Members and Full-Time Lecturers Regulations at University of Petra of (2016)**”, and shall go into effect as of the date they are approved by the University Council. (\*)

**Article (2) :** Unless the context indicates otherwise, the following terms and expressions, wherever mentioned herein, shall have the hereunder designated meanings :

<b>University</b>	: University of Petra.
<b>President</b>	: University President.
<b>Faculty Member</b>	: Any faculty member or full-time lecturer, regardless of his/her rank, at the University.
<b>Faculty</b>	: The Faculty at the University, to which the course taught by a faculty member belongs.
<b>Department</b>	: The Academic Department at the University, to which the course taught by a faculty member belongs.
<b>Physician</b>	: The University Physician.

**Article (3) : Commitment to the Teaching Schedule:**  
A faculty member shall be committed to comply with the provisions of Article (2) in the contract organized by the University with him/her, which stipulates the number of working hours to be (40) hours per week, in order to assume his/her teaching assignments, office hours, academic advising committees membership, research activities, community service, and any other work requirements outside the University.

---

(\*) In its session No. (4-2015/2016), dated on 07/02/2016

**Article (4) :** A faculty member shall be committed to execute his/her teaching duties according to the accredited teaching schedule in every semester.

**Article (5) : Working Hours Procedures:**

- A.** A faculty member shall promptly adhere to start and finish lectures as announced in the teaching schedule of classes.
- B.** A faculty member may not alter the lectures times, except upon recommendation of the Head of the Department and approval of the Dean, after consultation with the Dean of Admission and Registration in order to stipulate the change in the schedule of classes and announce it to students.
- C.** The time and date of a final exam for a course stipulated in the final exams schedule may not be altered, except upon a recommendation of the Head of the Department and approval of the Dean, after consultation with the Dean of Admission and Registration in order to stipulate the change in final exams schedule and announce it to students. Failure to adhere to this commitment shall result in cancelation of exam's results.
- D.** A faculty member shall not, except for an acceptable excuse by the President, be permitted to absent him/herself or leave the country during the final exams period until this period ends, s/he submits the semester's and final grades of all courses s/he teaches, and after the grades are approved by the competent Dean.

**Article (6) : Office Hours:**

- A.** Each faculty member shall, during the first week of each semester, determine the office hours for each course s/he teaches at the rate of (2) hours per week.
- B.** After determining the office hours, the faculty member shall announce them on the board designed for this purpose, and a copy is to be submitted to the competent Head of Department.
- C.** Upon coordination with the concerned faculty member, the Head of the Department shall ensure that office hours are distributed during the week in a way that students can benefit from them.
- D.** A faculty member shall be present in his/her office during office hours.
- E.** Should a faculty member absent him/herself from office hours, the Head of the Department shall orally give him/her a notice.

- F. Should a faculty member absent him/herself from office hours more than three times, the Head of the Department shall report him/her to the Dean to take the proper action which ranges between a forewarning or a warning.

**Article (7) : Adherence to Lectures Times**

- A. A faculty member shall undertake to start and finish his/her lectures as stipulated in the schedule of classes.
- B. In the case where a faculty member is late in starting or in finishing his/her lectures, the Head of the Department shall orally notify him/her.
- C. Should a faculty member repeat this delay for three times, the Head of the Department shall report him/her to the Dean to take the proper action.
- D. The competent Dean shall investigate the matter, and shall then take the proper action, which ranges between a forewarning or a warning.
- E. Taking paragraphs (C, D) of this Article into consideration, if a faculty member is teaching a course that does not belong to his/her Faculty, the Head of the Department to which the course belongs shall report the case to the Dean of the Faculty to which the faculty member belongs, who shall follow the procedures stipulated in paragraph (D) of this Article.

**Article (8) : Emergency Leaves:**

- A. A faculty member who desires to take a leave which is not during the period of the announced scheduled leaves in the academic calendar, or is not from the leaves decided by the President, shall notify in writing the competent Head of Department at least one week before the commencement date of the leave, on condition that he substitutes the missed lectures.
- B. The Head of the Department shall submit the request to the competent Dean in order to obtain the approval of the President.
- C. Should a faculty member be absent for an emergency case, s/he shall orally, by phone or in writing, notify the Head of the Department or Dean.
- D. In case a faculty member's emergency leaves exceed three teaching hours for a course in a semester, the Head of the Department shall report this to the Dean to take the proper action in order to substitute the missed hours.
- E. If the emergency leave lasts three consecutive hours, the Dean shall report the case to the President in order to



assign a substitute faculty member to compensate for the missed hours.

- F.** Upon his/her return from any emergency leave, the faculty member shall, upon completing a specially designed form, notify the Head of the Department the times and dates of the substitute lectures.
- G.** Should a faculty member not return to work after the end of the emergency leave s/he gained, the Dean shall submit the case in writing, to the President to take the proper action.

**Article (9) : Compliance with Accredited Vacations Dates**

- A.** Faculty members shall comply with the dates of the announced vacations stipulated in the University calendar, or with the President's decisions and memoranda issued in this regard.
- B.** A faculty member is not entitled to commence an officially announced vacation in the academic calendar except after the President's decision thereof.

**Article (10) :** The competent Head of Department and Dean shall be responsible for observance and following-up the perseverance of faculty members, and the Dean shall report any violation of these Regulations that might occur to the President.

**Article (11) :** All correspondences regarding the implementation of these Regulations shall be directed from the Deans to the Vice-President for Academic Affairs.

## **REGULATIONS No. (3) of (2016)**

### **OVERTIME WORK FOR FACULTY MEMBERS AND FULL-TIME LECTURERS REGULATIONS AT UNIVERSITY OF PETRA**

**Article (1) :** These Regulations are titled and shall be cited as the “**Overtime Work for Faculty Members and Full-Time Lecturers Regulations at University of Petra of (2016)**”, and shall go into effect as of the date they are approved by the University Council.(\*)

**Article (2) :** Faculty members and part-time lecturers may, by a President decision, upon placement of the Faculty Dean and recommendation of the Department Head, be assigned overtime teaching load.

**Article (3) :**

**A.** A faculty member, regardless of his/her administrative position, shall be entitled to a financial remuneration, if his/her teaching load in a semester exceeds:

- Professor : 9 credit hours.
- Associate Professor : 12 credit hours.
- Assistant Professor : 12 credit hours.
- Instructor : 15 credit hours.
- Assistant Instructor : 18 credit hours.
- Practicing Professor : (determined according to qualification).

**B.** Overtime teaching load of a faculty member shall not exceed (3) credit hours within the University.

**C.** A faculty member shall not be permitted to teach more than (3) credit hours in another university, in which case the President approval, upon recommendation of the Faculty Dean, and a prior written request from the competent university shall be solicited.

---

(\* In its session No. (4-2015/2016), dated on 07/02/2016

- D.** The teaching load of Faculty Deans shall be reduced by (3) credit hours, and they shall not be permitted to execute additional work.
- E.** The Dean of a Faculty is entitled to teach one 3-credit hour's course in a summer session.
- F.** The maximum teaching load of a faculty member in a summer session shall be (6) credit hours.
- G.** The Council of Deans shall decide upon cases where the teaching load exceeds the stipulated loads above, upon submitting the required justifications by the competent Dean.

**Article (4) :** The teaching load of a faculty member consists of:

- 1.** The total credit hours for courses taught individually, while the workload and rewards (if any) of courses taught by more than one member shall be determined by the number of hours each member teaches.
- 2.** Two hours per week of practical work in the lab. are calculated as one credit hour. Upon distribution of practical work in the lab, at least one faculty member shall be available for every (20) students.
- 3.** The load for a faculty member who supervises Master's thesis shall be one credit hour for each student per semester for a maximum of (3) semesters, after the student has registered for the thesis. In case there are more than one supervisor, the load shall be distributed among them.
- 4.** The minimum number of students in a section of a course, against which a faculty member is awarded overtime remuneration shall be as detailed below. If the number of students in a section is less than this minimum, the overtime remuneration shall be calculated pro-rata regardless whether the section is offered in a regular semester or in the summer session.
  - a.** (25) students in University Requirements courses.
  - b.** (15) students in theoretical sections and (10) in practical ones.
  - c.** (9) students in sections of graduate project, training and seminar courses.
  - d.** (6) students in sections of graduate project course in Architecture and Pharmacy majors.

- Article (5) :**
- A.** Each Department of every Faculty shall prepare an academic schedule in a way that each faculty member fulfills his/her full teaching load.
  - B.** After the registration period ends, all Deans shall submit, in writing, a list of the names of faculty members who did not fulfill their full teaching loads, together with justifications for this and the measures to be taken in order to avoid recurrence of this in future plans.

**Article (6) :** Financial remuneration for a faculty member or part-time lecturer who is assigned additional work over his/her teaching load, shall be paid per hour as follows:

<b>Rank</b>	<b>Remuneration/ Hour (in JOD)</b>
Professor	25
Associate Professor	20
Assistant Professor	17
Instructor (holding Master's Degree)	12

- Article (7) :**
- A.** The Deanship of Admission and Registration shall be charged with the verification of rosters of additional hours pursuant to faculty teaching loads in a semester, and the assignment decision. These rosters shall, after being endorsed by the Vice-President, be submitted to the President for approval.
  - B.** The Department of Financial Affairs shall, after verification of rosters, disburse the deserved remunerations to faculty members and part-time lecturers who are assigned additional work, in accordance with the Council of Deans decision NO. (182-2006/2007).

**Article (8) :** These Regulations shall cancel the "Overtime Work for Faculty Members and Full-Time Lecturers No. (8) of (2013)".



## **REGULATIONS No. (4) of (2016)**

### **SCIENTIFIC RESEARCH, PATENT AND PARTICIPATION IN SCIENTIFIC CONFERENCES REGULATIONS AT UNIVERSITY OF PETRA**

**Article (1) :** These Regulations are titled and shall be cited as the “**Scientific Research, Patent and Participation in Scientific Conferences Regulations at University of Petra of (2016)**”, and shall go into effect as of the date they are approved by the University Council. (\*)

**Article (2) :** Unless the context indicates otherwise, the following terms and expressions, wherever mentioned herein, shall have the hereunder designated meanings :

<b>University</b>	: University of Petra.
<b>President</b>	: University President.
<b>Council</b>	: The Scientific Research Council at the University.
<b>Dean</b>	: Dean of Scientific Research at the University.
<b>Faculty Member</b>	: A faculty member at the University.
<b>Conference</b>	: The scientific conference in which a faculty member participates.
<b>Invention</b>	: An innovative idea in all scientific fields that is reached at by the inventor.
<b>Patent</b>	: A patent that is achieved by the researcher(s) and that results from a research in which the researcher(s) have utilized the University facilities and labs.
<b>Committee</b>	: The Research and Patent Committee at the University.
<b>Office</b>	: The specialized and accredited Office for patent registration at the University.

---

(\*) In its session No. (4-2015/2016), dated on 07/02/2016

**Article (3) :** The general principles of the scientific research policy at the University are:

1. The University places great emphasis on scientific research and considers it a basic pillar of its activities. Scientific research is the means by which the University elevates its scientific standing and serves its local and Arab communities.
2. The University considers scientific research an integral part of the functions of its faculty members. This policy is implemented upon appointment of new faculty members.
3. To enhance scientific research, the University facilitates the appropriate environment, such as: financial support, necessary resources, facilities, labs, library services and time for faculty.
4. The University supports scientific research in all fields of knowledge with special emphasis on applied research which help at realizing its objective of serving the community.
5. The Council shall place a work plan for scientific research at the University and recommend it to the Council of Deans.
6. The Dean of each Faculty shall provide the Dean with all basic information about current research in the Faculty.
7. The Council and other councils at the University may suggest research projects deemed necessary by them.

**Article (4) : Procedures for Supporting Scientific Research:**

1. All requests for scientific research shall be submitted via “Scientific Research Project Support Form”, referred to it later as the “Form”.
2. The Form shall include:
  - a. The name(s) of the requester(s).
  - b. The academic rank, the Department and the Faculty.
  - c. The suggested title for the research project.
  - d. The objectives of the research.
  - e. A brief survey of contributions of previous researchers.
  - f. A brief survey of what the applicant(s) have contributed.
  - g. A brief presentation of the aspects of the research which need more investigation.
  - h. A research plan and time table for conducting it.

- i.** An estimate of the research requirements (research assistants, equipments, materials, travel, references, stationary ...)
  - j.** A placement of the resources available to conduct the research.
  - k.** Any other points such as: Have they requested other support for the research?
  - l.** The Department Council's opinion (placed by the Chairman).
  - m.** The Dean's administrative opinion.
  - n.** The Council's opinion (placed by the Dean).
- 3.** The researcher(s) completes four copies of the Form; one of which is to be retained by him/them and the other copies are to be submitted to the competent Department Chairman.
  - 4.** The Department Council shall look into the research project and present its comments, which shall include:
    - a.** The Department's opinion.
    - b.** The extent to which the researcher(s) benefit from the available resources.
  - 5.** The Chairman shall submit the Form to the Faculty Dean who shall submit it to the Council, and shall keep one copy of it.
  - 6.** The Faculty Dean shall submit the Form to the Dean, and shall keep one copy of it.
  - 7.** The Council shall discuss all applications, make the appropriate recommendations and the Dean shall submit them to the President to take the appropriate decision regarding them.
  - 8.** The researcher(s) shall, at the end of each semester, submit a report, copies of which are to be submitted to the Faculty Dean and to the Dean. The report shall include a presentation of the progress and expenditures of the research.
  - 9.** Upon completion of the research, the researcher(s) shall submit three typed copies of it together with an Abstract in English if the research is in Arabic, and in Arabic if it is in a different language.
  - 10.** The researcher shall be entitled to publish his/her research as s/he sees appropriate, on condition that the University support is stipulated in it.
  - 11.** To assess the completed research, the Council shall be entitled to seek the opinion of any specialized expert from inside or outside the University, in return for a financial remuneration determined by the Council and approved by



the President. The Council may consider the acceptance of publishing the research in a specialized journal as a positive evaluation of the research.

12. The support which was decided for the research shall, by a President decision and upon recommendation of the Council, be halted or reimbursed in the following cases:
  - a. Not executing the research according to the stipulated stages in the Form without an excuse acceptable by the Council.
  - b. The Council's convincing belief of the regression of the researcher in conducting the research.
  - c. Evidenced proof that research expenditures were not as previously decided.
  - d. Any other cases the President is convinced of.
13. The estimated amount of financial support of a research project shall be decided by the President, upon recommendation of the Council.
14. The Council of Deans may, based on a recommendation of the Council, assign one or more researchers at the University to conduct a research according to a determined plan, and shall determine the support for each, based on a recommendation of the Council.

**Article (5) :** Support for researches, studies, authorships, translations, inventions and verified manuscripts, publishing in periodicals and accredited scientific journals, and the basis of awarding incentives for them shall be as follows:

- A. Procedures for Supporting Studies, Authorships, Translations and Verified Manuscripts (referred to each as the "Manuscript"):**
  1. Applications to support publication of a Manuscript shall be completed on the Form and shall be submitted to the Council together with two copies of the Manuscript.
  2. The Council shall refer the Manuscript to specialized experts inside or outside the University for assessment and recommendation of publishing it or not, in return for a financial remuneration determined by the Council and approved by the President.
  3. The opinion of the specialized experts to which the Manuscript has been referred, shall include:
    - a. The scientific value.
    - b. The research methodology.

- c. The language and writing styles.
  - d. The scientific verification (for verified manuscripts).
  - e. The translation style and preciseness.
- 4.
- a. The Council shall look into the recommendations of the competent councils for supporting publishing.
  - b. The Council shall issue its decision to support the Manuscript publication before publishing it. Moreover, the applicants for support shall comply with:
    - Taking the Council's comments into consideration.
    - Placing in English the phrase (Research published by a support from University of Petra) on the inside and outside covers of the Manuscript.
- 5.
- a. The University support shall be (70%) of the costs incurred by the applicant (s) for the first one thousand copies of the Manuscript, on condition that this support does not exceed (2000) JOD. If the Manuscript consists of several volumes, the support shall be calculated on the basis that one volume consists of (300) pages with (250) words in every page.
  - b. The amount of support shall be disbursed to the publishing company according to normal procedures after it submits a payment request, on condition that its tender was the best and the Deanship of Scientific Research has had a role in selecting the best tender.
  - c. It is the applicant's responsibility to proof-read and follow-up printing affairs of the Manuscript.
  - d. The author shall notify the Dean of the publication of the Manuscript, and a copy of the notification is sent to the Library Director.
  - e. The author shall provide the Deanship with (100) copies, (50) copies of which shall be submitted to the Library for retention and giving-away purposes.
- 6.
- a. The Dean shall submit the Councils' recommendation to the President for approval.

- b. The financial support remunerations shall be disbursed in accordance with the financial procedures in force and in lieu of the budget allocations for this matter.
- 7. The University may, by a President decision, based upon a recommendation of the Council, publish, as University Publication Series, a valuable authored or translated Manuscript on its expense. These Manuscripts shall be subjected to evaluation.
- 8. The following principles for University Publication Series shall be adopted:
  - a. The Council shall determine the number of copies to be printed for a Manuscript.
  - b. The author(s) of the Manuscript shall be given (50) copies.
  - c. The author(s) shall be awarded (25%) of the revenues from selling the Manuscript.
  - d. In case the book is reprinted, the author(s) shall be awarded the same percentage as what was awarded in the first edition.
  - e. After being printed, the Manuscript shall be the property of the University and it shall have its publication rights and protection of these rights.

**B. Procedures for Supporting Publications of Researches in Accredited Scientific Journals:**

- 1. Applications to support publication of a research shall be completed on the Form along with two copies of the published research.
- 2. The University shall only support the publication of a research by University researchers in an accredited journal (reviewed, indexed, and has an impact or an index factor).
- 3. In the supported research publication, the name of the first or principal researcher, the title and the phrase (University of Petra), shall be clearly placed on the first page.
- 4. **Supporting the publication of scientific research shall be according to the following basis:**

<b>Support For Publication in Accredited Scientific Journals</b>					
<b>Journal</b>	<b>Publisher</b>	<b>Indexed</b>	<b>Impact Factor</b>	<b>Journal Classification or Research Citation</b>	<b>Maximum Support Amount in (JOD)</b>
Local	Local				50
Regional	Regional				75
International	International	No	No	No	100
International	International	Yes	Less than 1	Less than 1	125
International	International	Yes	1-less than 2	1-less than 2	225
International	International	Yes	2-less than 3	2-less than 3	325
International	International	Yes	3-less than 4	3-less than 4	425
International	International	Yes	4 or more	4 or more	500

**C. Financial Incentives for Publication of Researches in Accredited Scientific Journals and for Patents shall be according to the following basis:**

1.

<b>Incentives For Publication in Scientific Journals</b>			
<b>Journal or Publisher</b>	<b>Indexed ISI Thomson-Scopus</b>	<b>Impact Factor</b>	<b>Incentive Amount in (JOD)</b>
International	Yes	Less than 1	200
International	Yes	1-less than 2	400
International	Yes	2-less than 3	600
International	Yes	3-less than 4	800
International	Yes	4 or more	1000

2.

<b>Incentives for Patents</b>	
<b>Patent</b>	<b>Incentive Amount in (JOD)</b>
International	700
Local	200

3. **In case there are more than one participant in a research or patent, incentives shall be distributed as follows:**

Single Researcher		100%
Two Researchers	First Researcher	65%
	Second Researcher	35%
More than Two Researchers	First Researcher	50%
	The Rest (distributed equally)	50%

**Article (6) : Procedures for Supporting Participation in Scientific Conferences:**

- A. Priority for participation in scientific conferences shall be given to those whose themes are important for the University or for the Country's needs. Participation delegation to a conference shall be a President decision based on a recommendation of the Council.
- B. Participation of a faculty member in a scientific conference shall take place if the following conditions are satisfied:
  - 1. The conference is scientific, specialized, peer-reviewed, internationally recognized, indexed in conference indexing entities, such as: Thomson Reuters Conference Proceedings Citation Index, or issued by specialized scientific society, such as Association for Computing Machinery (ACM), Special Interest Group (SIG), or similar societies.
  - 2. The faculty member has an accepted, and not published before, research to be presented at the conference.
- C. Faculty members may participate in conferences according to the following priorities:
  - 1. The member whose specialization is the closest to the theme of the conference.
  - 2. The member who is delegated to represent the University in the conference, has been asked to conduct a research, study or paper, has been assigned an organization position at the conference, or has prepared a research accepted for presentation in the conference.
  - 3. The member who has not travelled in the same fiscal year.

4. The member who has not travelled in the previous fiscal year.
- D. A faculty member shall not be permitted to participate in more than conference in a year, except for exceptional cases decided upon by the President, in order not to affect the teaching assignments of the member.
- E. The conference number of days shall not exceed three working days during a regular semester. A faculty member who is teaching in a summer session is not permitted to participate in a conference. During a conference period, only one faculty member of a Department shall be allowed to participate.
- F. A participant in a conference shall, except those hosted by invitation, be disbursed the expenses determined by the President, which include:
  1. A Round trip economy travel ticket from Amman to the location of the conference, plus visas fees.
  2. Conference subscription fees.
  3. Deserved per diems not exceeding three working days, in accordance with the Mobility and Travel Regulations, and what the President decides.
  4. The amounts mentioned above shall not exceed (2,000) JOD.
- G. Upon his/her return, a faculty member who attended a conference shall, within a period determined by the competent Dean:
  1. Present a seminar in his/her Faculty.
  2. Submit to the Council a complete report about the celebrations of the conference along with important scientific papers and results.
- H. A faculty member shall be relieved from teaching during a summer session, to conduct research in accordance with (Summer Scientific Research Grant Regulations No. (5) of (2016), and s/he may apply for a summer scientific research grant for a maximum of three months.

**Article (7) : Patent Ownership Rights**

- A. A unit shall be founded at the University for the aim of technology transfer, and its duties are:
  1. Receiving researches, studying them and initially evaluating them in collaboration with an entity specialized in patent registration.
  2. The University shall, within two months after its receipt, notify-in writing- the researcher of

acceptance or rejection of participation, or licensing or following up the patent. This period may be extended by one month for justifiable reasons.

3. Performing all necessary preparations and licensing required for patent registration in collaboration with specialized and accredited patent registration office.
4. Helping in marketing patents locally, regionally and internationally in collaboration with the specialized accredited patent registration office.

**B. Procedures for Patent Ownership Rights**

1. Patent ownership right shall include all intellectual products, which are sincere, innovative, feasible and has financial value.
2. Any financial support from any source for a patent shall not be counted in the financial value of patent ownership right.
3. A patent achieved through utilizing University facilities and labs shall be jointly registered in the name(s) of the researcher(s) and the University, and the financial value of the patent shall be distributed among them according to the following percentages:
  - a. (50%) of the net income attained by the patent shall be allocated to the University, (15%) of which shall be allocated for scientific research purposes in the Department(s) to which the researcher(s) belongs.
  - b. (50%) of the net income attained by the patent shall be allocated to the researcher(s).
4. A patent achieved through direct support from the University and another supporting entity shall be jointly registered in the name(s) of the researcher(s), the University and the competent supporting entity in accordance with a contract agreed by them, or with the regulations in force, and the financial value of the patent shall be distributed among them according to the following percentages:
  - a. The percentage of the net income attained by the patent agreed upon in the contract shall be allocated to the competent supporting entity.
  - b. (40%) of the remaining net income attained by the patent shall be allocated to the University, (15%) of which shall be allocated for scientific research purposes in the Department(s) to which the researcher(s) belongs.

- c. (60%) of the remaining net income attained by the patent shall be allocated to the researcher(s).
- 5. A patent achieved through support from an external grant shall be jointly registered in the name(s) of the researcher(s) and the University, and the financial value of the patent shall be distributed among them according to the following percentages:
  - a. (20%) of the net income attained by the patent shall be allocated to the University, (10%) of which shall be allocated for scientific research purposes in the Department(s) to which the researcher(s) belongs.
  - b. (80%) of the net income attained by the patent shall be allocated to the researcher(s).
- 6. All provisions regarding patent ownership rights which are stipulated in the research grant or in the contract between the competent supporting entity and the researcher(s), shall be applied.
- 7. Taking into consideration what was stipulated in clause (5) of Article (7/B) of these Regulations, if the research grant or the contract between the competent supporting entity, the researcher(s) and the University does not specify organization and percentage distributions, a new agreement shall be reached at on condition that the highest percentage shall be allocated to the entity which has paid all registration, licensing, contracting and marketing expenses.

**Article (8) :** These Regulations shall cancel the “Scientific Research, Patent and Participation in Scientific Conferences Regulations No. (3) of (2014)”.





## REGULATIONS No. (5) of (2016)

### SUMMER SCIENTIFIC RESEARCH GRANT REGULATIONS AT UNIVERSITY OF PETRA

**Article (1) :** These Regulations are titled and shall be cited as the “**Summer Scientific Research Grant Regulations at University of Petra of (2016)**”, and shall go into effect as of the date they are approved by the University Council. (\*)

**Article (2) :** Unless the context indicates otherwise, the following terms and expressions, wherever mentioned herein, shall have the hereunder designated meanings :

<b>University</b>	: University of Petra
<b>President</b>	: University President.
<b>Faculty Member</b>	: A faculty member or full-time lecturer, regardless of his/her rank.
<b>Faculty</b>	: The Faculty to which the faculty member belongs.
<b>Dean</b>	: Dean of the Faculty to which the faculty member belongs.
<b>Department</b>	: The Department in the Faculty to which the faculty member belongs.
<b>Grant</b>	: The Summer Scientific Research Grant.
<b>Contract</b>	: The special contract by which a faculty member is appointed at the University.
<b>Competent Host</b>	: A university, institute or a scientific research center in a university or establishment which is approved by the Council.

**Article (3) :** A faculty member who desires to apply for the Grant, shall meet the following conditions:

1. His/ her contract with the University shall be valid for

---

(\*) In its session No. (4-2015/2016), dated on 07/02/2016

the academic year that follows the summer in which the grant is to be awarded.

2. S/he shall not participate in teaching during the summer in which the grant is awarded, and shall be completely devoted to scientific research and without any teaching load.
3. S/he shall have a research proposal which has already been approved by the competent host.

- Article (4) :**
- A.** If the competent host does not provide financial support for the researcher during his/her stay in it, the University shall provide the researcher with:
    1. An economy-class round trip travel ticket, including visa fees to the country of the competent host.
    2. A monthly living expenses allowance of (700) JOD for a maximum of three months, commencing from the end of the second semester wherein his/her grades have been submitted (i.e. a total of (2100) JOD).
  - B.** If the competent host provides financial support, which is less than the support provided by the University, as stipulated in clause (2) of paragraph (A) of this Article, then the University subsidizes the difference.

**Article (5) :** Applications for the Grant shall be submitted on the special form for the summer Scientific Research Grant, along with the applicable regulations signed by the applicant and a commitment on the part of the applicant. The deadline for submitting applications shall be the end of April of each year, except for other cases decided by the Vice President for Academic affairs.

**Article (6) :** The faculty member who has been awarded the Grant shall, after his/her return, submit a detailed report in which all what has been achieved is included. Furthermore, s/he shall present a seminar about the research executed during the summer in his/her Department, and submit the research results for publication in his/her name and the name of University of Petra.

**Article (7) :** All relevant correspondences related to the execution of these Regulations shall be directed from the Heads of Departments to the Deans and then to the Dean of

Scientific Research and Graduate Studies to act accordingly.

**Article (8) :** The faculty member, who has been awarded a “Summer Scientific Research Grant” shall undertake to serve the University at least one year. In case s/he violates this commitment, s/he has to pay back all what was disbursed to him/her as stipulated in Article (4) of these Regulations.

**Article (9) :** These Regulations shall cancel the “Summer Scientific Research Grant No. (32) of (2013)”.



## **REGULATIONS No. (6) of (2009)**

### **DISTINGUISHED RESEARCHER AWARD REGULATIONS AT UNIVERSITY OF PETRA**

**Article (1) :** These Regulations are titled and shall be cited as the “**Distinguished Researcher Award Regulations at University of Petra of (2009)**”, and shall go into effect as of the date they are approved by the University Council. (\*)

**Article (2) :** Unless the context indicates otherwise, the following terms and expressions, wherever mentioned herein, shall have the hereunder designated meanings :

**University** : University of Petra  
**President** : University President.  
**Researcher** : A faculty member at the University.  
**Award** : University of Petra Award for the Distinguished Researcher.  
**Committee** : The Award Committee.

**Article (3) :** The Faculty Dean calls upon faculty members in the Faculty to apply for the Award at the beginning of the second semester each year. The Faculty Council then names one nominee for the Award in accordance with the provisions of Article (8) of these Regulations.

**Article (4) :** A committee, called "The Award Committee", chaired by the President and is compromised from the Dean of Graduate Studies and Scientific Research and three professors chosen by the Council of Deans, shall be formed.

**Article (5) :** The Committee shall present to the Council of Deans the name of the nominee who it considers ranked first to be granted the Award, supported by the selection justification in order to take the appropriate decision.

---

(\*) In its session No. (3-2009), dated on 01/06/2009

**Article (6) :** The Award shall be granted during the graduation ceremonies of that year, and it consists of :

1. A certificate of appreciation signed by the President.
2. The distinction in scientific research plaque.
3. A financial remuneration of (3000) JOD.

**Article (7) :** The faculty member, to whom the Award is granted, shall not be permitted to apply for it before the lapse of five years after s/he was granted it.

**Article (8) :** The following standards shall be adopted in evaluating the nominees:

1. The applicant for the Award shall have been a faculty member at the University for at least two years. S/he may submit all his/her published research or patents in the last five years preceding the date of applying the Award.
2. For the purpose of calculating the points the applicant deserves, the following basis shall be taken in consideration:
  - a. **Scientific Journals:** The scientific journal or periodical in which the research is published should be distinguished, international or local, indexed (Thomson) and, in this case, the Impact Factor (IF) should be taken into consideration.
    - i. A research published in an international journal shall be allocated (3) points, that in an Arab journal (2) points, and that in a local journal (1) point.
    - ii. A research published in an indexed journal shall be allocated (3) points and that in non-indexed journal (1) point.
    - iii. The Impact Factor of a journal or periodical in which the research is published, shall be allocated points as follows:

Impact Factor	Points
5 or more	2xIF
4 – less than (5)	8
3 – less than (4)	7
2 – less than (3)	6
1 – less than (2)	4
Less than (1) or not specified	2

- b. **Patent:** In addition to the points allocated for scientific research as above, patents shall be allocated points as follows:

Patent Category	Points
International patent	16
Local patent	8

- c. **Books:** Published books shall be allocated points as follows.

Book	Publisher			Researcher Contribution: (Equally divided if joint)
	International	Arab	Local	
Authored	4	3	2	0.5
Translated	3	2	1	0.5
Textbook	2	1	0.5	0.5

- d. **Research Published in Conference Proceedings:** Conferences shall be scientific, specialized, refereed, international, and indexed by well-known conference indexing entity, such as: Thomson Reuters Conference Proceedings Citation Index, or by a specialized scientific society, such as: Association for Computing Machinery (ACM), Special Interest Group (SIG), .... The following basis shall be adopted for allocation of points to research published in conference proceedings:

Conference Category	Points
Research Published in the Proceedings of an International and Indexed Conference	2
Research Published in the Proceedings of a Local and Indexed Conference	1
Research Published in the Proceedings of a Local Conference.	0.5

3. A published scientific research or patent shall be viewed in virtue of being individual or joint. In case it is joint, the authors shall be classified as: principal, first and principal, or participant. Points are allocated as follows:



<b>No. of Researchers</b>	<b>Classification of Researcher</b>	<b>Participation Percentage (%)</b>
<b>Individual</b>	<b>Principal</b>	<b>100</b>
<b>More than one</b>	<b>Principal and First</b>	<b>50</b>
	<b>The Rest (divided equally)</b>	<b>50</b>
<b>Three</b>	<b>First</b>	<b>35</b>
	<b>Principal</b>	<b>35</b>
	<b>Third</b>	<b>30</b>
<b>Four</b>	<b>First</b>	<b>30</b>
	<b>Principal</b>	<b>30</b>
	<b>The Rest (divided equally)</b>	<b>40</b>
<b>Five or more</b>	<b>First</b>	<b>25</b>
	<b>Principal</b>	<b>25</b>
	<b>The Rest (divided equally)</b>	<b>50</b>

4. Published research shall be viewed in virtue of the number of times it has been cited or referred to by other researchers. Google, SCOPUS or any other search engine may be used for this purpose. The research is allocated number of points equal to the product of number of citations and the participation percentage stipulated in paragraph (3) above. For example, if the number of citations is (10) and the research participation percentage is (25%) , then this research is allocated (2.5) points.
5. University Affiliation: In addition to points deserved as above, a research affiliated with the University shall be allocated (3) additional points, and a patent affiliated with the University shall be allocated (5) additional points. No additional points shall be allocated for a research that does not carry University affiliation.
6. The faculty member who accumulates the highest number of points in an academic year, shall be named the “Distinguished Researcher” in that year.
7. The Council of Deans may deny granting the Award if the required conditions for granting it are not met by any nominee.

## **REGULATIONS No. (7) of (2014)**

### **DISTINGUISHED PROFESSOR TITLE REGULATIONS AT UNIVERSITY OF PETRA**

- Article (1):** These Regulations are titled and shall be cited as the “**Distinguished Professor Title Regulations at University of Petra of (2014)**”, and shall go into effect as of the date they are approved by the University Council. (\*)
- Article (2) :** Unless the context indicates otherwise, the following terms and expressions, wherever mentioned herein, shall have the hereunder designated meanings :
- University** : University of Petra.  
**President** : University President.  
**Council** : The Council of Deans at the University.
- Article (3) :** The Council shall, upon recommendation of the President, name a professor “Distinguished Professor “.
- Article (4) :** To be named “Distinguished Professor”, a professor shall have :
1. Spent at least ten years of actual service at the University while holding the rank of professor.
  2. Presented distinguished services which contributed to the University functioning, growth and development, executed distinguished work in scientific, professional or artistic fields, and his/her service has been terminated because s/he has reached (70) years old, or upon his/her request.
- Article (5) :** The “Distinguished Professor” shall keep all his/her scientific rights and utilize the University’s services including health insurance. The University shall be entitled to utilize his/her experience in teaching, supervision, or otherwise, against a remuneration determined by the President.

---

(\*) In its session No. (6-2014), dated on 13/07/2014

- Article (6) :**
- A.** The “Distinguished Professor” title shall be granted in a special ceremony, and the following shall be granted to its holder:
    - 1.** A certificate to this effect, in both Arabic and English, signed by the President, upon recommendation of the Council.
    - 2.** The distinction plaque.
    - 3.** A golden medal designed for this purpose.
  - B.** The name of the “Distinguished Professor” shall be placed on an honor list, specially founded for this purpose.

## **REGULATIONS No. (8) of (2009)**

### **DISTINGUISHED TEACHER AWARD REGULATIONS AT UNIVERSITY OF PETRA**

**Article (1) :** These Regulations are titled and shall be cited as the “**Distinguished Teacher Award Regulations at University of Petra of (2009)**”, and shall go into effect as of the date they are approved by the University Council. (\*)

**Article (2) :** Unless the context indicates otherwise, the following terms and expressions, wherever mentioned herein, shall have the hereunder designated meanings :

**University** : University of Petra.

**President** : University President.

**Teacher** : Any faculty member at the University.

**Award** : University of Petra Award for the Distinguished Teacher.

**Committee** : The Award Committee.

**Article (3) :** The Dean of the Faculty calls upon faculty members in the Faculty to apply for the Award in the beginning of the second semester each year. The Faculty Council then names one nominee from the applicants in accordance with Article (8) of these Regulations.

**Article (4) :** A Committee chaired by the President, consisting of the Vice President for Academic Affairs and three University professors chosen by the Council of Deans, shall be formed for a duration of two years.

**Article (5) :** The Committee shall present to the Council of Deans the name of the candidate who it considers ranked first to be granted the Award, supported by the selection justification in order to take the appropriate decision.

---

(\*) In its session No. (3-2009), dated on 01/06/2009

**Article (6) :** The Award shall be granted during the graduation ceremonies of that year, and it consists of :

1. A certificate of appreciation signed by the President.
2. The distinction in teaching plaque.
3. A financial remuneration of (3000) JOD.

**Article (7) :** The faculty member, to whom the Award is granted, shall not be permitted to apply for it before the lapse of five years after s/he was granted it.

**Article (8) :** The following standards shall be adopted in evaluating the nominees :

No.	Standard	Mark (%)
<b>1.</b>	<b>Students' Evaluation of the Instructor in Several Semesters for Several Courses:</b>	<b>35</b>
a)	Students' evaluation of the instructor in (3-4) semesters in at least two courses.	
b)	The average of the evaluations in the previous semesters for the evaluated courses shall be taken into consideration.	
c)	The case, in which the students' evaluation is high and the average of the evaluation grades is higher than the normal distribution, is considered negative pursuant to the standard deviation from the normal distribution.	
<b>2.</b>	<b>Department's and Faculty's Council evaluations :</b>	<b>15</b>
	They include :	
	- Commitment to lectures .....(3 points)	
	- Commitment to academic advising .....(3 points)	
	- Commitment to office hours .....(3 points)	
	- Participation in the Faculty's committees .....(3 points)	
	- Participation in extra curriculum activities .....(3 points)	
	The points assigned to the grades of the above standards are as follows :	
	- 93 – 100 % ..... 3 points/ standard	
	- 88 – 92 % ..... 2.5 points/ standard	
	- 83 – 87 % ..... 2 points/ standard	
	- 78 – 82 % ..... 1.5 points/ standard	
	- 73 – 77 % .....1 point/ standard	
	- 68 – 72 % .....5 point/ standard	
	- Less than 68 % ..... No point	
<b>3.</b>	<b>Instructor's Philosophy</b>	<b>30</b>
	• <b>Course Syllabus (10%)</b>	
	- Does the syllabus include course objectives ? (2 points)	

	- Are instruction objectives clear ? (1 point)	(1 point)	
	- Are the objectives feasible ? (1 point)	(1 point)	
	- Does the syllabus include the intended learning outcomes ?	(1 point)	
	- Does the syllabus include distribution of lectures over subjects ? (1 point)	(1 point)	
	- Is teaching instruction based on critical thinking ? (1.5 points)	(1.5 points)	
	- Is teaching instruction based on building students' proficiency ? (1.5 points)	(1.5 points)	
	- Does the syllabus include grade distribution ? (.5 point)	(.5 point)	
	- Does the syllabus include homework assignments ? (.5 point)	(.5 point)	
	<b>• Homeworks and Examinations (10%)</b>		
	- Do the homeworks adopt team work ? (1 point)	(1 point)	
	- Do the homeworks adopt fact finding ? (2 points)	(2 points)	
	- Do the homeworks adopt research and reasoning ? (1 point)	(1 point)	
	- Do the exams adopt reasoning ? (1 point)	(1 point)	
	- Is the number of homeworks reasonable ? (.5 point)	(.5 point)	
	- Is the number of exams reasonable ? (.5 point)	(.5 point)	
	- Do the homeworks adopt building student's proficiency ? (1 point)	(1 point)	
	- Do the exams adopt building student's proficiency ? (1 point)	(1 point)	
	<b>• Instructor's Report (10%)</b>		
	- Does the report identify teaching methodologies ? (2 points)	(2 points)	
	- Does the instructor encourage students' creativity ? (2 points)	(2 points)	
	- Does the report adopt clear procedures ? (2 points)	(2 points)	
	- Does the report clarify how to build student's proficiency ? (2 points)	(2 points)	
	- Does the instructor care for students' attendance ? (2 points)	(2 points)	
<b>4.</b>	<b>Scientific Research and Publications</b>		<b>15</b>
	The Distinguished Teacher shall possess high scientific research skills which shall be evaluated in accordance with the distinguished researcher standards at the University, emphasizing publishing textbooks, innovating new teaching methodologies, and utilizing new media and communication means in teaching.		

<b>5.</b>	<b>Instructor's Contribution in University Activities and Teaching in Jordan</b>	<b>5</b>
	The following contributions are considered	
	- Studying teaching methodologies and means ..... (1 point)	
	- Placing teaching policies and evaluations ..... (2 points)	
	- Participating in committees for the development of teaching (1 point)	
	- Presenting lectures to the public..... (1 point)	
	Documents supporting the above shall be submitted	

**Article (9) :** All required documents shall be submitted to the Department's and Faculty's Councils. Nominees' names are then confidentially presented to the Vice President for Academic Affairs along with the nominees' C.Vs.

**Article (10) : General Provisions**

1. Any faculty member who has served two or more years at the University shall be entitled to apply for the Award.
2. All necessary documents shall be submitted in due time.
3. A special committee chaired by the Vice President for Academic Affairs shall evaluate all documentations, provided that the candidate shall not be a member of this committee.
4. The committee shall determine the number of points deserved by each candidate and submit the results to the Council of Deans.
5. The Award is granted to the nominee who accumulates the highest number of points in accordance with the above mentioned standards.
6. The Award shall be denied if no nominee accumulated a minimum of (75%).

**Article (11) :** The Council of Deans may deny granting the Award if the required conditions for granting it are not met by any nominee.

## REGULATIONS No. (9) of (2015)

### SCIENTIFIC SCHOLARSHIPS REGULATIONS AT UNIVERSITY OF PETRA

**Article (1) :** These Regulations are titled and shall be cited as the “**Scientific Scholarships Regulations at University of Petra of (2015)**”, and shall go into effect as of the date they are approved by the University Council. (\*)

**Article (2) :** Unless the context indicates otherwise, the following terms and expressions, wherever mentioned herein, shall have the hereunder designated meanings :

<b>University</b>	: University of Petra.
<b>President</b>	: University President.
<b>Board</b>	: University Board of Trustees.
<b>Council</b>	: Council of Deans at the University.
<b>Dean</b>	: Any Faculty Dean at the University.
<b>Committee</b>	: Scholarships Committee.
<b>Executive Committee</b>	: The Standing Committee established by the Board which is delegated to decide upon scholarships.
<b>Scientific Qualification</b>	: Scientific degree, professional or specialized certificate which the delegate is delegated to obtain.
<b>Delegate</b>	: A person, from full-time University staff or others, delegated by the University or by others for the benefit of the University, in a scholarship for a period of more than one semester or more than four months to obtain a scientific qualification, regardless whether s/he was sponsored by the University or any other entity for the benefit of the University.

---

(\*) In its session No. (1-2015/2016), dated on 27/10/2015



**Scholarship Allocations** : Expenses paid to the delegate by the University or by another entity for the benefit of the University, which include the delegate's salaries and allowances, travel, tuition, living allowances, and any other expenses disbursed to him/her, or because of him/her during the delegation period.

**Delegation Office** : The Delegation Office at the University.

**Article (3) :** The provisions herein shall be applicable to the delegate during the periods of his/her delegation and commitment to work with the University afterwards.

**Article (4) :** Taking into consideration the provisions of Article (6) of the Scientific Scholarship Bylaws, a candidate for a delegation in a scholarship shall meet the following University requirements:

1. Pass the TOEFL Exam or its equivalent with a minimum score determined by the University to which s/he is delegated to.
2. Resign from University, if s/he was delegated according to clause (4) of Article (6) of the Bylaws, and the duration of training has exceeded one academic year for the purpose of earning a scientific degree or a professional certificate.
3. Have a Bachelor degree with average at least (good), or have a Master degree with average at least (very good).
4. Secure acceptance from an accredited and a recognized University by the Ministry of Higher Education.
5. Shall fully comply with the delegation contract and with the Scientific Scholarships Bylaws and Regulations at the University.

**Article (5) :**

**A.** For the purpose of annual renewal of delegation, the Delegation Office shall send the "scholarship renewal form" two months before the end of the academic year. The delegate shall be asked to provide the University President with a progress report from the delegate's supervisor, in which the academic status of the delegate is clarified. A transcript of the delegates' grades (if any) in that year shall be detached with the form.

**B.** All documents mentioned above are submitted to the competent Dean or Director to solicit their opinion about the progress of the delegate's study for the purpose of renewal.

C. Annual renewal within the determined duration of scholarship shall be incurred by a President decision based upon recommendation of the competent Dean or Director.

**Article (6) :** Taking into consideration the provisions of clause (3) of Article (8) of the Scientific Scholarships Bylaws, renewal of the scholarship duration which has ended shall be incurred in accordance with the procedures stipulated in paragraphs (A, B) of Article (5) of these Regulations. The President's decision to renew the delegation shall be issued based upon a placement of the Committee and recommendation from the competent Dean or Director.

**Article (7) :** Taking into consideration the provisions of Article (13) of the Scientific Scholarships Bylaws, the delegate and his/ her warrantor(s) shall provide the University with a bank guarantee acceptable by the University, or a real state which is mortgaged for the University as a first degree mortgage, and which covers the amount of the guarantee, together with a certificate or registration (koshan) from the Director of the Department of Lands and Survey where the real state is located, and the estimated value of the real state according to the official records of the Department.

**Article (8) :** In addition to his/her deserved salary, a delegate in an internal scholarship shall be paid:

1. Study tuition fees.
2. Thesis typing expenses not exceeding (150) JOD.

**Article (9) :** Should the funding of the scholarship expenses come from a source other than the University, the University is still considered the payer. In case the funding of the competent source was less than what the University has allocated, then the University shall bear the difference.

**Article (10) :** If the delegation has been terminated as stipulated in Article (18) of the Scientific Scholarships Bylaws, and the delegate has been granted a loan, or s/he has completed his/her study on his/her expense, then a return ticket to him/her, his/her spouse with two children under the age of eighteen shall be issued by a President decision.

**Article (11) :** The delegate in an internal scholarship and his warrantor (s) shall jointly pledge to pay back all expenses that the University paid

on his/her scholarship, plus extra (50%) of these expenses, in the following cases:

1. If s/he terminates his/her service in the University during his/her scholarship period, or before fulfilling his/her service obligation.
2. If s/he fails to earn the degree for which s/he was delegated to.
3. If his/her scholarship has been terminated in accordance with Article (18) of the Scientific Scholarships Bylaws.
4. If s/he fails to assume his/her work at the University within the period stipulated in Article (25) of the Bylaws.

- Article (12) :**
- A. The delegate shall, within two weeks after his/her return, submit a written application for employment to the competent Dean, a copy of which is to be submitted to the President, and to the Director of Personnel Affairs. The President shall be notified of the delegate's reporting date to work.
  - B. The competent Dean shall refer the application to the competent Department to complete appointment procedures in accordance with the regulations in effect.

**Article (13) :** After the delegate fulfills all requirements for the degree or certificate for which s/he was delegated to earn, and submitting an evidence to this effect, his/her service obligation period shall start from the date of his/her reporting to work.

**Article (14) :** The Council of Deans shall decide upon any issues not stipulated in these Regulations.

**Article (15) :** The President and other University competent entities shall be responsible for the implementation of the provisions of these Regulations.

**Article (16) :** These Regulations shall cancel the "Scientific Scholarships Regulations No. (21) of (2009)".

## **REGULATIONS No. (10) of (2016)**

### **SALARIES AND ALLOWANCES REGULATIONS AT UNIVERSITY OF PETRA**

**Article (1) :** These Regulations are titled and shall be cited as the “**Salaries and Allowances Regulations at University of Petra of (2016)**”, and shall go into effect as of the date they are approved by the University Council. (\*)

**Article (2) :** Unless the context indicates otherwise, the following terms and expressions, wherever mentioned herein, shall have the hereunder designated meanings :

<b>University</b>	: University of Petra.
<b>Board</b>	: University Board of Trustees.
<b>President</b>	: University President.

#### **Chapter One: Salaries**

**Article (3) :** A. Salaries, salary grades and salary increases in (JOD) of University faculty members and employees shall be determined according to the following salary structure:

---

(\*) In its session No. (4-2015/2016), dated on 07/02/2016

**First: Faculty Members:**

Academic Rank	Basic Salary		University Allowance	Transportation Allowance	Cost of Living Allowance	Special Allowance	Total Starting Salary	Total Ending Salary	Annual Increases	No. of Annual Increases
	Min.	Max.								
Professor	375	735	400	200	100	100	1175	1535	12	30
Associate Professor	285	385	400	200	100	100	1085	1185	10	10
Assistant Professor	230	330	400	200	100	100	1030	1130	10	10
Instructor	158	270	165	140	75	50	588	700	8	14
Assistant Instructor	-	-	-	-	-	-	-	-	-	-
Practicing Professor	-	-	-	-	-	-	-	-	-	-

**Second: Lab. Supervisors:**

Faculty	Basic Salary		Transportation Allowance	Cost of Living Allowance	Special Allowance	Annual Increase	No. of Annual Increases
	Min.	Max.					
Faculty of Architecture and Design	140	Unlimited	70	110	50	5	Unlimited
Other Faculties	140	Unlimited	70	110	25	5	Unlimited

**Third: Employees:**

Grade	Qualification	Basic Salary		Transportation Allowance	Cost of Living Allowance	Special Allowance	Total Starting	Annual Increase	No. of Allowances	Total Ending
		Min.	Max.							
(1)	Ph. D.	272	352	90	135	55	552	8	10	632
(2A)	Master	215	271	70	130	55	470	7	8	526
(2B)	Bachelor + Diploma	185	215	60	125	55	425	6	5	455
(3)	Bachelor	150	180	50	110	55	365	5	6	395
(4A)	Two-year Diploma	110	150	50	100	55	315	4	10	355
(4B)	One-year Diploma	90	110	50	100	55	295	4	5	315
(5)	General Secondary or Lower	60	90	50	100	55	265	3	10	295

**B.** When the decision of appointment of a faculty member or an employee is issued, the following points shall be considered:

1. A cost of living allowance and a family allowance for one wife and for four of his/her children under the age of (21) shall be disbursed to a faculty member and an employee in accordance with what is stipulated in Annex (4) of these Regulations.
2. A work-nature allowance added to the salary, shall be disbursed to each of the following:

No.	Work-Nature	Average Allowance in (JOD)
1.	Driver holding Sixth Grade License	10
2.	Lab. Supervisor (Chemistry, Physics, Computer, Teaching Aids), Nurse, Housing Supervisor, Central, Maintenance Technicians	30
3.	Computer and Networks Technician, Treasurer, Storekeeper, Procurement Officer, Truck Driver, Computer and Networks Technician with a Bachelor Degree	50
4.	On-line Exams Programmer	75
5.	Programmer, System Analyst, Network Administrator	100
6.	University Website Developer	200

**C.** Salaries of employees appointed with holistic fixed salaries or with special contracts, and their annual increases shall be determined via regulations issued by the President. Annual increases and allowances to such employees shall be disbursed as those disbursed to employees carrying the same qualifications in the salaries structure.

**D.** An amount of (100) JOD per meeting shall be disbursed to the Graduate Council member from outside the University.

**Article (4) :** When appointed at the University, the previous experience of a faculty member shall be counted as per the Faculty Bylaws in effect, and that of an employee for not more than five years.

**Article (5) :** A faculty member or an employee shall receive the annual increase when it is due unless a decision to halt it has been

issued or the faculty member's salary has reached the maximum allocated to his/her grade.

**Article (6) :** A specialization allowance, calculated as a percentage of the basic salary shall be disbursed as follows:

<b>Specialization Allowances</b>			
<b>Specialization</b>	<b>Rank</b>		<b>Percentage of the Basic Salary</b>
<b>Architecture and Pharmacy</b>	<b>1.</b>	<b>Professor, Associate Professor, Assistant Professor</b>	<b>160 %</b>
	<b>2.</b>	<b>Instructor</b>	<b>110 %</b>
	<b>3.</b>	<b>Lab supervisor</b>	<b>80 %</b>
<b>Other Specializations</b>	<b>1.</b>	<b>Professor, Associate Professor, Assistant Professor</b>	<b>140 %</b>
	<b>2.</b>	<b>Instructor</b>	<b>110 %</b>
	<b>3.</b>	<b>Lab. Supervisor</b>	<b>50 %</b>
<b>Medical Center Physicians</b>	<b>Physician</b>		<b>100 %</b>
<b>Medical Center Pharmacist</b>	<b>Pharmacist</b>		<b>80 %</b>

**Article (7) :** A. A faculty member or a part-time lecturer assigned to teach extra hours shall receive fees in return for each actual extra teaching hour as follows:

<b>Rank</b>	<b>Fee/ Hour in (JOD)</b>
<b>Professor, or Part-time Lecturer of the Same Rank</b>	<b>25</b>
<b>Associate Professor, or Part-time Lecturer of the Same Rank</b>	<b>20</b>
<b>Assistant Professor, or Part-time Lecturer of the Same Rank</b>	<b>17</b>
<b>Instructor, or Part-time Lecturer of the Same Rank</b>	<b>12</b>
<b>Lecturer holding the Bachelor Degree or its Equivalent</b>	<b>10</b>

B. In cases where it is necessary to assign experienced persons who do not hold qualifications or academic ranks, the President may determine a fee ranging between (10) and (25) JOD per actual teaching hour.



- C. The President may, upon recommendation of the competent Dean, grant some part-time lecturers from the administrative staff or those with rare professional and technical expertise a remuneration not exceeding (50%) of the amounts stipulated in paragraph (A) of this Article and in accordance with his/her scientific qualification.
- D. The President may, upon recommendation of the competent Dean, grant the part-time lecturer who resides outside the Greater Amman Municipality a compensation ranging from (5) to (10) JOD per day, in order to cover the transportation costs resulting from giving lectures.

### **Chapter Two: Allowances**

- Article (8) :**
- A. A monthly administrative allowance, decided by the Board, shall be disbursed to the President.
  - B. A monthly administrative allowance shall be disbursed to the following as follows:

<b>Administrative Allowance</b>	
<b>Position</b>	<b>Allowance in (JOD)</b>
<b>Vice- President</b>	<b>450</b>
<b>Dean</b>	<b>350</b>
<b>Assistant Dean</b>	<b>250</b>
<b>Chairman of an Academic Department</b>	<b>250</b>
<b>Director of Evening Studies Program</b>	<b>250</b>
<b>Director of a Center (A Faculty Member)</b>	<b>150</b>
<b>President of the English Club</b>	<b>150</b>
<b>Director of a Unit or an Office</b>	<b>150</b>
<b>Vice- or Assistant Director, or Supervisor of an Administrative Unit</b>	<b>75</b>
<b>Representative, ISO Project Management</b>	<b>150</b>
<b>Director of E-Learning Systems</b>	<b>100</b>

- Article (9) :** A transportation allowance shall be disbursed to workers at the University as follows, on condition that it shall not be disbursed to any worker to whom the University has allocated a vehicle or to whom a transportation means has been permanently secured by the University.

<b>Transportation Allowance</b>	
<b>Position, Rank or Grade</b>	<b>Allowance in (JOD)</b>
<b>Faculty Member (Professor, Associate or Assistant Professor)</b>	<b>200</b>
<b>Faculty Member (Instructor)</b>	<b>140</b>
<b>Lab. Supervisor</b>	<b>70</b>
<b>Employee: Grade (1)</b>	<b>90</b>
<b>Employee: Grade (2A)</b>	<b>70</b>
<b>Employee: Grade (2B)</b>	<b>60</b>
<b>Employee: Grade (3)</b>	<b>50</b>
<b>Employee: Grade (4A)</b>	<b>50</b>
<b>Employee: Grade (4B)</b>	<b>50</b>
<b>Employee: Grade (5)</b>	<b>50</b>

**Article (10) :** A housing allowance shall be disbursed to non-Jordanian faculty members as determined by the Council.

**Article (11) :** The Board may, upon recommendation of the President, grant workers at the University any allowances deemed for the University interest.

**Article (12) :** These Regulations shall cancel the “Salaries and Allowances Regulations at University of Petra No. (5) of (2013)”

## ANNEXES

### **Annex (1): Salaries and Allowances for Faculty Members of:**

- 1. Faculty of Arts and Sciences**
- 2. Faculty of Administrative and Financial Affairs**
- 3. Faculty of Law**
- 4. Faculty of Information Technology**
- 5. Faculty of Architecture and Design**
  - a. Graphic Design**
  - b. Interior Design**
- 6. Faculty of Pharmacy and Medical Sciences**
  - Clinical Nutrition and dietetics**
- 7. Faculty of Media and Communication.**

**Annex (1):**

Rank	Range	Basic Salary	University Allowance	Specialization Allowance (140%)	Cost of Living Allowance	Transportation Allowance	Special Allowance	Total	Annual Increase Allowance	No. of Annual Increase Allowances
Professor	Minimum	375	400	525	100	200	100	1700	12	30
	Maximum	735	400	1029	100	200	100	2664		

Associate Professor	Minimum	285	400	300	100	200	100	1484	10	10
	Maximum	385	400	539	100	200	100	1724		

Assistant Professor	Minimum	230	400	322		200	100	1352	10	10
	Maximum	330	400	462	100	200	100	1592		

Instructor	Minimum	158	165	174	75	140	50	762	8	14
	Maximum	270	165	297	75	140	50	997		

**Annex (2): Salaries and Allowances for Faculty Members of:**

1. Faculty of Architecture and Design: Architecture.
2. Faculty of Pharmacy and Medical Sciences: Pharmacy.

Rank	Range	Basic Salary	University Allowance	Specialization Allowance (160%)	Cost of Living Allowance	Transportation Allowance	Special Allowance	Total	Annual Increase Allowance	No. of Annual Increase Allowances
Professor	Minimum	375	400	600	100	200	100	1775	12	30
	Maximum	735	400	1176	100	200	100	2711		

Associate Professor	Minimum	285	400	456	100	200	100	1541	10	10
	Maximum	385	400	616	100	200	100	1801		

Assistant Professor	Minimum	230	400	368	100	200	100	1398	10	10
	Maximum	330	400	462	100	200	100	1592		

Instructor	Minimum	158	165	174	75	140	50	762	8	14
	Maximum	270	165	297	75	140	50	997		

**Annex (3): Salaries and Allowances for Lab. Supervisors:**

**1. Faculty of Architecture and Design:**

Bachelor Degree: Excellent or Very Good	Range	Basic Salary	Specialization Allowance (80%)	Cost of Living Allowance	Transportation Allowance	Special Allowance	Total	Annual Increase Allowance	No. of Annual Increase Allowances
Minimum		140	112	110	70	50	482	5	Unlimited
Maximum				Unlimited					

**2. Faculty of Pharmacy and Medical Sciences: Pharmacy Specialization:**

Bachelor Degree: Excellent or Very Good	Range	Basic Salary	Specialization Allowance (80%)	Cost of Living Allowance	Transportation Allowance	Special Allowance	Total	Annual Increase Allowance	No. of Annual Increase Allowances
Minimum		140	112	110	70	25	457	5	Unlimited
Maximum				Unlimited					

**3. Specializations in all other Faculties:**

Bachelor Degree: Excellent or Very Good	Range	Basic Salary	Specialization Allowance (50%)	Cost of Living Allowance	Transportation Allowance	Special Allowance	Total	Annual Increase Allowance	No. of Annual Increase Allowances
Minimum		140	70	110	70	25	415	5	Unlimited
Maximum				Unlimited					

<b>Annual Increase Allowances For Faculty Members and Lab. Supervisors</b>		
<b>Rank</b>	<b>Annual Increase Allowance in (JOD)</b>	<b>Maximum Number of Annual Increase Allowances</b>
<b>Professor</b>	<b>12</b>	<b>30</b>
<b>Associate Professor</b>	<b>10</b>	<b>10</b>
<b>Assistant Professor</b>	<b>10</b>	<b>10</b>
<b>Instructor</b>	<b>8</b>	<b>14</b>
<b>Lab. Supervisor</b>	<b>5</b>	<b>Unlimited</b>

<b>Annual Increase Allowances For Employees</b>		
<b>Grade</b>	<b>Annual Increase Allowance in (JOD)</b>	<b>Maximum Number of Annual Increase Allowances</b>
<b>(1)</b>	<b>8</b>	<b>10</b>
<b>(2A)</b>	<b>7</b>	<b>8</b>
<b>(2B)</b>	<b>6</b>	<b>5</b>
<b>(3)</b>	<b>5</b>	<b>6</b>
<b>(4A)</b>	<b>4</b>	<b>10</b>
<b>(4B)</b>	<b>4</b>	<b>5</b>
<b>(5)</b>	<b>3</b>	<b>10</b>

<b>Family Allowances For All University Staff in (JOD)</b>	
<b>Wife</b>	<b>10</b>
<b>First Child</b>	<b>4</b>
<b>Second Child</b>	<b>4</b>
<b>Third Child</b>	<b>4</b>
<b>Fourth Child</b>	<b>4</b>
<b>Maximum Family Allowance</b>	<b>26</b>

<b>Cost of Living Allowances For Faculty Members and Lab. Supervisors</b>	
<b>Rank</b>	<b>Allowance in (JOD)</b>
<b>Professor</b>	<b>100</b>
<b>Associate Professor</b>	<b>100</b>
<b>Assistant Professor</b>	<b>100</b>
<b>Instructor</b>	<b>75</b>
<b>Lab. Supervisor</b>	<b>110</b>

<b>Cost of Living Allowances For Employees</b>	
<b>Grade</b>	<b>Allowance in (JOD)</b>
(1)	135
(2A)	130
(2B)	125
(3)	110
(4A)	100
(4B)	100
(5)	100



## **B. Non-Academic Staff Regulations**





## **REGULATIONS No. (11) of (2015)**

### **OFFICIAL WORKING HOURS, LEAVES AND VACATIONS REGULATIONS AT UNIVERSITY OF PETRA**

**Article (1) :** These Regulations are titled and shall be cited as the “**Official Working Hours, Leaves and Vacations Regulations at University of Petra of (2015)**”, and shall go into effect as of the date they are approved by the University Council. (\*)

**Article (2) :** Unless the context indicates otherwise, the following terms and expressions, wherever mentioned herein, shall have the hereunder designated meanings :

<b>University</b>	: University of Petra
<b>President</b>	: University President.
<b>Council</b>	: University Council.
<b>Dean</b>	: Dean of a Faculty or an Administrative Unit at the University.
<b>Director</b>	: Director of a Department or Center at the University.
<b>Worker</b>	: Any non-faculty member appointed at the University by a decision of a competent entity.

#### **Chapter One: Official Working Hours**

**Article (3) :** The number of the daily official working hours shall be (8) hours for (5) days a week, and the total number of weekly working hours shall not be less than (40) hours from 8:00 am till 4:00 pm, except for those who job requires otherwise.

**Article (4) :** Departments or Units in which some jobs (Female Housing, Security Unit, Transportation Unit, and Central) require working hours on shift-basis shall organize a monthly schedule stipulating the working days and hours of work.

---

(\*) In its session No. (1-2015/2016 ), dated on 27/10/2015

- Article (5) :**
- A.** Workers shall comply with the following:
    - 1. Reporting to and departing work from 8:00 to 4:00 pm.
    - 2. Refraining from departing the University during working hours except upon a permission from the immediate boss placed on a special form designed for this purpose.
    - 3. Refraining from mutual visits during working hours and devoting the working hours to the execution of the job assignments with honesty and loyalty.
    - 4. Worker's working hours shall be authenticated through the finger print reader which is designated to his/her Faculty, Department or Center. Some jobs are exempted from this (such as Security personnel and Services).
  - B.** Unless a worker proves his/her reporting to work through the finger print reader due to a mistake, s/he shall be considered absent for that day without an excuse, and one day shall be deducted from his/her salary.
  - C.** In case finger print readers are malfunctioned, then reporting to and departing work shall be manually carried out by placing signatures on a specially designed form for this purpose.

**Article (6) :** The following disciplinary actions shall be imposed upon a worker who repeats late reporting to work:

- 1. "Forewarning", for three late reportings in a month.
- 2. "First warning", issued by his/her immediate boss or by the Director of Human Resources, for more than three late reportings in a month.
- 3. "Second warning", for three late reportings in the following month after the month in which a "first warning" has been imposed upon.
- 4. "Final warning", for repeated late reportings after the three preceding actions have been imposed upon.
- 5. The worker, upon whom the preceding four actions have been imposed and who still repeats late reporting, shall be referred to the Primary Disciplinary Council.
- 6. If the late reportings of a worker total one hour or more per week then one day of his/her annual vacation shall be deducted against each one hour of late reportings. In case the annual vacation has been consumed, then a financial remuneration equivalent to one day shall be deducted from the worker's salary and allowances.
- 7. Actions stipulated in clauses (1-6) of this Article shall be applied to those who depart work before the end of working hours as well as to those who report after the beginning of working hours in the morning.

**Article (7) :** The Human Resources Department (HRD) at the University shall assume the following duties:

1. After the decision of appointment of a new worker is issued, the (HRD) shall identify his/her finger print on its finger print reader, and it shall determine the reader to be used by her/him according to his/her work location.
2. Monitoring finger print readings, organizing and following-up the required records and taking the required measures.
3. Organizing records of names of those who do not comply with the official working hours and providing the immediate boss and the President with a copy of these records.
4. A worker who leaves work during working hours shall submit the special leave form to the (HRD) by hand, and not by mail or by correspondents, provided that the departure is approved by the immediate boss or his/her delegate, and his/her finger print is read on the (HRD) reader.
5. Following-up the workers' leaves during working hours from the commencement time of the leave to the ending time. The duration of such a leave shall not exceed (3) hours per day. If the duration of the leave exceeds (3) hours then one day shall be deducted from the worker's annual vacation.
6. Monitoring and checking out finger print reading records after 10:00 am daily in order to identify late reportings, and presenting them to the Director of the Department.

**Article (8) :** Should there be a need to assign workers to work after working hours, the assignment shall occur in accordance with the Over-time Work Regulations No. (12), enforced with finger print reading and the prior approval for the assignment.

**Article (9) :** Should there be a need to assign lab. supervisors to proctor exams during Fridays, official holidays or after working hours during the academic year, then over-time remunerations shall be disbursed to them in accordance with the effective Over-time Work Regulations No. (12). A transportation from and to work compensation shall be disbursed to them if no transportation means are provided by the Transportation Unit.

**Article (10) :** The (HRD) shall prepare a monthly report about the workers' reporting to and departing work, and submit it to the competent Dean or Director to place his/her notes and keep a copy of it for reference when preparing employees' annual evaluations. The

report shall then be returned to the (HRD) after it is signed by the worker and accredited by the Dean or Director.

**Article (11) :** University workers shall not be permitted to work after working hours without prior permission from the President or his/her delegate. If such a permission is issued, the work shall not be for any governmental or private entity that has an interest with the University.

**Article (12) :** The worker's finger print reading record and the faculty member's teaching schedule shall be considered the official documents authenticating the working hours of the worker for the Social Security Department in the case there is a work accident.

## **Chapter Two: Leaves From Work**

**Article (13) :** A worker shall adhere to comply with official leaves designated to perform work for the University interest, stating reasons for the leave, placing its commencement and ending times and refraining from using it for personal reasons.

**Article (14) :**

- A.** A leave from work, the duration of which does not exceed three hours, shall be granted to the worker. If the leave exceeds (3) hours, one day from his/her annual vacation shall be deducted, and if his/her annual vacation has been consumed, then a financial remuneration equivalent to one day shall be deducted from his/her salary and allowances.
- B.** Morning leaves are prohibited unless a prior permission from the worker's immediate boss has been obtained the day before, enforced by his/her signature on the leave form.
- C.** A worker shall not be entitled to a leave from work at the end of Thursday of each week, or the day before an official holiday or the day before his/her annual vacation, except in necessary cases, provided that a maximum of one leave per month is granted.
- D.** The percentage of workers granted leaves in a day shall not exceed one-fourth of the number of workers in a Department. Departments which has less than four employees are exempted from this condition.
- E.** Workers under probation shall not be entitled for any kind of leaves except in extreme cases as deemed by the immediate boss.

**Article (15) :** Leave hours, which an employee has been permitted by the boss to take for personal reasons, shall be deducted from his/her annual

vacation at the end of the year on the basis that each (8) such hours are equivalent to one day vacation. If the annual vacation has been consumed, a financial remuneration equivalent to one day against each (8), consecutive or not, leave hours shall be deducted from the employee's salary and allowances.

**Article (16) :** It is prohibited to grant an employee more than three special leaves totaling (8) hours in a month. Otherwise, the provision of clause (6) of Article(6) shall then be applied.

**Article (17) :** It is prohibited to grant leaves during working hours for the purposes of studying. Studying outside working hours is permitted upon the President's approval.

**Article (18) :** A worker is prohibited from departing the University without filing a leave form signed by his/her immediate boss. Otherwise, the worker shall bear all responsibilities that may occur as a result of an accident or as any action taken against him/her. The immediate boss shall notify the University competent entities in case a worker has departed work without his/her knowledge.

### **Chapter Three: Annual Vacations and Sick Leaves**

**Article (19) :** Annual vacations shall be granted upon the special form for this purpose, according to the following powers:

1. By a decision of the President or his/her delegate, for Directors of Departments and Centers.
2. By the competent Deans and Directors of Departments and Centers, for all other nonacademic staff members.

**Article (20) :** A nonacademic staff member shall be entitled for an annual vacation in accordance with the Employees Bylaws. The nonacademic staff member's annual vacation shall be counted from the first of January of the Gregorian year. If s/he is appointed during the year, his/her annual vacation shall be prorated according to the Jordanian Labor Law.

**Article (21) :** Each worker shall adhere to the following:

1. Annual vacation application on the special form shall be submitted at least one day before the commencement of the vacation on condition that it is approved by the competent entity. The requested vacation shall not exceed the worker's vacation balance, and the worker shall not leave work before the vacation is approved. Otherwise, the vacation days shall be deducted from his/her salary.

2. An annual vacation for a worker shall not be requested via phone calls to a colleague, except in exceptional cases where the phone call shall be directed to the immediate boss. Otherwise, the worker shall be considered absent from work and his/her salary for the period of absence shall be revoked.
3. Any application for an annual vacation after the vacation has been consumed shall be considered annulled. Otherwise, the worker shall be considered absent from work.
4. The worker shall undertake to place the date of submission, the date s/he has signed and the date of its approval by the immediate boss on the annual vacation application. Otherwise, the application is rejected and the said vacation shall be deducted from his/her salary.
5. If an worker, whose service at the University exceeds three years, has consumed his/her annual vacation and s/he has requested an exigent vacation, s/he shall be granted a three-day vacation during one Gregorian year, provided that this vacation is settled from his/her deserved annual vacation for the remaining months of the year.

**Article (22) :** It shall be permitted to grant a worker his/her annual vacation either wholly or partitioned according to the work conditions, provided that at least two days should be taken each time. It may be granted for one day for a justifiable reason stipulated on the form. Otherwise, two days shall be deducted from his/her vacation balance.

**Article (23) :** All vacation requests shall be filed on only one unified form regardless of the vacation duration provided that this duration does not exceed the worker's vacation balance.

**Article (24) :** In case a worker does not return to work after his/her annual vacation ended without an acceptable and authenticated excuse, his/her salary for the period of absence shall be revoked and an appropriate disciplinary action shall be imposed upon him/her.

**Article (25) :** If a worker has been granted an unpaid special or sick leave during a Gregorian year, the days of this leave shall be deducted from his/her annual vacation balance.

**Article (26) :** If it is in the work interest, the competent entity shall be entitled to cancel the worker's annual vacation, provided that the worker is officially informed of this and the cancelled vacation days are credited to his/her vacation balance.

**Article (27) : Sick Leaves:**

- A.** Each worker shall be entitled for a fully-paid fourteen-day separate sick leave in a Gregorian year, based upon a report issued by an accredited physician and approved by the University Physician if the duration of the leave is less than a week, and by a medical committee if the duration of the leave is more than one week. The fully-paid sick leave may be extended for another fourteen days if the sick employee is hospitalized or based upon a report of an accredited medical committee.
- B.** A worker shall not refer to the Medical Center unless s/he submits the accredited form, which is approved by the immediate boss. In case the employee is granted a sick leave, even for hours, the form shall be directed to the (HRD).
- C.** A worker, who has been issued a medical report allowing him/her to rest, shall personally submit the report to the Medical Center for authentication. Otherwise, the rest days recommended shall be deducted from the employee's annual vacation balance.

**Article (28) :** If the sickness of a worker needs more than one month to be cured, then the provisions of Chapter (6) of the Employees Bylaws shall be applied upon him/her.

- Article (29) :**
- A.** A pregnant female worker shall be entitled for a ten-week maternity leave provided that (6) weeks of this leave should be taken after birth, and it is prohibited to call her for work before the lapse of this period.
  - B.** A feeding mother worker shall be entitled for a daily one-hour feeding either during the first or during the last working hour.
  - C.** The pregnant female worker shall refer, after birth, to the Social Security Department in order to collect her salary for the (70) days of maternity because her University salary shall be stopped for this period. She shall, in this case, submit the medical report, after being accredited by the Medical Center along with the infant's birth certificate and her personal ID card to the Social Security Department.
  - D.** The competent Dean or Director shall notify the (HRD) of the suspension of work due to birth of a pregnant worker and of her reporting to work after the end of the maternity leave.



**Article (30) :** Any medical report, submitted to the Medical Center, which is not properly accredited by a hospital and/or by the competent physician shall be revoked, and the leave granted upon it shall be deducted from the worker's annual vacation balance, and if the balance is consumed the leave days shall be deducted from the salary.

**Article (31) :** If a worker is issued a medical rest period for more than five hours, the period shall be considered one day sick leave, and if the period is from one to three hours, it shall be considered a leave from work.

**Article (32) :** A worker who has been issued a sick leave for a period exceeding three days shall notify his/her immediate boss within (24) hours.

**Article (33) :** Annual vacation days of a worker shall be considered official working days for him/her, and if s/he got sick during it, the sick days shall be added to the annual vacation.

**Article (34) : Other Leaves and Their Requirements:**

**A. Condolence Leave:**

A fully-paid three-day condolence leave shall be granted to a worker in the case of decease of any of his/her ancestors, descendants, siblings, or spouse, provided that s/he presents the following documents:

- A copy of the death certificate, or
- A copy of the condolence advertisement in a local newspaper.

**B. Marriage Leave:**

A fully-paid five-working-days leave shall be granted to a single worker only once upon his/her marriage, provided that s/he presents the following documents:

- A copy of the marriage certificate so that the wife allowance is disbursed for the male worker,
- A copy of family booklet, and
- A copy of marriage invitation card.

**C. Hajj Leave:**

**A.** A fully-paid fifteen-day leave shall be granted to a worker only once to perform Hajj (Pilgrimage to Mecca), provided that his/her service at the University has been at least one year.

**B.** The application for Hajj leave, shall be enforced with a copy of the Hajj visa and the date of its commencement. The worker shall, upon his/her return from Hajj,

provide the (HRD) with a report acknowledging his/her return.

**Article (35) :** The President shall decide upon cases not stipulated in the provisions of these Regulations.

**Article (36) :** Deans, Directors and the Director of the Human Resources Department shall all be responsible for the implementation of these Regulations.



## REGULATIONS No. (12) of (2016)

### OVERTIME WORK FOR EMPLOYEES (NON-FACULTY MEMBERS AND NON-FULL-TIME LECTURERS) REGULATIONS AT UNIVERSITY OF PETRA

**Article (1) :** These Regulations are titled and shall be cited as the “**Overtime Work for Employees (Non-Faculty Members and Non-Full-Time Lecturers) Regulations at University of Petra of (2016)**”, and shall go into effect as of the date they are approved by the University Council. (\*)

**Article (2) :** Unless the context indicates otherwise, the following terms and expressions, wherever mentioned herein, shall have the hereunder designated meanings :

**University** : University of Petra.  
**President** : University President.  
**Dean** : Dean of a Faculty at the University.  
**Director** : Director of a Unit, Center or Department at the University.  
**Employee** : Any person working at the University except faculty members and full-time lecturers.

**Article (3) :** The provisions of these Regulations shall apply to all employees at the University Faculties, Centers and Units. They also apply to faculty members who are assigned administrative, technical or practical missions which are not related to teaching or academic administration.

**Article (4) :** For the purpose of implementing these Regulations, the number of days of a month shall be (30) days, and the number of official daily working hours shall be (8) hours.

---

(\*) In its session No. (4-2015/2016), dated on 07/02/2016

- Article (5) :**
- A.** Financial remunerations for overtime work of any University employee shall not be disbursed except pursuant to a written assignment by the President, based on the recommendation of the Dean or the competent Director, in which the justification, duration and the cost of the work are determined.
  - B.** Overtime assignment decisions shall include the employee's name, his/her University ID. No., the nature of the mission, his/her job grade, the deserved hour fee, the total number of overtime hours and the estimated cost of the assignment. In case more than one overtime assignment or remuneration disbursement decision has been issued for an employee during the first assignment period, all previous decisions should be noted in the last assignment decision.
  - C.** Should an employee be assigned overtime work by more than one University entity simultaneously, the number of overtime hours should not exceed the number stipulated in Article (9) of these Regulations, on condition that each assigning entity bears the costs of the work related to it. The President may, for some special cases, approve to increase the maximum limit of overtime hours.
  - D.** The Department of Financial Affairs and the Internal Comptroller Unit shall prepare the overtime forms.
- Article (6) :**
- A.** S/he, who is assigned overtime work, shall complete the overtime form, testifying that s/he has executed the overtime work for the number of hours indicated. The forms are then endorsed by the competent Dean or Director pursuant to the assignment decision issued by the President.
  - B.** The Department of Financial Affairs shall provide the President with the costs of monthly and cumulative overtime work at the various Faculties, Centers and Units detailed accordingly.
- Article (7) :**
- A.** The wage of an overtime hour for any employee to whom these Regulations apply, shall be counted in accordance with the provisions of the Jordanian Labor Law.
  - B.** S/he, who is delegated or assigned an acting administrative position, shall be paid the remuneration deserved by the original occupant, on condition that a decision to that effect has been issued.
- Article (8) :**
- A.** In emergency cases, where an urgent action has to be taken, overtime assignment decision, against a

remuneration determined then, upon recommendation of the competent Dean or Head, shall be issued later.

- B.** No financial remuneration shall be paid against overtime work for those whose jobs are on shift basis. The wage of an overtime hour for such worker shall be counted according to his/her job title and job grade.

**Article (9) :** The maximum number of overtime hours per month shall be (40) hours, counted from the date of commencement of the designated assignment. The President may, for some special cases, approve to increase this maximum limit.

**Article (10) :** Those who are assigned a work of administrative or technical nature, are entitled to a financial remuneration determined by the President.

**Article (11) :** No financial remuneration shall be paid to any worker against overtime during his/her vacation, except by a decision of the President.

**Article (12) :** Against every six continuous working-whether overtime or regular – hours, half an hour shall be deducted from the overtime working hours. This deduction shall also apply during summer, between semesters, and to competent entities at the University whose working hours end at (3:00) pm.

**Article (13) :** Overtime assignment decisions shall be void on 31/12 of every year, unless the validity of these decisions are for a shorter period of time or for a whole semester, in which case, they become void at the end of that period or semester.

**Article (14) :** In case the assignment is for a semester, it shall commence on the beginning date of the semester and ends with the end of the period of exams for that semester according to the University Calendar, unless a written letter from the competent Dean or Director indicating the completion of the designated work before this date has been received.

**Article (15) :** In case the number of overtime hours is inconsistent with the amount of accomplished work assigned, the competent Dean or Head is entitled to reduce the number of hours to a number consistent with the amount of the accomplished work.

**Article (16) :** The President shall decide upon cases not stipulated in the provisions of these Regulations.

**Article (17) :** These Regulations shall cancel all previous regulations, decisions or procedures which contradict the provisions stipulated herein.

## REGULATIONS No. (13) of (2014)

### MOBILITY AND TRAVEL REGULATIONS AT UNIVERSITY OF PETRA

**Article (1) :** These Regulations are titled and shall be cited as the “**Mobility and Travel Regulations at University of Petra of (2014)**”, and shall go into effect as of the date they are approved by the University Council. (\*)

**Article (2) :** Unless the context indicates otherwise, the following terms and expressions, wherever mentioned herein, shall have the hereunder designated meanings :

<b>University</b>	: University of Petra
<b>Board</b>	: University Board of Trustees.
<b>President</b>	: University President.
<b>Faculty</b>	: The member appointed in virtue of the
<b>Member</b>	“Faculty Bylaws at University of Petra of (2009)”.
<b>Employee</b>	: A non-academic University staff member.

- Article (3) :**
- A.** Business class travel tickets, by plane or other means, shall be issued to the Chairman and members of the Board, the President and the Vice President, when they are on an official mission for the University.
  - B.** Members of the delegation shall be issued travel tickets, the class of which is determined by the President.
  - C.** The President shall decide upon cases whereupon persons not from the University staff are included in a delegation missioned by the University.
  - D.** The University shall cover visa fees, departure fees, health insurance expenses, transportation to and from airport and the place of residence.

**Article (4) :** Economy class travel tickets, by plane or other means, shall be issued to Deans and faculty members when they are on an official mission for the University. The President may, in special cases, decide to issue business class tickets for this category.

---

(\*) In its session No. (4-2014), dated on 16/04/2014



**Article (5) :** Per diems are, unless otherwise determined by a special contract, disbursed to those on official missions as follows:

Category	Per diem/night outside Jordan in (JOD)
<b>Chairman of the Board and University President</b>	<b>400</b>
<b>Board Members and the Vice President</b>	<b>350</b>
<b>Deans</b>	<b>300</b>
<b>Professors, Heads of Academic Departments and Vice Deans</b>	<b>250</b>
<b>Associate and Assistant Professors and First Degree Employees</b>	<b>200</b>
<b>Instructors, Employees of Second Degree or Lower</b>	<b>150</b>
<b>Employees with Special Contracts</b>	<b>As their equals in rank</b>

- Article (6) :**
- A.** If any employee is delegated on an official mission and was hosted by the entity to whom s/he was delegated, then s/he shall be paid (50%) of the appropriate per diem as stipulated in Article (5) of these Regulations.
  - B.** If the hosting entity provides immovable services and pays amounts less than the per diem s/he deserves according to these Regulations, then the University shall pay him/her the difference.
  - C.** In cases where accommodation expenses exceed the per diem as stipulated in Article (5) of these Regulations, appropriate accommodation expenses and (50%) of the deserved per diem shall be disbursed.

**Article (7) :** The President may, upon his/her discretion, decide to cover necessary, but not personal, additional expenses incurred by University representatives, delegates and its official delegations during the official representation of the University abroad.

**Article (8) :** If a formal invitation for travelling abroad was issued from foreign governments, institutions, entities or conferences to any of the employees at the University then:

- 1.** The employee has to secure the President's approval for travelling.

2. In special cases, the President may decide to disburse a part, not more than (50%) of the deserved per diems as stipulated in Article (5) of these Regulations.
3. The President shall decide upon covering travel expenses or not.

**Article (9) :** The University covers only travel expenses once, of a contracted Jordanian faculty member, his/her spouse and a maximum of three children under the age of (18), from his/her country of residence when the contract was closed to Jordan.

**Article (10) :** The University covers travel expenses of a contracted non-Jordanian faculty member, his/her spouse and a maximum of three children under the age of (18) at the beginning and at the end of the contract closed with him/her, on condition that members of the family come with him/her to reside in Jordan, and their residence in Jordan shall not be less than (6) months.

**Article (11) :** The President shall, as s/he deems appropriate, decide on cases not covered by these Regulations.



## REGULATIONS No. (14) of (2016)

### DISTINGUISHED EMPLOYEE AWARD REGULATIONS AT UNIVERSITY OF PETRA

**Article (1) :** These Regulations are titled and shall be cited as the “**Distinguished Employee Award Regulations at University of Petra of (2016)**”, and shall go into effect as of the date they are approved by the University Council. (\*)

**Article (2) :** Unless the context indicates otherwise, the following terms and expressions, wherever mentioned herein, shall have the hereunder designated meanings :

- University** : University of Petra.  
**President** : University President.  
**Vice-President** : Vice President for Academic Affairs.  
**Employee** : Any employee at the University.  
**Award** : University of Petra Award for the Distinguished Employee.  
**Committee** : The Award Committee.

**Article (3) :**

- A.** The Faculty Council names one of the Faculty employees (not an academic staff member) as a nominee for the Award in accordance with the provisions Article (8) of these Regulations.
- B.** The Head of a Department or Center also names one nominee for the same purpose.
- C.** Heads of Departments or Centers shall be nominated for the Award by the Vice President.

**Article (4) :** A committee chaired by the President, consisting of the Vice President for Academic Affairs and three Heads of Departments, chosen by the Council of Deans, shall be formed.

---

(\*) In its session No. (4-2015/2016), dated on 07/02/2016

**Article (5) :** The Committee shall present to the Council of Deans the name of the nominee who it considers ranked first to be granted the Award, supported by the selection justification in order to take the appropriate decision. It shall also present the names of other nominees.

**Article (6) :** The Award shall be granted during the graduation ceremonies of that year, and it consists of :

1. A certificate of appreciation signed by the President.
2. The distinction in job performance plaque.
3. A financial remuneration of (2000) JOD.

**Article (7) :** The employee, to whom the Award is granted, shall not be permitted to apply for it before the lapse of five years after s/he was granted it.

**Article (8) :** The following conditions shall be met in evaluating the nominees :

1. S/he shall have spent (5) years of continuous service at the University.
2. The annual evaluation, prepared by the Head of the Department s/he works in, shall be (excellent) for three consecutive years.
3. S/he shall not have received a (forewarning) or a (warning) notification or any judicial convicts during the last three years.
4. S/he shall have initiated whatever considered to raise the reputation of the University inside or outside.

**Article (9) :** The following standards shall be adopted in evaluating the nominees:

No.	Standard	Mark (%)
1.	Duration of Service	20
2.	Annual Evaluation	50
3.	Entrepreneurship and Initiation	20
4.	Participation in University Activities	10

**Article (10) :** The Council of Deans may deny granting the Award if the required conditions for granting it are not met by any nominee.

**Article (11) :** These Regulations shall cancel the “Distinguished Employee Award at University of Petra No. (29) of (2009)”.



## REGULATIONS No. (15) of (2016)

### STAFF HEALTH INSURANCE REGULATIONS AT UNIVERSITY OF PETRA

**Article (1) :** These Regulations are titled and shall be cited as the “**Staff Health Insurance Regulations at University of Petra of (2016)**”, and shall go into effect as of the date they are approved by the University Council. (\*)

**Article (2) :** Unless the context indicates otherwise, the following terms and expressions, wherever mentioned herein, shall have the hereunder designated meanings :

<b>University</b>	: University of Petra
<b>President</b>	: University President.
<b>Board</b>	: University Board of Trustees.
<b>Insurance Committee</b>	: The Committee formed by the President to supervise the implementation of these Regulations.
<b>Member</b>	: A University full-time staff member who desires to subscribe in health insurance.
<b>Beneficiary</b>	: Member’s spouse, and children who are residing in the Kingdom, unemployed, and have not reached the age of (21).
<b>The Company</b>	: The health insurance company that is undertaken by the University.
<b>Health Insurance Contract</b>	: The health insurance contract made by the University with the Company.
<b>Medical Center</b>	: The Medical Center at University campus.

**Article (3) :** Subscription in the health insurance is annual and is optional for the University staff. It aims at providing subscribers with the necessary medical service, such as: clinical and lab. examinations, x-ray images, medicines, and surgical operations by the competent authority accredited by the Company.

---

(\*) In its session No. (4-2015/2016), dated on 07/02/2016



- Article (3) :** Subscription in the health insurance is annual and is optional for the University staff. It aims at providing subscribers with the necessary medical service, such as: clinical and lab. examinations, x-ray images, medicines, and surgical operations by the competent authority accredited by the Company.
- Article (4) :** Subscription in health insurance fees are as follows: An amount equivalent to (1.5%) of the member's monthly salary and allowances shall be deducted from his/her salary against his/her subscription, (0.75%) against his/her spouse subscription, and (0.5%) against the subscription of each of his/her beneficiary children.
- Article (5) :** An upper limit of treatment expenses for each level shall be specified in the Health Insurance Contract. The member shall pay the treatment expenses that exceed this upper limit.
- Article (6) :** Levels of health insurance shall be two grades: First and Second. In case a member desires to choose a higher level, s/he shall pay the difference between the two grades.
- Article (7) :** Each member shall submit to the Company all necessary data and documents, which shall form a basis for acceptance of subscription.
- Article (8) :** Life insurance coverage shall not be applicable to University staff members whose age is (70) or more, while their health insurance coverage shall be applicable in accordance with the Health Insurance Contract.
- Article (9) :** Provisions of the Health Insurance Contract shall be applicable inside Jordan, and outside Jordan for those who are in an official mission.
- Article (10) :**
- A.** Withdrawal from the health insurance shall be applied according to the provisions of the Health Insurance Contract.
  - B.** The member whose service at the University has ended shall return his/her health insurance card and his/her family cards to the competent authority. S/he shall not be permitted to utilize these cards. Otherwise, s/he shall pay all treatment expenses incurred thereof starting the date of the end of service till the date s/he returns them.
- Article (11) :** These Regulations shall cancel the "Staff Health Insurance Regulations at University of Petra No. (11) of (2010)".

## **C. Students Regulations**



## REGULATIONS No. (16) of (2016)

### STUDENT HEALTH INSURANCE REGULATIONS AT UNIVERSITY OF PETRA

**Article (1) :** These Regulations are titled and shall be cited as the “**Student Health Insurance Regulations at University of Petra of (2016)**”, and shall go into effect as of the date they are approved by the University Council. (\*)

**Article (2) :** Unless the context indicates otherwise, the following terms and expressions, wherever mentioned herein, shall have the hereunder designated meanings :

<b>University</b>	: University of Petra.
<b>President</b>	: University President.
<b>Board</b>	: University Board of Trustees.
<b>Health Insurance Committee</b>	: The Committee formed by the President in order to supervise the implementation of these Regulations.
<b>Student</b>	: Any student enrolled in the University.
<b>Center</b>	: The Medical Center at University campus.
<b>Company</b>	: The health insurance company that is undertaken by the University.
<b>Health Insurance Contract</b>	: The health insurance contract made by University with the Company.

**Article (3) :** Health insurance aims at providing students with the necessary medical service, such as: clinical and lab. examinations, x-ray images, medicines, and surgical operations by the competent authority accredited by the Company.

**Article (4) :** Subscription in health insurance is mandatory for all students. The subscription fees shall be included in the services fees, which are paid by the student at the beginning of each semester.

---

(\*) In its session No. (4-2015/2016), dated on 07/02/2016

**Article (5) :** Student health insurance shall go into effect as of the commencement of the semester (including the summer semester), for which the student has registered, and it shall terminate as of the end of the date of Contract expiration date, which is August 31 of each academic year, except for the case where the student is still hospitalized.

**Article (6) :** Hospitalization of a student shall be in the second degree level. Taking into consideration the cases excluded from health insurance, the coverage upper limit shall be determined as per the Contract.

**Article (7) :**

- A.** Once admitted to the University, a student shall undergo a comprehensive medical examination conducted by the Center pursuant to a special form designed for this purpose.
- B.** Medical services shall be provided by the competent medical authority accredited by the Company.
- C.** For the purposes of health insurance, only the University ID card shall be accredited.
- D.** Medical services consist of :
  - 1.** Providing medical attention by the Center.
  - 2.** Transferring a sick student, if necessary, to the competent medical authority by the Center's Physician.
  - 3.** Transferring urgent cases to accredited hospitals or to specialists for treatment or surgical operations. Hospitalization shall be in the second degree. If a student desires a higher degree, s/he shall pay the difference between the two. S/he shall also pay non-medical expenses, such as: phone calls, additional meals, drinks and the expenses of a companion with the patient.
  - 4.** In emergency cases where it is impossible to refer to the University Physician (i.e. after working hours), the student shall refer to the emergency room of an accredited hospital, where s/he shall present his/her valid University ID card. As for female students residing in University housing, the attendant shall accompany the patient, and for those students residing off campus, they shall refer to the emergency room of an accredited hospital, only when the case is truly urgent, in which case, the student shall submit a medical report to this effect. Otherwise, the University Physician shall not accredit the case as emergency, the student shall pay all expenses and no sick leave is accredited.

5. Health insurance does not cover expenses of home physicians, except for extreme cases approved by the Committee.
6. The Company shall not cover expenses paid to unaccredited authority, except for referral cases to a specialist and is approved by the Committee. In this case, the Company shall pay the lower limit determined by the Contract.
7. Health insurance does not cover treatment expenses outside the Kingdom, and medicines not registered by the Ministry of Health in the Kingdom.

**Article (8) :** Cases which are not covered by the health insurance shall be specified in the Contract.

**Article (9) :** A. The Student Health Insurance Committee shall be composed of :

1. The Vice President or his/her delegate/ Chairman.
2. The Dean of Student Affairs.
3. The Director of Financial Affairs.
4. The Director of Administrative Affairs.
5. A student representing the Student Union.
6. The Director of the University Medical Center/ Secretary.

B. The Chairman shall call for Committee meetings as is deemed necessary.

C. The Committee shall assume the following tasks:

1. Issuing detailed instructions to implement these Regulations.
2. Approving ID cards, forms and relevant files.
3. Ensuring the proper adherence to these Regulations.
4. Looking into emergency cases, and in all other cases referred to it in accordance with these Regulations.
5. Following-up violations and imposing penalties.

**Article (10) :** Medicines shall be dispensed from the University pharmacy. In case a medicine is not available in the University pharmacy, it shall be dispensed from an accredited pharmacy upon prescription from the Center's Physician.

**Article (11) :** The President shall, upon recommendation of the Committee, decide upon cases not covered by these Regulations.

**Article (12) :** These Regulations shall cancel the "Student Health Insurance Regulations No. (12) of (2009)".



## REGULATIONS No. (17) of (2015)

### AWARDING THE BACHELOR DEGREE REGULATIONS AT UNIVERSITY OF PETRA

**Article (1) :** These Regulations are titled and shall be cited as the “**Awarding the Bachelor Degree Regulations at University of Petra of (2015)**” and shall go into effect as of the date they are approved by the University Council.(\*)

**Article (2) :** Unless the context indicates otherwise, the following terms and expressions, wherever mentioned herein, shall have the hereunder designated meanings :

<b>University</b>	: University of Petra.
<b>President</b>	: University President.
<b>Faculty</b>	: Any Faculty at the University.
<b>Dean</b>	: The Dean of the Faculty concerned.
<b>Department</b>	: The Department in the Faculty.
<b>Regular Semester</b>	: The First or the second semester of an academic year.

**Article (3) :** These Regulations shall be applicable to full-time students, registered for obtaining the **Bachelor Degree** in the Faculties of the University. It is the responsibility of the student to acquaint him (her) self with these regulations.

**Article (4) :** Until other Faculties are established, the University incubates the following Faculties and Departments:

---

(\* In its session No. (4-2014/2015), dated on 28/06/2015



<b>Faculty</b>		<b>Department</b>
<b>Arts &amp; Sciences</b>	1. 2. 3. 4. 5. 6.	<b>Arabic Language &amp; Literature</b> <b>English Language &amp; Literature</b> <b>Educational Sciences</b> <b>Modern Languages</b> <b>Chemistry</b> <b>Basic Sciences</b>
<b>Architecture &amp; Design</b>	1. 2. 3.	<b>Architecture</b> <b>Interior Design</b> <b>Graphic Design</b>
<b>Administrative &amp; Financial Sciences</b>	1. 2. 3. 4. 5. 6.	<b>Business Administration</b> <b>Finance &amp; Banking</b> <b>Accounting</b> <b>e-Business &amp; Commerce</b> <b>Management Information Systems</b> <b>Marketing</b>
<b>Pharmacy &amp; Medical Sciences</b>	1. 2. 3. 4.	<b>Medicinal Chemistry and Pharmacognosy</b> <b>Pharmaceutics and Pharmaceutical Technology</b> <b>Pharmacology and Biomedical Sciences</b> <b>Nutrition</b>
<b>Information Technology</b>	1. 2. 3.	<b>Computer Science</b> <b>Information Systems and Computer Networks</b> <b>Software Engineering</b>
<b>Law</b>	1. 2.	<b>Public Law</b> <b>Private Law</b>
<b>Media and Communication</b>	1. 2. 3.	<b>Journalism</b> <b>Radio and Television</b> <b>Journalism and Media</b>

- Article (5) :**
- A.** The Bachelor Degree is awarded by a decision of the Council.
  - B.** The Council shall approve the study plans leading to the award of the Bachelor Degree in fields of specializations (majors) proposed by the Departments upon recommendations from the

concerned Faculties' Councils and the University Curriculum Committee.

- C. 1. Study plans are designed according to the credit-hour system.
2. Each course in the study plans is assigned (3) credit hours and the Council may, for some courses, decide to assign more or less than this number.
3. Credit hours for each course are assigned according to the rule: A one credit hour is equal to a 50-minute weekly lecture. Laboratory and other practical hours are calculated individually for each course, but in all cases, a one credit hour of these should not be less than two laboratory or practical actual hours.
- D. The minimum number of credit hours for the award of the Bachelor Degree in all majors at the University are as follows:

Major	No. of Credit Hours
<b>Faculty of Arts and Sciences</b>	
Arabic Language & Literature	135
English Language & Literature	135
English Language / Translation	135
Child Education	135
Class Teacher	135
French and English Language & Literature	135
Chemistry	132
<b>Faculty of Architecture &amp; Design</b>	
Architecture	165
Interior Design	143
Graphic Design	137
<b>Faculty of Administrative &amp; Financial Sciences</b>	
Business Administration	132
Finance & Banking	132
Accounting	132
e-Business & Commerce	132

<b>Management Information Systems</b>	<b>132</b>
<b>Marketing</b>	<b>132</b>
<b>Faculty of Pharmacy &amp; Medical Sciences</b>	
<b>Pharmacy</b>	<b>165</b>
<b>Clinical Nutrition &amp; Dietetics</b>	<b>136</b>
<b>Faculty of Information Technology</b>	
<b>Computer Science</b>	<b>133</b>
<b>Computer Information Systems</b>	<b>132</b>
<b>Software Engineering</b>	<b>132</b>
<b>Computer Network</b>	<b>135</b>
<b>Faculty of Law</b>	
<b>Law</b>	<b>141</b>
<b>Faculty of Media and Communication</b>	
<b>Journalism</b>	<b>135</b>
<b>Radio and Television</b>	<b>135</b>
<b>Journalism and Media</b>	<b>135</b>

**Article (6) : Study Plan**

A. The study plan for each major for which the Bachelor Degree is awarded consists of:

**1. University Requirements (General Education Requirements):**

The total number of credit hours designated for these requirements is (27) credit hours, and is distributed as follows:

- University Compulsory Requirements: (12) credit hours.
- University Elective Requirements: (15) credit hours.

The University Elective Requirements may be altered by a Council of Deans' decision, in compliance with item (4-B) above.

The University Requirements are:

University Compulsory Requirements (12 Credit Hours)		
Course No.	Course Title	Credit Hours
9400100	National Education	3
9400109	Military Sciences	3
9400111	Arabic Language (1)	3
9400121	English Language (1)	3

University Elective Requirements (15 Credit Hours)			
Category	Course No.	Course Title	Credit Hours
Humanities	9400101	Arab & Islamic Civilization	3 - 6
	9400102	Civilization & Thought	
	9400112	Arabic Language (2)	
	9400122	English Language (2)	
	9400191	Principles of Communication	
	9700102	Human Rights	
Social & Economic Sciences	9300112	Fundamentals of Economics	3 - 6
	9400104	Political Science	
	9400105	Contemporary Issues	
	9400131	Palestinian Cause	
	9400171	Introduction to Sociology	
Science, Technology, Agriculture & Health	9100101	Science & Life	3 - 6
	9400140	Sports & Health	
	9400151	Ecology	
	9500101	First Aid	
	9500111	Food and Nutrition in Our Life	
	9600101	Computer Skills	
<b>Total</b>			<b>27 Cr. Hrs.</b>

- University Requirements (General Education Requirements):**
- Faculty Requirements:**  
These requirements vary in number according to the Faculty, and are distributed into: Faculty Compulsory Requirements and Faculty Elective Requirements (if any).

**3. Major (or Department) Requirements:**

These requirements vary in number according to the Department, and are distributed into: Department Compulsory Requirements, Department Elective Requirements and Department Supportive Requirements (if any)

**4. Elective Requirements:**

These requirements are courses the student selects from any department, and are assigned a number of hours according to the study plans. If a student studies more courses than what is designated in the study plan, only the highest grade enters in the calculation of his/her Cumulative Grade Point Average (GPA)

**B. Placement Tests**

**1. Arabic Language Placement Test :**

- a. Upon joining the University, all students shall sit for the **Arabic Language Placement Test** on dates determined by the University, in order to measure their basic skills in this language.
- b. If a student fails this test, or s/he does not sit for it in the first academic year, s/he shall have to regularly study a remedial course, for one semester, to improve the language skills. The number of this course is **9401099**, and it is of **(3)** credit hours that do not enter in the calculation of the (GPA) and in the number of hours required for graduation. The student shall sit for an exam in this course, and upon passing it; s/he will be qualified to register in the course: **Arabic Language (1)**.

**2. English Language Placement Test :**

- a. Upon joining the university, all students shall sit for the **English Language Placement Test** on dates determined by the university, in order to measure their basic skills in this language.

- b. If a student fails this test, or s/he does not sit for it in the first academic year, s/he shall have to regularly study a remedial course, for one semester, to improve the language skills. The number of this course is **9402099**, and it is of **(3)** credit hours that don't enter in the calculation of the (GPA) and in the number of hours required for graduation. The student shall sit for an exam in this course, and upon passing it; s/he will be qualified to register in the course: **English Language (1)**.
- c. A student who has passed the **(TOFEL)** (or any other test of the same level) is exempted from the English Language Placement Test, if his/her scores in such tests are as follows:

<b>Paper-Based</b>	<b>Computer-Based</b>	<b>Internet-Based</b>	<b>IELTS</b>
<b>500</b>	<b>173</b>	<b>61</b>	<b>5</b>

**3. Computer Skills Placement Test:**

- a. Upon joining the university, all students shall sit for the **Computer Skills Placement Test** on dates determined by the university, in order to measure their basic computer skills.
- b. If a student fails this test, or s/he does not sit for it in the first academic year, s/he shall have to regularly study a remedial course, for one semester, to improve the computer skills. The number of this course is **9601099**, and it is of **(3)** credit hours that do not enter in the calculation of the (GPA) and in the number of hours required for graduation. The student shall sit for an exam in this course, and upon passing it; s/he will be qualified to register in the course: **Computer Skills**.
- c. A student who has obtained the **(ICDL)** (or its equivalent) is exempted from the Computer Skills Placement Test.

A student shall be considered **(fail)** in any of the above placement tests if s/he is absent from the exam designated for it. If the absence is excused, s/he shall – within a maximum of one week from the date of the exam- submit a petition to the Dean responsible for the test to decide whether to allow him/her to sit for it later or not. This decision is to be notified in writing to the Dean of Admission and Registration.

**C. Military Sciences:**

This course is compulsory for Jordanian students and is elective for others. The credit hours for this course are counted in the hours required for graduation, but do not enter in the calculation of the (GPA). Non-Jordanian students who have chosen **not** to register for this course are required to register for any course from the University Elective Requirements which is equivalent to it in number of hours and which will not enter in the calculation of their (GPA). Jordanian students who are graduates from the Royal Military College, the Candidates School or any equivalent institution are exempted from studying this course.

**D. National Education:**

This course is compulsory for Jordanian students and is elective for others. The credit hours for this course are counted in the hours required for graduation and they enter in the calculation of the (GPA). Non-Jordanian students who have chosen **not** to register for this course are required to register for any course from the University Elective Requirements which is equivalent to it in number of hours and which will enter in the calculation of their (GPA).

- E.**
1. A student shall study courses that have prerequisite(s) after satisfying these prerequisites.
  2. The Dean of the concerned Faculty may in necessary cases permit a student to study a course without – satisfying the prerequisite(s). This decision is to be notified in writing to the Dean of Admission and Registration.

**Article (7) : Duration of Study (Residency Requirements)**

- A.** The average duration of study for the Bachelor Degree is four academic years, except for Pharmacy and Architecture majors,

it is five academic years. The academic year consists of two regular semesters and a voluntary summer session. The duration of the regular semester is at least **(16)** weeks including examinations, and that of the summer session is at least **(8)** weeks including examinations.

- B.** The duration of study for the Bachelor Degree in Pharmacy and in Architecture shall not be less than four years, and it shall not be less than three years for all other majors, except for transfer students and those joining the university in the summer session. For a student who changes his/her major during his/her study, the minimum and maximum durations stated above shall still be applied from the date of joining the university till graduation, except for the permitted periods of postponement of study as a stated in **Article (14)** of these Regulations.
- C.** The duration of study for the Bachelor Degree in Pharmacy and in Architecture shall not exceed eight years and it shall not exceed seven years for all other majors. Postponement and discontinued periods are not included.
- D.** The summer session is not counted for duration of study limitations.
- E.** In the event a student has not completed the requirements for obtaining the Bachelor Degree during the maximum duration specified, but he/she can do so within one more semester, the President may permit to grant him/ her one more semester to complete the graduation requirements.
- F.** Students registered as candidates for the Bachelor Degree are classified into four or five levels: First Year, Second Year, Third Year, Fourth Year and Fifth Year. A student is considered to be in the second, third, fourth or fifth level, when s/he has successfully completed **(33, 66, 99,135)** credit hours respectively for all majors.

**Article (8) : Academic Load**

- A.** The maximum academic load to be carried by a student in a regular semester is **(18)** credit hours, and is **(9)** credit hours in the summer session. This maximum could be increased to **(21)** credit hours upon approval of the Dean of the Faculty



concerned on condition that the student has attained a cumulative (GPA) not less than **(3.00)** after his/her last semester.

- B.** The maximum academic load for a student expected to graduate in a semester, is **(21)** credit hours that semester, and is **(12)** credit hours in the summer session.
- C.** The maximum load could be increased for a student expected to graduate in a semester to **(24)** credit hours in that semester and to **(15)** credit hours in the summer session, upon a recommendation from the Dean of the Faculty concerned and a decision of the Council.
- D.** The minimum academic load for a student in a regular semester is **(12)** credit hours. This minimum could be decreased in justified cases approved by the Dean of the Faculty concerned, and in that case the Dean of Admission and Registration is to be notified in writing.
- E.** The minimum academic load per semester mentioned in item **(D)** above does not apply for a student expected to graduate in that semester.

**Article (9) : Academic Attendance**

- A.** Students are required to attend all lectures and discussion and practical sessions as specified for each course in the study plan.
- B.** A student is **not** permitted to absent him/herself more than **(15%)** of the hours required for the course.
- C.** The instructor of the course issues a warning to students whose absence is repeated without acceptable excuses and is close to **(15%)**. This warning is prepared on a special form for this purpose and is posted on the advertisement board in the Faculty.
- D.** If the absence of a student exceeds **(15%)** of the total hours required for a course without a medical or a compelling excuse acceptable to the Dean of Faculty concerned, s/he shall be precluded from taking the final examination of the course, shall be given **(FA)** (Fail by Absence) grade in this course and s/he has to study it again. The **(FA)** grade shall enter in the

calculation of his/ her semester (GPA) (SGPA) and in his/ her cumulative (CGPA) probation and dismissal purposes.

- E.** If the absence of a student exceeds **(15%)** of the total hours required for a course due to a medical or a compelling excuse acceptable to the Dean of the Faculty concerned, s/he shall be considered “Withdrawn” from that course, the policies of withdrawal shall be applied, the decision of the Dean shall be reported to the Dean of Admission and Registration and a “**W**” status for that course is recorded in the student’s transcript. Students representing the Kingdom or the University in official activities are exempted from this, and the allowable absence should not exceed **(20%)**.
- F.** The medical excuse should be in a medical report form, issued by the University physician, attested by him/her, or from an approved hospital (or in some cases from an outside medical unit). In all cases, the report has to be attested by the University physician and submitted to the Dean of Faculty concerned within a period not exceeding two weeks from the first date of student’s absence. In other compelling circumstances, the student submits his (her) compelling excuse within a week after the cause is over.
- G.** Deans of Faculties, Heads of Departments, instructors and the Dean of Admission and Registration are all responsible for carrying out the aforementioned attendance regulations.

**Article (10) : Excuses**

- A.** The acceptable excuse is the medical excuse attested by the University physician and which is acceptable by the Dean of Faculty. The compelling excuse is the one acceptable by the Dean of the Faculty.
- B.** Any student, who absents him (her) self from a final exam, shall submit a petition to take a make-up exam to the Dean of the Faculty offering the course within three days after the date of the final exam. If the Dean approves the petition and decides to consider the status as “**Incomplete**” (**I**), s/he then informs the instructor who gives the student a make-up exam within the specified period for it. If the Dean does not approve the petition, all grades obtained by the student prior to the final

exam are recorded. In all cases, the decision is to be reported in writing to the Dean of Admission and Registration to be kept in the student record.

- C. The approval of the “**Incomplete**” (**I**) status for a student in a course is the sole authority of the Dean of Faculty offering the course.
- D. A student who absents him (her) self from a semester’s test for a course, for an acceptable excuse as in item (**A**) of this Article, shall present the excuse to the instructor of that course within three days after the cause is over. The course instructor in this case shall arrange a make-up test for the student as s/he sees fit.

**Article (11) : Examinations, Grades and Averages**

- A. The semester’s works for each course consist of at least two written tests announced to students at least one week before their dates. The period for conducting the first test is the fifth and sixth weeks of the regular semester, and that for the second test is the eleventh and twelfth weeks. In the summer session, the first test is to be held during the third week and the second test is during the sixth week. All corrected test papers are to be returned to students within a week after holding the exam in the regular semester, and within (**72**) hours in the summer session.
- B. The final exam for each course is held once at the end of the semester and is allocated (**40%**) of the final grade for that course. It may include oral or practical exams or reports that are allocated a certain percentage of the final grade, which may be changed by the Faculty Council. Instructors shall announce the results attained by students in the semester’s works before the end of the “compelling withdrawal” period. Semester’s works may include oral exams, researches, reports or all of these as deemed appropriate by the Department’s Council. Semester’s works shall be allocated (**60%**) of the final grade for the course.
- C. Seminars, laboratory activities, field works, research works and projects are not governed by the regulations in items (**A**, **B**) of this Article, but by internal assessment methods recommended by the Department Council and decided by the

Faculty Council. For a multi-section University Requirement course, a common (unified) exam is to be held for it.

- D.** The instructor of the course is wholly responsible for correcting test and exam papers for it, and for revising and recording the results.
- E.** For a multi-section course, one of its instructors is proclaimed a coordinator to determine a unified method of assessment for it.
- F.** The instructor of a course shall record the final grades in letters and points on the forms designated for this. The instructor hands in the grade rosters to the Head of the Department concerned for approval, and then to the Dean of Faculty concerned for final approval, who in turn submits them to the Dean of Admission and Registration and keeps a record in the Faculty. In case grades are electronically reported, special regulating procedures are to be followed.
- G.** Statistics of the results are presented to the Dean of the Faculty who may discuss it with the Head of the Department if needed. The statistics may include number of students who passed and of those who failed the course, and distribution and percentages of grades for the course.
- H.** Final results are electronically announced to students by the Dean of Admission and Registration after being recorded and approved.
- I.** A student may in writing file an appeal form concerning his/her final grade after paying a two JOD appeal fee. In this case, the Dean of the Faculty – in the presence of the instructor involved and the Head of the Department-shall revise the correction of the final exam answer sheet to verify that partial grades are correctly totaled and recorded, and that no question is left uncorrected. In case there is such an error, the proper correction shall be made. Change of the grade, accompanied with verifications is then reported to the Dean of Admission and Registration for verification and implementation.
- J.** Students are permitted to review their semester test answer sheets, reports and research works. Final exam answer sheets

are excluded from this and are reserved in the Faculty for two years.

- K.** Any student whose designation status is “**Incomplete**” (**I**) in a course shall sit for a make-up exam within (**3**) weeks after the commencement of the following semester (summer session in excluded). If s/he fails to sit for this make-up exam, a (**zero**) grade is given for this exam, and the final grade in that course shall be the total of the semester’s works (tests and other assessments) attained prior to the final exam of this course. In case a student has an approved postponement of study in the following semester mentioned above or s/he is discontinued for a compelling cause, s/he has the right to sit for the make-up exam after termination of the postponement or after being re-registered.
- L.** Any student who absents him/ herself from an announced final exam for a course, a (**zero**) grade is assigned for that exam, and the final grade in that course shall be the total of the semester’s works (tests and other assessments) attained prior to the final exam.
- M.** The courses’ grades are classified and designated by letters and by the corresponding number of points :

<b>Letter</b>	<b>Grade Points/ One Credit Hour</b>
<b>A</b>	<b>4.00</b>
<b>A-</b>	<b>3.67</b>
<b>B+</b>	<b>3.33</b>
<b>B</b>	<b>3.00</b>
<b>B-</b>	<b>2.67</b>
<b>C+</b>	<b>2.33</b>
<b>C</b>	<b>2.00</b>
<b>C-</b>	<b>1.67</b>
<b>D+</b>	<b>1.33</b>
<b>D</b>	<b>1.00</b>
<b>D-</b>	<b>0.67 Fail</b>
<b>F</b>	<b>0.00 Fail</b>
<b>FA</b>	<b>0.00 Fail (by</b>
<b>P</b>	<b>-</b>
<b>NP</b>	<b>-</b>

(The minimum passing grade in a course is “D”)

The academic standings of students are classified according to the following distribution of their Cumulative Grade Point Average (CGPA):

<b>Cumulative (GPA)</b>	<b>Academic Standing</b>
<b>3.89 – 4.00</b>	<b>Excellent with Distinction</b>
<b>3.67 – 3.88</b>	<b>Excellent</b>
<b>3.00 – 3.66</b>	<b>Very Good</b>
<b>2.33 – 2.99</b>	<b>Good</b>
<b>2.00 – 2.32</b>	<b>Satisfactory</b>
<b>Less than 2.00</b>	<b>Weak</b>

- N. The (CGPA) is computed by multiplying the grade points of the letter grade obtained for each course in the study plan by the number of credit hours allocated for that

course, and then dividing the sum of the resulting products by the total number of credit hours of all passed and failed courses taken by the student.

- O.** The (CGPA) is rounded to the nearest two decimals
- P.** The (CGPA) is the average of all passed and failed courses in the study plan of a student, up to the date of computing it. In case a student has in some courses an “Incomplete” “**I**” notation, the (CGPA) shall be retroactively recomputed after removing such notation.
- Q.** All courses, from which a student has withdrawn and for which “**W**” notation has been designated, do not count in the calculation of the (CGPA) and in the number of credit hours studied by him/ her.
- R.** Some courses studied by a student are counted in the number of credit hours studied by him/ her, but do not enter in the (CGPA) required for graduation. These courses are designated either “Pass with no Points” (**P**) or “Fail with no Points” (**NP**).
- S.**
  - 1.** The name of a student shall be placed on the “University Honor List” in any semester (excluding summer) if his/her semester (GPA) (SGPA) is **(3.89)** or higher in that semester and this placement shall be cited in the student’s record, on condition that his/her academic load is not less than **(15)** credit hours, and s/he has not received a disciplinary punishment action in that semester. Credit hours of courses designated by (**Pass/Fail**) notions shall not count in the student’s load for this purpose.
  - 2.** The name of a student shall be placed on the “Faculty Honor List” in any semester (excluding summer) if his/ her semester (GPA) (SGPA) is **(3.67)** or higher in that semester and this placement shall be cited in the student’s record, on condition that his/ her academic load is not less than **(15)** credit hours and s/he has not received a disciplinary punishment action in

that semester. Credit hours of courses designated by **(Pass/Fail)** notions shall not count in the student's load for this purpose.

**Article (12) : Repeating Courses – Substitute Courses**

- A.** A student shall repeat compulsory courses which s/he has failed. If a student failed an elective course, s/he is permitted to repeat it or to choose a substitute course from the study plan.
- B.** In case a student repeated a course, the highest grade obtained shall only be considered, while the rest of grades are just placed in his/ her academic record.
- C.** Credit hours of repeated courses are counted only once in the number of credit hours required for graduation.
- D.** A student whose graduation in a semester depends on studying at most two compulsory courses that are not offered in that semester, or are offered but one (or both) is (are) in conflict with another compulsory course(s), can with the approval of the Dean upon recommendation by the Head of the Department concerned take a maximum of two substitute courses equivalent in level and in number of credit hours to those of the original courses. Substitute courses shall be taken from the elective courses offered by the student's Department or from courses offered by any other department in the students' Faculty. The Dean of Admission and Registration is to be notified in writing of this.
- E.** If a student fails a compulsory course three times or more, the Dean, upon recommendation by the Head of the Department concerned, may permit him/her to take only once a substitute course from any of the courses in the Faculty equivalent in level and in number of credit hours to the original course.



- F. If a student studies a course that has been transferred from another university, the earned grade at the University shall be counted for him/her, and its transfer is cancelled.

**Article (13) : Placement on Probation**

- A. A student is placed on academic probation whenever his/her (CGPA) falls below **(2.00)**.
- B. A student placed on probation in a semester must remove it within a maximum of two regular semesters following that semester. The student removes the probation by raising his/her average to **(2.00)** or more.
- C. A student shall be dismissed from his/her major if s/he fails to remove his/her name from the probation list (excluding a student who has successfully completed **(99)** credit hours.
- D. A student may not be placed on probation at the end of his/her first semester of enrollment at the university or at the end of the first semester of changing the major. However, the academic advisor in these cases shall warn the student of his/her low (CGPA).
- E. The summer session shall not be considered for probation purposes.
- F. A student who is dismissed from his/her major because of low (CGPA) **((2.00))** shall be accepted in **“Special Remedial Study”** status under the following conditions:
  - 1. If his/her (CGPA) is not less than **(1.67)**, s/he is given four semesters to raise it to **(2.00)**. In case s/he failed to do so, s/he shall not be permitted to continue studying under this status unless s/he has completed **(99)** credit hours of the study plan and his/ her (CGPA) is not less than **(1.90)**, in which case, two more semesters are given to raise his/her (CGPA). Otherwise, the student shall be dismissed.

2. If his/her (CGPA) is in the range **(1.00)** to less than **(1.67)**, s/he is given one semester to raise it to **(1.67)**, in which case s/he is given three additional semesters to raise it to the minimum (CGPA) accepted which is **(2.00)**. If s/he fails to do so, s/he shall not be permitted to continue studying under this status unless s/he has completed **(99)** credit hours of the study plan and his/her (CGPA) is not less than **(1.90)** , in which case, two more semesters are given to raise his/ her (CGPA). Otherwise, the student shall be dismissed.
3. The maximum academic load of a student under this “**Special Remedial Study**” status is **(12)** credit hours.
4. A student shall not be dismissed if his/ her (CGPA) falls below **(1.00)** in a remedial study semester.
5. The (CGPA) attained by a student at the end of summer sessions during probation and remedial studies periods shall be counted on condition that it is for his/her benefit, like removal from probation list or being given another remedial study chances within a higher category. The (CGPA) attained by a student at the end of a summer session during probation and remedial studies periods shall not be counted other than for the purposes above.
6. The Academic Committee, which is composed of the Vice President of Academic Affairs, the Dean of the Faculty concerned and the Dean of Admission and Registration shall study the appeals of students who are academically dismissed, in order to explore the possibility of their abilities to continue studying according to their (CGPA)s. The Committee’s suggestions and recommendations are then submitted to the Council for approval.

**Article (14) : Drop-and-Add**

- A.** A student may drop or add a course or more with no fine charges within the period from the commencement of the early registration to the end of the drop-and-add period stipulated in the academic calendar. Dropped courses during this period do not appear in the students' academic record. All students shall complete registration of courses before the beginning of study stipulated in the academic calendar. Otherwise, s/he shall be charged late registration fee(s) as stated in the academic calendar.
- B.** A student wishing to withdraw from a course or more after the beginning of study shall submit a drop- add form – issued by the Deanship of Admission and Registration – to the Dean of Faculty, who shall notify the Dean of Admission and Registration of his/her decision on the matter.
- If the withdrawal from a course or more takes place during the period from the first to the third week of a regular semester, **(75%)** of paid tuition for the course(s) is reimbursed, and if it is during the fourth and the fifth weeks, **(50%)** of paid tuition will be reimbursed. In either case, the dropped course(s) shall not appear in the student's record. If a student withdraws from a course or more during the period from the sixth to the thirteenth week of a regular semester, a "compelling withdrawal" "**W**" notification shall appear in his/her academic record, and the whole paid tuition shall not be reimbursed. For the summer session, **(75%)** of paid tuition is reimbursed if the withdrawal takes place during the first and the second weeks, and **(50%)** for the period during the third and the fourth weeks. A "**compelling withdrawal**" "**W**" notification shall appear in the student's academic record and the whole paid tuition shall not be reimbursed, if the withdrawal takes place during the period from the fourth to the seventh week of the summer session.
- C.** If a student, except those newly registered or transferred, withdraws from all courses, a "**W**" note

is recorded, tuition fees for all these courses shall be reimbursed to him/her in accordance with paragraph (13-B), a “**withdrawn from the semester**” note is recorded, and s/he shall be considered “**postponed the semester**” if the semester is regular. This semester shall be counted in the allowable postponement period as stated in item (14-C) of these Regulations, and shall be recorded in the student’s transcript.

**Article (15) : Postponement of Study/ Suspension and Withdrawal from the University**

- A.** A student shall complete registration and drop-and-add processes in accordance with the academic calendar issued by the university every academic year. The University has the right to consider an enrolled student suspended and losing the University seat in any regular semester, if s/he fails to register within the designated periods of registration of that semester. Such a student may be permitted to register if there are vacant seats in his/her major.
- B.** If a student wishes to postpone his/her study for a semester, s/he has to submit a postponement application provided by the Deanship of Admission and Registration before the end of the add-and – drop period of that semester. The Dean of the Faculty concerned makes the final decision and notifies the Dean of Admission and Registration. A “**postponed**” notification shall appear in the student’s academic record.
- C.** A student may to postpone his/ her studies for a continuous or an interrupted period not exceeding four semesters. The Faculty Council may approve this postponement for a further period, but not exceeding six semesters in total.
- D.** A new or a transfer student is not permitted to postpone his/her studies unless s/he has studied one complete semester after enrollment in the University.

- E. A postponement period shall not be counted within the duration of study required for awarding the Bachelor Degree. A student who does not register before the end of the add- and – drop period of a regular semester and who does not apply for postponement of study to the Deanship of Admission and Registration shall be considered suspended and losing his/ her seat at the University and the notification **“Suspended/ Lost University Seat”** is recorded, unless s/he presents acceptable excuses for the delay before the end of the third week of study of a regular semester. The Academic Committee shall then study the case taking into consideration the availability of vacant seats.
- F. A student who wishes to withdraw from the University shall submit an application- designed for this purpose- to the Deanship of Admission and Registration, and has to get clearance from concerned University units. A **“withdrawn from the University”** notion shall be recorded in his/ her transcript.
- G. A withdrawn from the University or a suspended /lost seat student may apply to the Deanship of Admission and Registration to be re-registered, provided that the total of his/her withdrawn, suspended and postponed semesters does not exceed **(3)** years. The Academic Committee then shall study the application. If s/he is re-registered, his/her entire academic record shall be reserved provided that s/he completes the graduation requirements according to the study plan applicable at the time of joining the university. In this case, the previous duration of study will be counted within the duration of study required for obtaining the Bachelor Degree, and the tuition stipulated at the time of joining the university shall be applied. If the student does not wish to retain his/her previous academic record, s/he has to re-register as a new student. Admission policies and tuition shall then apply.

**Article (16) : Transfer from Other Universities**

- A.** Students from other universities are permitted to transfer to the University, if there are vacancies, according to the following conditions :
- 1.** Admission requirements at the University are met.
  - 2.** The university, university college or university institute from which the student is transferring is recognized by the University.
  - 3.** The student's average in the General Secondary Education Exam is acceptable by the Department at the University in the year s/he intends to transfer to, provided that the in effect decisions of the Jordanian Higher Education Council are not violated thereof.
- B.** Transfer applications are submitted to the Dean of Admission and Registration, who then transfers them to the Dean of Faculty concerned to transfer equivalent credit hours according to the study plan of the program to which the student was admitted. Not more than **(50%)** of the study plan hours may be transferred. No course except, University Requirements courses, studied before seven years or more may be transferred. One semester for every **(15)** credit hours transferred, is deducted from the duration required for graduation, in accordance with paragraph **(6-C)** Decisions about transferred credit hours are final and may not be adjusted or reconsidered except within the first year of enrollment of the student.
- C.** Courses studied at non-Jordanian universities with grades less than **(60%)** or **(2.00)** may not be transferred. Specialization courses studied at Jordanian universities with grades less than **(60%)** or **(2.00)** may not be transferred.
- D.** Grades of transferred courses shall not be counted in the calculation of the (CGPA) at the university and a

**“Transfer from Another University”** “T” is recorded in the student’s transcript.

- E. A transfer student has to successfully complete at least **(50%)** of credit hours required by his/ her major at UOP.
  
- F. A student transferring from a Jordanian university shall not have been suspended because of disciplinary action imposed upon him/her, and shall provide the University with a certificate of good conduct upon his/her acceptance.

**Article (17) : Study at Another University**

A student at the University may, after submitting an acceptable excuse to the Dean of Faculty concerned, study not more than **(36)** credit hours in another recognized university. These hours are then transferred to him/her in accordance with item **(15-C)**, provided that:

1. The student has completed not less than **(36)** credit hour at the University and his/ her (CGPA) is not less than **(2.5)**.
2. His/ her study at the other university in which s/he plans to study is by full attendance.
3. The student has to obtain approval of the Department Council on the courses to be studied.
4. The total number of credit hours of courses studied outside and of credit hours transferred to the student before should not exceed **(50%)** of credit hours required by the student’s major.

**Article (18) : Changing Major**

A student may change his/ her major if the following conditions are met:

1. There is a vacancy in the major s/he intends to change to.
2. The student’s average in the General Secondary Education Exam qualifies him/her for admittance to the major intended to change to, in the year of obtaining the (GSE) certificate or in the year of admittance to the University.

3. An application is to be submitted to the Deanship of Admissions and Registration during the period determined by it in every semester. All successfully completed courses shall be counted for the student provided that they are in accordance with the study plan of the major to which s/he changes.
4. All probation and dismissal rules apply in accordance with the study plan of the major to which s/he changes.
5. A student who has changed his/her major may submit in writing a request to the Deanship of Admission and Registration to cancel his/her previous record and be re-registered as a new student. Admission requirements and tuition in effect then shall be applied.

**Article (19) : Requirements For Awarding the Bachelor Degree**

The Bachelor Degree shall be awarded upon fulfillment of the following requirements:

1. Passing all courses required for graduation as set in the Department study plan and attaining a minimum (CGPA) of **(2.00)**.
2. Fulfillment of the duration of study requirement in accordance with **Article (6)** of these Regulations.
3. Fulfillment of the duration of study and the number of credit hours requirements for transfer students as stated in these Regulations.
4. Being registered as a full time attendance student for the last two semesters of study including the graduation semester.

**Article (20) : Special Study**

- A. A student from the following categories may register under this status in some courses at the University, and shall then be granted an official statement of results :
  1. Students enrolled at universities or higher institutions outside or inside Jordan who wish to study some courses at the University in one or more semesters.



2. Those wishing to deepen their specialization knowledge in order to improve their performance and skills in their jobs.

3. Those wishing to enrich their cultural and academic knowledge.

**B.** A student shall be admitted under the “**Special Study**” status provided the following conditions are met :

1. S/he is holder of the Jordanian General Secondary Education Certificate or its equivalent provided that the in effect admission principles are not violated.

2. S/he has satisfied the prerequisites for courses s/he intends to study at the University.

3. There are vacant seats in the courses s/he intends to register in, after giving priority to the Department students first, and then to the regular students of the University.

**C.** In case a student is admitted to a major at the University, any courses studied under this status before, shall not be counted in the courses required for the major.

**Article (21) : General Provisions**

The Bachelor Degree shall be conferred when deserved at the end of the academic semester, and the commencement ceremony shall be organized as stated in the academic calendar decided by the Council.

**Article (22) :** The Department in the Faculty concerned is responsible for following-up the student’s academic performance and advising him/her accordingly. The Deanship of Admission and Registration shall verify the fulfillment of graduation requirements by the student.

**Article (23) :** The President, the Deans of Faculties and the Dean of Admission and Registration shall all be responsible for the implementation of these Regulations.

**Article (24) :** The President shall decide upon cases not stipulated in these Regulations.

**Article (25) :** These Regulations cancel the “Awarding the Bachelor Degree at University of Petra No. (2) of (2012)”.



## REGULATIONS No. (18) of (2015)

### AWARDING THE MASTER DEGREE REGULATIONS AT UNIVERSITY OF PETRA

**Article (1) :** These Regulations are titled and shall be cited as: “Awarding the Master Degree Regulations at University of Petra of (2015)” and shall go into effect as of the date they are approved by the University Council.(\*)

**Article (2) :** Unless the context indicates otherwise, the following terms and expressions, wherever mentioned herein, shall have the hereunder designated meanings :

<b>University</b>	: University of Petra.
<b>President</b>	: University President.
<b>Council</b>	: The Graduate Studies Council at the University.
<b>Dean</b>	: The Dean of Scientific Research and Graduate Studies at the University.
<b>Department</b>	: Any Department in a Faculty at the University
<b>Faculty Committee</b>	: The Graduate Studies Committee in the Faculty.
<b>Department Committee</b>	: The Graduate Studies Committee in the Department.
<b>Program</b>	: Any Master Program at the University.
<b>Student</b>	: Any Master student at the University
<b>Supervisor</b>	: The faculty member who supervises the student’s thesis.
<b>Regular Semester</b>	: The first or the second semester of an academic year.

---

(\* ) In its session No. (4-2014/2015), dated on 28/06/2015

## **Master Program**

**Article (3) :** The requirements for obtaining a master degree at the University consist of successfully completing **(33)** credit hours, according to the study plan approved by the Council of Deans upon recommendation from the University Curriculum Committee. These requirements are distributed as follows:

- 1. Master Program/ Thesis Track :**
  - a. Successfully completing **(24)** credit hours.
  - b. Preparing a thesis, which is allocated **(9)** credit hours, and passing its examination.
- 2. Master Program/ Comprehensive Exam Track :**
  - a. Successfully completing **(33)** credit hours.
  - b. Passing the comprehensive examination.

**Article (4) :** The study plan of each **(700)** – level program consists of :

- 1. Master Program/ Thesis Track :**
  - a. Obligatory courses equivalent to a minimum of **(15)** credit hours.
  - b. Elective courses equivalent to a maximum of **(9)** credit hours.
  - c. Preparing a thesis, which is allocated **(9)** credit hours, and passing its examination.
- 2. Master Program/ Comprehensive Examination Track:**
  - a. Obligatory courses equivalent to a minimum of **(24)** credit hours.
  - b. Elective courses equivalent to a maximum of **(9)** credit hours.

**Article (5) :**

- A.** No obligatory course may be replaced by any other course in the study plan.
- B.** A student may study one **(700)**- level course that is related to his/ her study plan, from any other graduate program at the University, or from another track in the same program. This has to be approved by the Faculty

Committee upon recommendation from the Department Committee and the course is counted from the elective courses.

- C. When courses such as (Studies) course or (Special Topics) course or the like are offered in the study plan, the course is credited only once even if the topics are different.

- Article (6) :**
- A. The Department Committee may require a student (who has a Bachelor Degree in a non- corresponding specialization) to study a maximum of **(9)** credit hours of deficiency courses. These courses are specified in the admission application.
  - B. Hours of deficiency courses are not counted among hours required for obtaining the Master Degree, and their grades do not count in the calculation of the student's cumulative grade-point average (CGPA).
  - C. The student shall successfully complete the deficiency courses by a maximum of the end of the first academic year of his/ her enrollment.

- Article (7) :**
- A. The duration of study for a Master Degree should be not less than three semesters, and not more than eight semesters.
  - B. The periods of postponement and excused withdrawal shall not exceed two semesters. These periods are not counted in the maximum duration of study allowed to obtain the degree as stated in (6/A) above.

- Article (8) :**
- A. The maximum number of hours a student is allowed to register for in a regular semester is **(12)** credit hours, and the minimum is **(6)** credit hours, which may be decreased upon the approval of the Department Committee.
  - B. The academic year consists of two regular semesters, the duration of each is at least (16) weeks. A summer semester, the duration of which is at least (8) weeks, may be permitted during which a student may register a maximum of **(6)** credit hours.

## **Admission**

- Article (9) :**
- A.** A student shall be admitted to the Master Program according to the following:
    - 1.** S/he should have a Bachelor Degree with “good” rating (or equivalent) as a minimum, from a university recognized by the University and the study was by full attendance.
    - 2.** Applicants with “satisfactory” rating may be admitted on condition that their percentage should not exceed **(20%)** of the total number of students in the Program. Such students are required to study **(3)** Master courses determined by the concerned Department (during the first semester of enrollment in the Program). These courses are to be the same for all students admitted to this program (as determined by the Higher Education Council).
    - 3.** An applicant having a high diploma may be admitted into a Master Program on condition that:
      - a.** His/ her rating in the high diploma is “very good” or equivalent as minimum.
      - b.** A maximum of **(9)** credit hours are counted.
      - c.** The high diploma is issued by a Jordanian university.
      - d.** Credit hours of training and vocational diplomas shall not be counted.
  - B.** Field(s) of specialization in a Master Program are determined by the Council upon recommendations from the Faculty and the Department Committees.

- Article (10) :**
- A.** Applications (on special forms issued by the Deanship of Admission and Registration), accompanied by all required documents are submitted to the concerned Faculties for selection recommendations, within the period determined by the Deanship of Scientific Research and Graduate Studies.
  - B.** The Council issues lists of names of students to be admitted into Master Programs based on recommendations of the Faculty and the Department Committees.

- Article (11) :**
- A.** A student may not concurrently register in two Master Programs during his/ her study.
  - B.** A student dismissed from a Program may not be admitted to the same program once again.

### **Transfer and Changing Program and/ or Track**

**Article (12) :** A student is not permitted to transfer from the Program s/he is enrolled in to another Program at the University unless the Council, based on recommendations from the Faculty and the Department s/he plans to transfer to, approves this transfer..

- Article (13) :**
- A.** A student may transfer from a program in another university to a similar program at the University provided that s/he meets the admission requirements in the program s/he wishes to transfer to and that a vacant seat is available.
  - B.** In order for courses studied by a transfer student from another university to be accredited by the University, they have to be equivalent in level and in content to courses in the study plan, and the student's grade in each should be at least "B", or equivalent. The maximum number of transferred credit hours is **(9)**.
  - C.** One semester from the maximum duration of study to obtain the degree is deducted for every **(9)** transferred credit hours.

- Article (14) :**
- A.** All admitted students to the Master Program shall be registered in the Comprehensive Exam Track. S/he may choose to register in Thesis Track only after completing **(18)** credit hours with a minimum **Cumulative Grade Point Average (CGPA) of (3.00)**.
  - B.** A student is permitted to transfer from one track to another only once, upon approval of the Council based on recommendations from the Faculty and the Department Committees.

**Article (15) :** Taking Article **(12/B)** into consideration, a student is permitted to study not more than **(6)** credit hours in a similar program in another university on condition that :



1. The Council approves this based on recommendations from the Faculty and the Department Committees.
2. His/her (CGPA) is at least **(3.00)**.
3. This study is not during the last semester of his/ her Master studies.

**Article (16) :** Grades of courses studied by a student outside the University are not counted in the calculation of his/ her (CGPA).

### **Grades and Examinations**

**Article (17) :** The passing grade in a each Master Program course is **(C+)**. As for the deficiency courses, the passing grade shall be according to the grading system of the Bachelor courses, and a **(Pass/ Fail)** note is recorded.

**Article (18) :** **A.** The minimum (CGPA) required to pass the Master Program is **(3.00)**.  
**B.** A student may, in order to raise his/her (CGPA), repeat studying a maximum of two courses that s/he has studied before and passed them, during his/ her period of study, and only the higher grade (in the repeated course) is counted.

**Article (19) :** The graduate courses' grades are determined as follows :

1. A maximum of **(60%)** of the final grade in a course is allocated to the semesters' work, which includes at least one test allocated half of the semester's work (i.e. **30%**) and **(30%)** for other works which may include : a second test, reports, research projects, etc .....
2. A minimum of **(40%)** of the final grade in a course is allocated to the final examination.
3. As for grades for seminar, research, laboratories, practical training and design courses, only one grade is determined by the whole activities.

**Article (20) :** **A.** Taking Article **(17/B)** into consideration, grades of all courses (passed or failed) of the study plan, are counted in the student's (CGPA).  
**B.** Courses' grades are designated by letters and the corresponding number of grade points as follows :

Letter	Grade Points/ One Credit Hour
A	4.00
B+	3.50
B	3.00
C+	2.50
C	2.00

- C. The academic standing of a student is determined by the corresponding Cumulative Grade Point Average (CGPA) as follows :

CGPA	Academic Standing
3.70 – 4.00	Excellent
3.33 – 3.69	Very Good
3.00 – 3.32	Good

- Article (21) :** A student is not permitted to register for the Master’s thesis unless s/he has successfully completed (18) credit hours with a minimum (CGPA) of (3.00), a thesis advisor has been assigned and his/ her thesis proposal has been approved.

### Attendance

- Article (22) :**
- A. If the student’s absence exceeds (15%) of the total hours required for a course without an excuse acceptable by the Department Committee, s/he shall be prohibited from taking the final examination of the course, a ( C ) grade in that course is allocated and s/he shall restudy that course if it is a obligatory.
  - B. If the student’s absence exceeds (15%) of the total hours required for a course due to an excuse acceptable by the Department Committee, s/he shall be considered “**withdrawn**” from that course.
  - C. The “Awarding the Bachelor Degree Regulations” shall be applied regarding acceptable medical excuses procedures.
- Article (23) :** Any student who is absent from an announced final exam of a course due to an excuse acceptable by the Department Committee shall be considered “**Incomplete**” and an “**I**” note is recorded for

him/ her. The decision of accepting the excuse is notified to the instructor of the course to hold a make-up exam for the student during a period not exceeding the third week of the following semester, unless the following semester was postponed. In this case, the exam shall be held in the semester following the postponed one. If the student does not take the make-up exam, a (zero) grade is allocated to this exam, and the total grades obtained prior to the final exam are counted for him/her.

### **Withdrawal**

- Article (24) :**
- A.**
    - 1.** A student is permitted to withdraw from one course or more within a maximum period of **(10)** weeks since the beginning of the semester and **(5)** weeks since the beginning of the summer course. The note **“withdrawn”** is recorded on the student’s academic record.
    - 2.** Withdrawal in this case is done through filling out a particular “withdrawal” form prepared by the Deanship of Admission and Registration. The form includes recommendations made by the course instructor, the Head of the Department concerned and the Dean of the Faculty concerned in addition to the Dean of Admission and Registration.
  - B.** A student whose absence, due to an excuse acceptable by the Dean of Faculty, based on a recommendation of the Depart Chairman, exceeds **(15%)** of the total number of accredited hours for all semester courses is considered **“withdrawn”** from that semester. A **“Withdrawn”** note is recorded in his/her transcript and s/he is considered postponing the semester.
  - C.** The Department Committee may approve the student’s withdrawal from all courses registered in the semester, on condition that the withdrawal application is submitted at least two weeks before the final examinations. The note **“withdrawn”** is recorded on the student’s record, and his/her study is considered postponed for that semester.
  - D.** A student may withdraw completely from the Program he/she is admitted to on condition that the final withdrawal application is submitted at least two weeks before the final examinations.

- E. If a student withdraws from a course s/he has already registered for during the first two weeks of a regular semester, the whole paid tuition for that course shall be reimbursed to him/her. If the withdrawal takes place during the period from the beginning of the third week to the end of the fourth week, then **(50%)** of paid tuition shall be reimbursed. If the withdrawal takes place after this period, no portion of the paid tuition shall be reimbursed.
- F. If a student withdraws from a course s/he has already registered for during the first week of a summer semester, then the whole paid tuition for that course shall be reimbursed to him/ her. If the withdrawal takes place during the period from the beginning of the second week to the end of the third week, then **(50%)** of paid tuition for that course shall be reimbursed. If the withdrawal takes place after this period, no portion of the paid tuition shall be reimbursed.

### **Postponement**

- Article (25) :** A student is permitted to postpone his/her study on condition that s/he has spent at least one semester in the Program s/he is enrolled in. Postponement of study should not be for more than two consecutive or non-consecutive semesters.
- Article (26) :** The postponement application form issued by the Deanship of Scientific Research and Graduate Studies shall be submitted before the beginning of study, for approval by the Dean. Postponed period is not counted in the maximum duration requirement for graduation or in removal from probation list.

### **Suspension**

- Article (27) :** A student is considered **“suspended”** if s/he is has not registered for or postponed that semester after study period. In this case, s/he is considered suspended and losing his/ her seat and the notification **“suspended/ lost university seat”** is placed on his/her academic record.
- Article (28) :** If the suspension period exceeds two consecutive or non-consecutive semesters, s/he then shall be dismissed from the University, unless s/he presents a compelling excuse accepted by the Faculty Dean. In this case, the suspension period shall be

counted in the allowable postponement period as stipulated in Article (24).

### **Probation and Dismissal**

**Article (29) :** A student is placed on academic probation in the following cases :

1. If s/he fails in one (or a maximum of two) courses in a single semester.
2. If his/her (CGPA) falls below **(3.00)** in any semester.

**Article (30) :** A student shall be dismissed from the Program in the following cases :

1. If s/he fails in more than two courses in any semester other than the first regular semester of enrollment.
2. If s/he does not attain the minimum passing grade in an obligatory course more than once.
3. If s/he does not maintain the minimum passing (CGPA) required by the end of the two probation semesters.
4. If s/he does not sit for the comprehensive exam within **(48)** months of enrollment, taking **Article (6)** into consideration.
5. If s/he fails the comprehensive exam for the second time.
6. If s/he does not meet the graduation requirements as stipulated in **Article (6)**.
7. If s/he has committed a violation that deems his/her dismissal from the university in accordance with university rules and regulations.

**Article (31) :** A student, who is dismissed because of his/her (CGPA) requirement, is permitted to study a maximum of **(9)** hours to raise the (CGPA), and s/he shall be re-instated in the Master Program after raising his/ her (CGPA) to **(3.00)**, under the following conditions :

1. His/her (CGPA) should not have been lower than **(2.8)** at the dismissal time.
2. Courses studied should be from the study plan of the Master Program s/he was enrolled in.
3. S/he completes these courses during the two semesters following his/ her dismissal. These two semesters are counted as stipulated in **Article (6)**.

## **Supervision**

**Article (32) :** Based on the Department and the Faculty Committees recommendations, the Council issues a decision including assigning a supervisor and ratifying thesis title and proposal after a student completes **(18)** credit hours with a (CGPA) of **(3.00)**

**Article (33) :**

- A.** The supervisor shall be a faculty member at the University with rank professor or associate professor.
- B.** When the need calls for it, an assistant professor may undertake supervision on condition that s/he has been a faculty member at the University for two years, and has published at least two papers in his/ her specialization in the last three years.

**Article (34) :** The maximum number of theses, a faculty member may supervise at one time, is as follows :

- 1. (6)** theses for a professor or an associate professor.
- 2. (3)** theses for an assistant professor.

**Article (35) :** The Council may, upon suggestion from the thesis advisor and recommendations of the Department and Faculty Committees, name a co-supervisor, who may be from outside the University, on condition that s/he has a Ph.D. in the field of the thesis or has attained a university rank from a recognized university (if s/he is residing in Jordan) and has been carrying the rank for at least two years.

**Article (36) :** The supervisor might be changed due to justifiable circumstances in exactly the same procedures of assigning him/her.

**Article (37) :** A faculty member who is on sabbatical or on leave without pay may, upon a decision from the Council based on recommendations of the Department and the Faculty Committees, continue as a supervisor or a co-supervisor of a students' thesis, if his/ her leave is in Jordan.

**Article (38) :** One credit hour per semester is accredited for the supervisor, starting from the beginning of the semester in which s/he was assigned as a supervisor and for a maximum of three semesters. In case there is a co-supervisor, each credit hour is equally divided among the two.

**Article (39) :** The thesis title, subject and / or proposal may be modified if the research circumstances demand that. Modifications are effected in the same way it (they) was (were) approved.

**Article (40) :** The examination committee consists of the following :

1. The supervisor/ Chairman of the committee.
2. The co-supervisor (if there is one).
3. Two University faculty members who meet the supervision conditions.
4. One external member who meets the supervision conditions and his/ her field of specialization is related to the subject of the thesis.

**Article (41) :** The examination committee is assigned, and the examination date is set by a Council's decision, based on recommendations of the Faculty and the Department committees, after consulting the supervisor.

**Article (42) :** The thesis examination is executed according to the following procedures:

1. The student presents an abstract for his/ her thesis.
2. The chairman of the thesis committee is responsible for directing the examination, and when the examination is over, the committee members decide, after deliberations, on one following results :
  1. Pass.
  2. Fail.
  3. Thesis requires modifications. In this case, the student shall execute the required thesis modifications, submit the modified thesis within a period not exceeding four months from the examination date and present the modified thesis in front of the examination committee. The student shall be considered **"Pass"** if the committee approves it. Otherwise, s/he is considered **"Fail"**.
3. The examination committees' decision is reported to the Deanship of Scientific Research and Graduate Studies after notifying the Faculty and the Department Committees.

### **The Comprehensive Examination**

**Article (43) :** The comprehensive exam has an integral nature which aims at measuring the student's capability to link between the different

main and advanced concepts which he/she acquired from different disciplines as well as his/her ability to make use of these concepts in solving the scientific and applied problems in his/her field of specialization.

**Article (44) :** The Department Committee shall undertake the following tasks in regard of the comprehensive exam :

1. Organizing and administering the exam issues.
2. Determining the fields the exam will cover. The Committee also suggests the references and readings needed for the exam.
3. Recommending to the Faculty Committee to form the comprehensive exam committee, from faculty members whose ranks are at least associate professors, and specialized in the topic of the exam to write the questions and correct the answers. The decision to form this committee is issued by the Council.
4. Reporting the results of the comprehensive exam to the Dean of the Faculty concerned, who in turn submits the results to the Council to be approved.

**Article (45) :** The comprehensive exam consists of two papers, each is allocated (2) hours, and is held only once during a semester. It may be held during a summer semester if the Faculty and the Department Committees recommend so.

- Article (46) :**
- A. The student applies for the comprehensive exam after s/he completes all the study plan requirements with a minimum (CGPA) of (3.00).
  - B. If the student fails the comprehensive exam for the first time, s/he can undergo the exam again only once on the date of the following exam.
  - C. The student's result in the comprehensive exam is scored in his/ her grades record as "Pass" or "Fail" each time s/he undergoes the exam.

### **Awarding the Master Degree**

**Article (47) :** The Master Degree is conferred by a Council of Deans' decision upon recommendation from the Council.



## **General Provisions**

- Article (48) :** The student authorizes the University in writing to partially or wholly copy the thesis for research exchange with other educational institutions and university purposes.
- Article (49) :** The President, upon recommendations from the Dean of the Faculty concerned and the Dean of Graduate Studies, determines the minimum number of students to register in any Program course.
- Article (50) :** The University Council shall, upon recommendation from the Council of Graduate Studies, decide upon cases not stipulated in these Regulations.
- Article (51) :** The President, the Dean, the Faculty Deans and the Dean of Admission and Registration shall all be responsible for the implementation of these Regulations.
- Article (52) :** These Regulations cancel the “Awarding the Master Degree Regulations at University of Petra, No. (20) of (2013)”.

## REGULATIONS No. (19) of (2016)

### STUDY DURING THE SUMMER SESSION REGULATIONS AT UNIVERSITY OF PETRA

- Article (1) :** These Regulations are titled and shall be cited as the “**Study During the Summer Session Regulations at University of Petra of (2016)**”, and shall go into effect as of the date they are approved by the University Council. (\*)
- Article (2) :** Unless the context indicates otherwise, the following terms and expressions, wherever mentioned herein, shall have the hereunder designated meanings :
- |                       |  |
|-----------------------|--|
| <b>University</b>     | : University of Petra.   |
| <b>President</b>      | : University President.  |
| <b>Council</b>        | : The Council of Deans at the University.  |
| <b>Dean</b>           | : The competent Faculty Dean.  |
| <b>Faculty Member</b> | : A faculty member or full-time lecturer, regardless of his/her rank.                            |
| <b>Faculty</b>        | : The academic Faculty to which the course taught by a faculty member belongs.                   |
| <b>Department</b>     | : The academic Department to which the course taught by a faculty member belongs.                |
| <b>Employee</b>       | : A full-time worker at the University who is neither a faculty member nor a full-time lecturer. |
- Article (3) :** The duration of study, including examinations, in the summer session shall be eight weeks as a minimum. The Council shall decide the commencement date of the summer session.
- Article (4) :** The minimum number of students registering in sections of courses offered in the summer session shall be pursuant to paragraph (D) of Article (4) of the “Overtime Work for Faculty Members and Full-Time Lecturers Regulations No. (3) of (2016)”.
- Article (5) :** Provisions of the “Awarding the Bachelor Degree Regulations at University of Petra” regarding attendance, examinations and the grading system shall be applied to students registered in the summer session.

---

(\*) In its session No. (4-2015/2016), dated on 07/02/2016

- Article (6) :** Provisions of the “Students Disciplinary Regulations at University of Petra” shall be applied to students registered in the summer session.
- Article (7) :**
- A.** Faculty members at University of Petra are assigned to teach in the summer session by a decision of the President upon recommendation of the concerned Dean. No faculty member may be assigned more than six hours as a maximum.
  - B.** A financial remuneration is paid to those teaching in the summer according to the formula: (48) hours for a three credit course times the wage of each overtime working hour as per academic rank.
  - C.** For Faculty Deans teaching in the summer session, a remuneration as stipulated in (B) of this Article, in addition to a one month salary of which the transportation allowance is deducted, shall be paid. No Faculty Dean may teach more than (3) credit hours.
  - D.** The Council may, if the need arises, approve to exceed the upper limits stipulated in paragraphs (A) and (C) of this Article, provided that the competent Dean submits justifications for it to the Council.
  - E.** The President may, if the need arises and pursuant to the relevant decisions, assign any employee to teach in the summer session.
- Article (8) :** All cases not covered by these Regulations shall be referred to the President to take the appropriate decision regarding them.
- Article (9) :** These Regulations shall cancel the “Study during The Summer Session Regulations No. (4) of (2010)”.

## **REGULATIONS No. (20) of (2016)**

### **EVENING STUDIES PROGRAM REGULATIONS AT UNIVERSITY OF PETRA**

- Article (1) :** These Regulations are titled and shall be cited as the “**Evening Studies Program Regulations at University of Petra of (2016)**”, and shall go into effect as of the date they are approved by the University Council. (\*)
- Article (2) :** The Evening Studies Program aims at serving the local community and uplifting the job performance of workers.
- Article (3) :**
- A.** The Council of Deans shall, at the beginning of every academic year, determine the specializations to be offered in the Evening Studies Program and the number of students to be admitted in them.
  - B.** Specializations offered in the Evening Study Program shall only be from those licensed for the University.
- Article (4) :** A student shall be admitted to an evening studies program, if s/he meets the following conditions:
- 1.** S/he is a holder of the General Secondary Education Certificate or its equivalent.
  - 2.** The General Secondary Education Certificate that a student holds should be in a stream that qualifies him/her to enroll in the major s/he desires.
  - 3.** S/he shall be an employee at a public or private entity or a house wife. An attestation of this shall be required.
  - 4.** The Council of Deans may, in special cases, decide to exclude paragraph (3) of this Article.
  - 5.** Minimum admission requirements as stipulated in admission requirements in effect shall be applied.
- Article (5) :**
- A.** Lectures of the Evening Studies Program shall start at twelve noon. The University may, in some justified cases, permit a study of one or more courses before this time.

---

(\*) In its session No. (4 -2015/2016), dated on 07/02/2016

- B.** The Awarding of Bachelor Degree Regulations at the University shall be applicable to all specializations offered in the Evening Studies Program, except for the provisions of the maximum duration of study period, which shall in this case, be seven years.

**Article (6) :** The student weekly study schedule shall be four days only, and the lectures shall be as follows:

1. Sundays and Tuesdays for (90) minutes each.
2. Mondays and Wednesdays for (90) minutes each.

**Article (7) :** For the purpose of determining the student capacity for the individual program or for the University in general:

1. A student enrolled in the Evening Studies Program shall be considered a student.
2. Specializations offered in the Evening Studies Program shall be subjected to the accreditation standards which are applicable to the corresponding specializations offered in the morning program.
3. The overtime teaching load of a faculty member in both the evening and the morning programs shall not exceed (6) credit hours, and the total teaching load shall not, in all cases, exceed (18) credit hours.

**Article (8) :** The Council of Deans shall decide upon cases which are not stipulated in the provisions of these Regulations.

**Article (9) :** These Regulations shall cancel the “Evening Studies Program at University of Petra No. (18) (2009)”.

## REGULATIONS No. (21) of (2015)

### SCIENTIFIC SOCIETIES AND THE STUDENT GENERAL UNION REGULATIONS AT UNIVERSITY OF PETRA

**Article (1) :** These Regulations are titled and shall be cited as the “**Scientific Societies and The Student General Union Regulations at University of Petra of (2015)**”, and shall go into effect as of the date they are approved by the University Council. (\*)

**Article (2) :** Unless the context indicates otherwise, the following terms and expressions, wherever mentioned herein, shall have the hereunder designated meanings :

<b>University</b>	: University of Petra.
<b>President</b>	: University President.
<b>Faculty</b>	: Any Faculty at the University.
<b>Dean</b>	: Any Faculty Dean at the University
<b>Department</b>	: Any academic Department at the University.
<b>Scientific Societies</b>	: The societies founded by University students.
<b>General Assembly</b>	: The body consisting of all students enrolled at the University to earn a degree.
<b>Administrative Board</b>	: The body consisting of seven members elected from the General Assembly.
<b>Student General Union</b>	: The body consisting of the Chairmen and Secretaries of the Scientific Societies at the University.

---

(\*) In its session No. (4-2014/2015), dated on 28/06/2015.

## **Chapter One: Scientific Societies and Their Goals**

**Article (3) :** Scientific Societies shall be founded at the University under the supervision of the Deanship of Student Affairs by a decision of the President, where their headquarters shall be on University Campus.

**Article (4) :** Each Faculty shall be entitled to establish a Scientific Society for its students.

**Article (5) :** Scientific Societies aim to achieve the following goals:

1. Encouraging scientific activities among Faculty students.
2. Transferring student's opinions, causes and suggestions to the competent Faculty or University entities.
3. Organizing and supporting cultural, scientific, social, athletic and artistic activities in the Faculties and with other University staff members.
4. Caring for student's personality, behavior and national associating and positively directing him/her to public service, voluntary and team works.
5. Enhancing connections between the University and the local community through general public services.
6. Enhancing responsibility towards preserving University reputation and properties.

**Article (6) :** In order to achieve their goals, Scientific Societies shall exercise the following duties:

1. Issuing scientific, intellectual and social brochures.
2. Participating in organizing various activities, such as: sports, exhibitions and student field trips.
3. Participating in organizing public lectures, seminars, and scientific, artistic and intellectual exhibitions at the University.

**Article (7) :** Scientific Societies shall not be permitted to exercise any activity that contradicts with University policy.

**Article (8) :** Scientific Societies shall not be permitted to exercise any activity that is political, partisan, sectarian or regional.

## **Chapter Two: The General Assembly and the Administrative Board**

- Article (9) :** A. At the beginning of every academic year, the President shall appoint a General Counselor for the Union from amongst faculty members, who shall assume the following duties:
1. Coordinating and supervising the various scientific Societies' activities at the University.
  2. Offering consultations to the Union and supervising its activities and the management of its affairs.
- B. At the beginning of every academic year, the President shall appoint a General Counselor for each Scientific Society, who shall coordinate its activities inside the Faculty, supervise its work and offer it the required consultation.
- Article (10) :** Each Scientific Society shall practice its specialties, and shall aim to achieve its goals through the following two entities:
1. The General Assembly of the Society.
  2. The Administrative Board of the Society.
- Article (11) :** The General Assembly of the Society shall consist of all students of the Faculty, who are registered to earn the Bachelor degree. Its duties and responsibilities shall be:
1. Electing the members of the Administrative Board from amongst its members.
  2. Discussing the annual financial and administrative reports prepared by the Administrative Board and adoption thereof.
  3. Withdrawing confidence from the Administrative Board by a two-third majority in a legal meeting.
  4. Adopting the Administrative Boards' annual work plan within a period of two weeks after its election.
  5. Active participation in the Society's activities through the relevant committees.
- Article (12) :** A. The Administrative Board of each Society shall be comprised of seven members who are elected by the General Assembly by secret ballot according to procedures set by the Deanship of Student Affairs.
- B. For the elections to be legal, the absolute majority of the total number of the members of the General Assembly shall participate. In the absence of the quorum, elections



shall be postponed for one week, whereby it is legal regardless of the number who constitute the quorum.

- C. A student who nominates him/herself for the membership of the Administrative Board shall meet the following conditions:
  - 1. His/her cumulative average is not less than (2.00).
  - 2. S/he has spent at least two semesters at the University.
  - 3) No disciplinary action has been placed on him/her.
  - 4. S/he is a student in the Faculty to which the Society belongs.
  - 5. S/he still has one study year for graduation.
- D. The Administrative Board member who accumulated the high number of votes in the election, shall be selected as the Chairman of the Society. Other positions shall be distributed in a descending order of the number of votes as follows:
  - 1. Vice-Chairman/ Secretary.
  - 2. Treasurer.
  - 3. Supervisor for each student activity.
- E. Decisions taken by the Administrative Board shall be laid out in minutes signed by all of its members, and copies of which shall be submitted to the Counselor and to the Dean of Student Affairs.

**Article (13) :** The Administrative Board shall be responsible for managing the administrative, financial and organizational affairs of the Society, in addition to the following duties and powers:

- 1. Taking decisions and following-up the required procedures to achieve the goals of the Society.
- 2. Forming subcommittees (of not more than five members) and assigning them specific duties consistent with the goals of the Society.
- 3. Preparing the annual report about the activities of the Society, and submitting it to the General Assembly and to the Deanship.
- 4. Preparing the annual financial and administrative reports, and submitting them to the Deanship and to the Financial Director.
- 5. Approving the resignations of members of the Administrative Board or the Society.
- 6. Supervising the General Assembly's' meetings and implementing its decisions.

**Article (14) :** Members of the Administrative Board shall assume duties and powers according to the following:

**1. Chairman:**

- a. Representing the Society in front of the competent University entity.
- b. Presenting the Administrative Boards' decisions regarding Faculty student's opinion, causes and suggestions to the Dean.
- c. Following-up the implementation of its decisions, managing its affairs and signing all its correspondences.
- d. Chairing the Administrative Board's and General Assembly's meetings.
- e. Representing the Society in the Student General Union.
- f. Any other duties assigned to him/her by the General Assembly, which do not contradict with these Regulations.

**2. Vice-Chairman/ Secretary:**

- a. Assuming the responsibilities of the Chairman in his/her absence.
- b. Keeping and organizing records.
- c. Taking the minutes of the meetings of both the Administrative Board and the General Assembly.
- d. Preparing the administrative reports.
- e. Representing the Society in the Student General Union.
- f. Executing any other assignments to him/her by the Administrative Board.

**3. Treasurer:**

- a. Bookkeeping and safeguarding the financial documents of the Society.
- b. Receiving money reimbursed to the Society via official vouchers signed by him/her and by the Society stamp, and depositing it in the bank accredited by the University.
- c. Preparing the annual financial report and presenting it to the Administrative Board in preparation for presentation to the General Assembly, and submitting copies of it to the Dean of Student Affairs and the General Counselor of the Union.

**4. Cultural and Artistic Supervisor:**

- a. Participating in organizing public lectures, seminars, contests and cultural activities.
- b. Supervising the issuance of magazines and brochures.

**5. Sports and Trips supervisor**

- a. Participating in organizing sports matches, contests, activities parades and ceremonies.
- b. Participating in organizing field and general trips inside and outside the Kingdom in coordination with the competent entities of the Deanship.

**Article (15) :** Elections of the Administrative Board of a Society shall be held during the second month of the commencement of the academic year according to special organizational procedures set by a committee formed by the competent Dean in coordination with the Dean of Student Affairs.

**Article (16) :** The General Assembly shall assemble once a year, and extraordinary meeting may be held upon a decision on the Administrative Board or a request from the majority of the General Assembly members.

**Article (17) :** The Administrative Board shall call the General Assembly for meetings, to be held on campus and announced on University boards, one week before the time of a meeting, and the agenda of the meeting shall be attached with the call.

**Article (18) :**

- A.** Meetings of the General Assembly shall be legal if the majority of its members attend. In the absence of the quorum, the meeting shall be postponed for one week.
- B.** The Chairman of the Society shall submit the decisions taken by the Administrative Board and the General Assembly to the Dean of Faculty to which the Society belongs and to the Dean of Student Affairs.

**Article (19) :**

- A.** The Administrative Board shall meet at least once a month.
- B.** The meetings of the Administrative Board shall be legal if the majority of its members attend, provided that the Chairman and the Vice-Chairman attend. Decisions are taken by majority of attendees.

**Article (20) :** Decisions taken by the Administrative Board the General Assembly shall be consistent with the University policy and goals.

**Article (21) :** Membership of the Administrative Board shall be suspended in either of the following two cases:

1. If a member fails to attend three consecutive meetings without an excuse acceptable by the Administrative Board after sending him/her written notice.
2. If a member is placed under any of the disciplinary actions stipulated in the Student Disciplinary Regulations.

**Article (22) :** In the case a membership position of the Administrative Board becomes vacant for whatever reason, it shall be substituted by the student who was next in line in terms of the vote that was made in the last elections by the General Assembly. Should the student in question decline the position, the Administrative Board shall select one of the General Assembly's members within a week after the position becomes vacant.

**Article (23) :** The duration of the Administrative Board membership shall be one academic year commencing in the beginning of November and ending at the end of November of the following year.

### **Chapter Three: Membership**

**Article (24) :** Membership categories and conditions shall be as follows:

- **Administrative Board Member:** is the member who has been elected for it.
- **General Assembly Member:** is the student registered in the Faculty to which the Society belongs.
- **Supportive Member:** Any University student registered at another Faculty and who desires to and can support the Society's activities.

### **Chapter Four: Financial Affairs of the Societies**

**Article (25) :** The financial year for all Societies shall start once the Administrative Board is elected and shall end upon electing a new administrative board.

**Article (26) :** Money of a Society shall be deposited in an account carrying its name in a bank accredited by the University.

**Article (27) :** The Society's revenues shall consist of:

1. Subscription fees, as determined by the President, paid by members of the General Assembly.
2. Donations, grants, and any other revenues approved by the competent Dean, whereby the Dean of Student Affairs is notified of.
3. The amounts allocated by the University to support the Society's activities.
4. Income from the Society's activities.

**Article (28) :** Withdrawals from the Society's account shall be incurred via checks signed by the Dean of Student Affairs and by the Chairman or his/her delegate.

**Article (29) :** The Society's money shall be disbursed upon a decision of the Administrative Board in a legal meeting and approval of the Dean of Student Affairs. These amounts shall not be disbursed except for purposes serving the goals and the general activities of the Society.

**Article (30) :** Procurements, expenses and the financial affairs related to Societies shall be audited by the Universities Financial Management according to the normal procedures of such matters. The Director of Financial Affairs shall submit a report in this regard to the Dean of Student Affairs.

### **Chapter Five: The Student General Union**

**Article (31) :** A union, composed of the Chairmen and the Secretaries of the Scientific Societies, shall be formed and called "The Student General Union". From amongst its members, the President and the Secretary of the Union shall be elected in a way determined by them and in accordance with procedures set by the Deanship of Student Affairs in cooperation with the General Counselor and coordination with the President.

**Article (32) :** The Union shall assume the following duties:

1. Participating with the University administration in placing the general policy of the Scientific Societies.
2. Developing Scientific Societies in order to achieve their goals.
3. Representing students and adopting their causes to achieve their interests.
4. Presenting suggestions to competent University entities for developing study plans and improving University teaching.

5. Participating in the cultural, scientific, social, athletic, and artistic activities at the University.
6. Strengthening relations between students and members of the University staff to establish trust among them.
7. Working on building positive student attitudes enhancing their association with the University and preserving its properties.
8. Working on reinforcing good conduct and behavior, dialogue, respect of others, cooperation and team work environment.
9. Participating in building comprehensive student personality, who is aware of its society's causes.
10. Working on reinforcing national unity and revoking partisan, sectarian and racial deeds.
11. Presenting services to the local community in cooperation with public and official entities.
12. Selecting representatives of Scientific Societies from members of their Administrative Boards for memberships in University committees and councils in accordance with University bylaws and regulations in this regard.

**Article (33) :** The President of the Union shall assume the following duties:

1. Calling for and chairing the Union's meetings.
2. Accepting invitations from Societies to attend their meetings designed for discussing issues they request to be discussed.
3. Following-up on students' causes with the competent University entities.
4. Following-up the organization of ceremonies at the University.
5. Executing duties entrusted in him/her by the Dean of Student Affairs and the General Counselor of the Union.

**Article (34) :** The Vice-President/Secretary of the Union shall assume the following duties:

1. Assuming the responsibilities of the President in his/her absence.
2. Placing the agendas and taking minutes of the Union's meetings and preparing the necessary reports.
3. Executing any other duties assigned to him/her by the Union.

**Article (35) :** The Union shall assemble at least once every semester, and the President may call it for extraordinary meetings.

**Article (36) :**

- A.** Decisions taken by the Union shall be submitted to the President, Dean of Student Affairs and the Union General Counselor.
- B.** Decisions taken by the Union, by the Administrative Board and the General Assemble of each Society shall be in accordance with the goals stipulated in these Regulations and consistent with the University policy.

**Article (37) :** The Union shall prepare its annual budget which includes revenues and expenses under the supervision of the Dean of Student Affairs and the General Counselor

### **Chapter Six: General Provisions**

**Article (38) :** Dissolution of a Society and the General Union shall be incurred by a President decision upon recommendation of the Council of Deans.

**Article (39) :** Each Society shall lay out its internal system which shall not contradict these Regulations, the Jordanian Universities Law and the University bylaws and regulations.

**Article (40) :** The President shall be entitled to decide upon any case not stipulated in these Regulations.

**Article (41) :** These Regulations shall cancel the “Scientific Societies and the Student General Union at University of Petra Regulations No. (16) of (2009)”.

## **REGULATIONS No. (22) of (2015)**

### **STUDENT CLUBS REGULATIONS AT UNIVERSITY OF PETRA**

**Article (1) :** These Regulations are titled and shall be cited as the “**Student Clubs Regulations at University of Petra of (2015)**”, and shall go into effect as of the date they are approved by the University Council. (\*)

**Article (2) :** Unless the context indicates otherwise, the following terms and expressions, wherever mentioned herein, shall have the hereunder designated meanings :

**University** : University of Petra  
**Clubs** : Student Clubs.  
**Deanship** : Deanship of Student Affairs  
**Dean** : Dean of Student Affairs.

#### **Chapter One: Student Clubs Formation and Objectives**

**Article (3) :** Student Clubs shall be founded under the supervision of the Deanship and based on a decision of the President, upon recommendation of the Dean, where their headquarters shall be on University campus.

**Article (4) :** The Dean, with the approval of the President, may form Clubs for students having talents and hobbies in sports, music, playing, arts, chess, theater, trips, photography, social activities and voluntary activities, for the purpose of encouraging the student’s hobbies inside and outside the University.

**Article (5) :** The Clubs aim to achieve the following goals:

1. Encouraging the spirit of volunteering, public service and teamwork in the students.
2. Encouraging students to develop their talents and hobbies.

---

(\*) In its session No. (4-2014/2015), dated on 28/06/2015



3. Providing the opportunity for students to participate in the activities that match their interests and capabilities.
4. Developing an interest in aesthetic aspects.
5. Developing students' interest in the cultural heritage in Jordan, the Arabic and Islamic cultures, in addition to taking care of local and global cultures.

**Article (6) :** The Clubs shall practice their specialty, and aim to achieve their goals through the following two entities:

1. General Assembly.
2. Administrative Board.

**Article (7) :** **A.** The General Assembly shall consist of all the associate members of the Club, whereby the number of members shall be not less than ten.

**B.** The General Assembly shall practice the following specialties:

1. Electing members from the General Assembly to form the Administrative Board of the Club.
2. Discussing the annual fiscal and administrative report submitted by the Administrative Board and adoption thereof.
3. Adopting an annual work plan for the Club.
4. Withdrawing confidence from the Administrative Board or any of its members by a two-third majority of the General Assembly members.
5. Active participation in the Club's activities through the relevant committees.

**Article (8) :** The Administrative Board of each club shall consist of five members, who are elected by secret ballot in the first half of November of every academic year, according to organizational procedures set by the Deanship. For the election to be legal, the voting regulation of (51 %) of at least the total number of the General Assembly members of the Club shall be used. In the absence of the quorum, elections shall be postponed for one week, whereby it is legal regardless of the number of members who constitute the quorum.

**Article (9) :** It shall be required that the following conditions apply to the student who nominates him/herself for the membership of the Administrative Board of any club:

1. That his/her cumulative average is not lower than (2.00).

2. That s/he has spent at least two semesters at the University.
3. That no disciplinary action has been taken against him/her.

- Article (10) :**
- A. The Chairman, Vice Chairman, and Secretary of the Administrative Board shall be elected upon the convening of the first session, at the time this first session is convened, by secret ballot.
  - B. The President shall, upon a recommendation of the Dean, appoint a Counselor from the academic staff members or University employees for each club. The Counselor shall supervise and direct the work of the Administrative Board.

- Article (11) :** The Administrative Board shall be responsible for conducting the administrative, financial, and organizational affairs of the Club, in addition to practicing the following duties and powers:
1. Taking decisions and required procedures to achieve the goals of the Club.
  2. Forming student committees for different activities from the General Assembly members, and supervising their work.
  3. Submitting an annual work plan to the General Assembly that includes the scheduled activities as well as the financial support needed.
  4. Preparing the administrative and financial report and submitting them to the General Assembly.
  5. Executing decisions of the General Assembly.
  6. Viewing applications to join a Club, and deciding on them. If an application is refused, the applicant has the right to request an appeal of the General Assembly's decision, wherein the Dean decides on the application during a period of a week from the date the General Assembly's decision is declared.
  7. Approving the resignations of members.
  8. Supervising of the General Assembly meetings.
  9. Determining the appropriate means for the achievement of the objectives of the Club.
  10. Recommending to the Dean the value of the Club membership fee, and the payment method.

- Article (12) :** Administrative Board members shall undertake the duties vested in them each according to his/her competency. The

Chairman of the Club shall assume the task of representing his/her Club in front of the concerned parties at the University.

## **Chapter Two: Organizing the Works of Clubs**

### **Article (13) : Club Membership**

#### **Active Members :**

Those who are eligible to be club members must be registered students expected to be awarded a scientific degree, wherein the Administrative Board has approved his or her application to join the Club. The student should adhere to exercising the related activities of the Club s/he is in.

#### **Supportive Members:**

Those who are expected to graduate, and wish to continue their membership in the Club, while committed to pay membership fees, and supporting the Club in whatever means, without participating in activities or voting.

**Article (14) :** Membership of the General Assembly, and hence the Administrative Board shall be suspended in either of the following cases:

1. Written resignation.
2. Loss of one of the membership conditions.

**Article (15) :** Duration of the Administrative Board membership, including the relevant committees, is one year, wherein afterwards new elections are made.

**Article (16) :** Sessions of the Administrative Board shall be legal if the absolute majority of the members, including the Chairman, and in his/her absence the Vice Chairman, are present. Valid decisions of the Administrative Board shall be adopted based on the majority of the votes from the members present. If votes are equal, the side of the Chairman shall have the casting vote.

**Article (17) :** Membership of the Administrative Board shall be forfeited if a member fails to attend three consecutive sessions or six nonconsecutive sessions without an excuse deemed acceptable by the Board.

**Article (18) :** When a membership position among the Administrative Board becomes vacant for whatever reason, it shall be substituted by the student who was next in line in terms of the vote that was made in the last elections by the General Assembly. Should the student in question decline the position, the Administrative

Board shall choose one of its members who meet the required conditions of the Administrative Board membership.

**Article (19) :** Each of the President of the General Assembly and the Chairman of the Administrative Board shall submit the decisions to the Dean for adoption thereof.

**Article (20) :** The General Assembly shall assemble at least once a year, and extraordinary meetings may be held upon a call from the Dean, a decision of the Administrative Board, or a request from more than half of the General Assembly members.

**Article (21) :** The meeting of the General Assembly shall be legal if more than half of the members attend. In the absence of the quorum, the meeting shall be postponed for one week.

**Article (22) :** Decisions of the General Assembly and the Administrative Board shall be in accordance with the University's policy, goals, and interest as well as what is stated in Articles (5 and 6) of these Regulations.

### **Chapter Three: Financial Affairs of the Clubs**

**Article (23) :** The fiscal year of the Clubs shall start at the beginning of the academic year and end when the academic year is over.

**Article (24) :** A Secretariat account shall be opened in the name of the relevant Club at the University, whereby deposit and withdrawal shall be made with the signature of the Secretary and Club President jointly. Only in the case of the absence of the Club President, the signature of both the Club Vice-President and Secretary may be permissible.

**Article (25) :** Withdrawal of the Club's money shall be disposed of by a decision of the Administrative Board in a legal meeting.

**Article (26) :** The Club's revenues shall consist of:

1. Subscription fees of the Club members.
2. Income from Club activities.
3. Donations and grants, which are approved by the Dean.
4. Any other revenues which are approved by the Dean.

**Article (27) :** Invoices, procurement, and the financial matters related to the Clubs shall be audited by an accountant appointed by the Department of Financial Affairs at the University for such purpose.

## **Chapter Four: General Provisions**

- Article (28) :** The Dean shall assume the powers of the Administrative Board including the considering of application to join clubs and subsequently making the appropriate decision concerning them during the preliminary phase which precedes the formation of the Administrative Board of any Club, according to the provisions of Article (8) of these Regulations, and during the dissolution of the Administrative Board until a new Board is chosen.
- Article (29) :** The Dean may delegate his/her powers, which are stated in these Regulations either wholly or partially, to any of his/her deputies, assistants or any of the officials working in the Deanship.
- Article (30) :** Dissolution of a Club may only take place with a decision from the President based on the placement of the Dean. In this case, the Club's money and belongings shall devolve to the Deanship.
- Article (31) :** The President shall be entitled to decide on any cases that are not covered in these Regulations.
- Article (32) :** The President shall be entitled to issue executive and procedural decisions that s/he sees necessary for the execution of the provision of these Regulations.
- Article (33) :** The President and the Dean shall both be responsible for executing the provisions of these Regulations.

## **REGULATIONS No. (23) of (2009)**

### **STUDENT FIELD TRIPS REGULATIONS AT UNIVERSITY OF PETRA**

**Article (1) :** These Regulations are titled and shall be cited as the “**Student Field Trips Regulations at University of Petra of (2009)**”, and shall go into effect as of the date they are approved by the University Council. (\*)

**Article (2) :** Unless the context indicates otherwise, the following terms and expressions, wherever mentioned herein, shall have the hereunder designated meanings :

<b>University</b>	: University of Petra
<b>President</b>	: University President.
<b>Faculty</b>	: A Faculty at the University.
<b>Dean</b>	: Dean of a Faculty at the University.
<b>Department</b>	: An academic Department in a Faculty at the University.
<b>Student Societies</b>	: Societies founded by students at the University, Student Clubs or Student Union.

**Article (3) :** Student field trips at University of Petra are divided into two categories:

1. Academic field trips.
2. General field trips.

#### **Chapter One: Academic Field Trips**

**Article (4) :** An academic field trip is a trip that is a requirement in a course, or is a course by itself.

**Article (5) :** Academic field trips are organized and decided by a decision of the President, upon recommendation of the Dean, based on a suggestion of the concerned Department. Relevant information about the nature, date, time, duration, destination, participants, and supervisor of the field trip shall be specified.

**Article (6) :** The Faculty shall assign one of its faculty members to be the supervisor of the trip.

## **Chapter Two: General Field Trips**

**Article (7) :** General field trips shall include all other student trips and shall be organized or supervised by the Deanship of Student Affairs.

**Article (8) :** The Deanship of Student Affairs shall announce the field trips it plans to organize in its semester program which is approved by the President.

**Article (9) :** The Deanship of Student Affairs shall announce its field trips to all students on University advertisement boards. The field trip announcement shall include all necessary details about the trip.

**Article (10) :** The Dean of Student Affairs shall designate one or more of the employees of the Deanship to organize and accompany the students in the field trip.

**Article (11) :** Student clubs and student bodies at the University may suggest, on special forms issued by the Deanship, scheduling a field trip. If the approval of the Dean is taken on the suggestion, one or more of the employees of the Deanship shall be designated to prepare, accompany and supervise the trip in coordination with the student body.

## **Chapter Three: Financial Affairs of Field Trips**

**Article (12) :** The Dean, upon recommendation of the concerned unit in the Deanship, shall determine the fee of the field trip, taking into consideration its cost, approve its budget after its execution, and submit all revenues to the Financial Affairs Department at the University.

**Article (13) :** Student field trips are considered an essential part of student university life, and hence, the spirit of such life shall be respected by the participants in the trip. Participants in the trip shall therefore behave accordingly. Whatever is prohibited on University campus is also prohibited during a field trip.

**Article (14) :** The approval of the President shall be taken in order to schedule a University trip.

**Article (15) :** Approval of a student field trip shall be solicited from the concerned authority according to the following dates:

- 1.** At least one week from the date of the in-country field trip which is for not more than one day.

2. At least two weeks from the date of the in-country field trip which is for more than one day.
3. At least four weeks from the date of the out-of-country field trip.

**Article (16) :** Female students who are participating in an out-of-country field trip or a field trip for more than one day shall submit their parents' or guardian's approval of their participation in the trip.

**Article (17) :** The supervising body of a field trip shall designate at least one supervisor for every (25) participants.

**Article (18) :** Participating students shall comply with by the written and oral instructions issued by the supervising body of the trip. Any violation committed by the student during the trip shall be treated in accordance with the Student Disciplinary Regulations inforce at the University.

**Article (19) :** The President shall decide on the cases not mentioned in the provisions of these Regulations.





## REGULATIONS No. (24) of (2015)

### ON-CAMPUS FEMALE STUDENT HOUSING REGULATIONS AT UNIVERSITY OF PETRA

**Article (1) :** These Regulations are titled and shall be cited as the “**On-Campus Female Student Housing Regulations at University of Petra of (2015)**”, and shall go into effect as of the date they are approved by the University Council. (\*)

**Article (2) :** Unless the context indicates otherwise, the following terms and expressions, wherever mentioned herein, shall have the hereunder designated meanings :

<b>University</b>	: University of Petra.
<b>President</b>	: University President.
<b>Board</b>	: University Board of Trustees.
<b>Dean</b>	: Dean of Student Affairs at the University.
<b>Housing Director</b>	: The Director responsible for housing affairs.
<b>Supervisor</b>	: The on-shift internal Supervisor of housing.
<b>Physician</b>	: The University Physician.

**Article (3) :** Upon residing in student housing, the following general principles shall be observed by residents: The on-campus housing is your home during your University study, and the following general principles shall be observed:

1. Upon your choice of residing in on-campus housing, you are renting a furnished single- or double-bed room. You shall, hence, be entitled to use University-owned facilities and equipments. Therefore, you shall be responsible to safeguard them, to properly utilize the water and electric utilities provided, and to keep them and the place clean.
2. On-campus housing is a collective University housing which you share with other fellow students, who, just like you, need quiet either for study or for relaxation. Therefore all sources of disturbance shall be prohibited.

---

(\*) In its session No. (4-2014/2015), dated on 28/06/2015

3. Your stay in on-campus housing shall give you, your family and University administration a feeling of security. Therefore, you shall comply with the regulations regarding times of entering and existing the housing. Your stay in the housing shall imply organizing several issues which guarantee order, and your compliance with the regulations shall guarantee the observance of all of your rights.
4. Your stay in a collective housing requires you to establish positive humane relationships with supervisors, workers, colleagues in the housing, in an ethical and behavioral actions frame.
5. The on-campus housing has been established to serve you and to provide you with maximum security and rest. Therefore, your cooperation with the housing management shall up-lift this service, and shall improve your academic achievement, in addition to making your social life more enjoyable.
6. Violations of these Regulations shall result in placing disciplinary actions upon you, as stipulated in these Regulations.

**Article (4) :** To be approved to reside in the on-campus housing, a female student shall:

1. Be registered in one or more University courses.
2. Be medically fit with no epidemic illness upon medical report from the Physician.
3. Sign-jointly with her guardian- a compliance with the rules and procedures of on-campus housing form especially designed for this purpose.
4. Pay all required fees and deposits on due time.
5. Be of good conduct.

**Article (5) :** The Board shall, before the commencement of the academic year, determine the housing fees and deposits.

**Article (6) :** A student shall be a approved to reside in the on-campus housing according to the following procedures:

1. She is enrolled in the University.
2. She has applied for housing in the Deanship of Student Affairs.
3. The housing committee, formed and chaired by the Dean of Student Affairs has approved the application.
4. Housing fees have been paid, and a receipt to this effect has been submitted to the housing administration.

- Article (7) :** Housing fees and deposits for a semester shall be collected at the beginning of the semester.
- Article (8) :** Housing fees and deposits for a summer session shall be half those of a regular semester.
- Article (9) :** Housing fees shall not be reimbursed to any student who quits housing for any reason, except the case where a student becomes ill by a sickness that prevents her from staying in the housing, upon a medical report from the Physician. In this case, fees shall be reimbursed pro-rata.
- Article (10) :** Housing deposits shall be reimbursed after deducting twice the value of damaged items by the student.
- Article (11) :** In case a student violates any provision of these Regulations, disciplinary actions shall be placed upon her.
- Article (12) :**
- A.** The Dean of Student Affairs shall form a standing committee, chaired by him/her and membership of a counsellor and the Supervisor, to handle violations of these Regulations.
  - B.** A student who commits any violation to these Regulations shall be placed on disciplinary action that is consistent with the violation according to the judgment of the committee. These actions are:
    - 1.** Oral forewarning.
    - 2.** Written forewarning.
    - 3.** Warning of all degrees: (First, Second, Final).
    - 4.** Suspension from participation in a housing activity or more.
    - 5.** Fining the student twice the value of whatever she damaged.
    - 6.** Temporary suspension from housing for a semester or more.
    - 7.** Final dismissal from housing.
  - C.** Combining two or more of the disciplinary penalties stated above shall be permissible.
  - D.** The President shall sign the penalties stated in paragraphs (6) and (7) above.
  - E.** The Dean of Student Affairs shall sign the remaining penalties.
  - F.** The student shall be subjected to these Regulations upon her housing signature.

- Article (13) :**
- A.** The housing shall open its doors three days before the commencement of study at the beginning of the academic year.
  - B.** A student residing in the housing shall evacuate her room three days maximum after the end of study and examination period each semester.
  - C.** A student residing in the housing shall be entitled to stay, free of charge, in it during official vacations and short holidays which do not exceed two weeks.
  - D.** A graduating student shall, upon a written approval of the Dean and recommendation of the Director, be permitted to stay in the housing, free of charge, for four days after graduation, in order to complete graduation documents and clearances, on condition that she pays the required fees of (15) JOD per each extra day.
  - E.** A student shall be permitted to stay in the housing after the end of the summer session till the beginning of the first semester for a charge of (15) JOD per day.

**Article (14) :** A student residing in the on-campus housing shall comply with the following rules:

**1. Taking Care of the Housing:**

- a.** Each student shall be responsible for the proper utilization of the housing facilities and equipments.
- b.** Room furniture shall be personal custody by a student. Hence, it shall be taken care of and shall not be moved out.
- c.** It is not permitted to fix nails on walls. However, stickers may be used instead.
- d.** The room door lock shall not be changed, except by the approval of the Director.
- e.** Electric devices, such as TV, refrigerator, microwave, computer and so on, shall not be permitted to be used inside the room.
- f.** In case a student observes any malfunction or damage in her room, she shall immediately report it to the Supervisor.
- g.** Each student shall be responsible for the cleanup of her room and the building in general, although there are sanitation workers to clean hallways and bathrooms.
- h.** Each student shall be responsible for washing and drying her own clothes in the washing and drying machines available in the housing. The housing

management is responsible for cleaning bedcovers and pillowcases weekly.

- i. Food items shall be stored in kitchen cupboards or in refrigerators and shall not be stored in room cupboards.
- j. Each student shall be responsible for washing kitchen utensils she uses and keeping the washing room clean after usage.
- k. Conservation in using electric power or water shall be observed.

**2. Health, Safety and Student Personal Belongings:**

- a. Alcoholic drinks, narcotic drugs and any other harmful drugs are strictly prohibited inside the housing.
- b. No fire causing material shall be owned or used in the housing. Electric, kerosene and gas heaters are prohibited. Sheeshas are also prohibited.
- c. Should a student become sick, she shall refer to the Physician, and in emergency cases, the Supervisor shall be notified in order to take the proper action. In all cases, public health shall be observed by the student.
- d. Pets are not allowed inside the housing.
- e. Each student is responsible for her personal belongings. Their loss is not the responsibility of the University or the housing management. Investigations regarding theft shall not be incurred unless a student accuses certain known persons.
- f. The student shall, at the end of each semester and when she leaves the housing, move out all her belongings, and the management is not responsible for their loss.
- g. The housing management reserves an additional copy of the room door key for security and safety purposes.

**3. Quiet and Order Observance:**

- a. A student shall not cause high noises which might disturb her colleagues (High shouting, recorder, radio, TV.)
- b. Quiet shall be observed all the time, especially from 11:00 pm. till 8:00 am.
- c. Periods of quiet during final exams period shall be observed from 8:00 pm till 8:00 am.

- d. Each student shall always wear properly inside housing, and it is prohibited to go outside bedrooms in sleeping clothes.
- e. A student shall not misuse the public phone and shall reduce the duration and frequency of the phone calls in order to allow her colleagues to benefit from it.
- f. A student shall be permitted to use the special phone for international calls in return for invoices from the Financial Administration. Local calls are not permitted except in necessary cases.
- g. The student shall undertake to sleep in the room assigned to her, and shall be present during night inspections.
- h. The student shall not be permitted to change the room assigned to her without the Director's approval.
- i. In case a student desires to celebrate a personal occasion, she shall solicit the Supervisor's permission. In all cases, it is preferable to conduct these celebrations during holidays.

**4. Departing and Returning to the Housing:**

- a. The student shall adhere to return to the housing according to the stipulated schedule every semester.
- b. The student shall register her name in the exit log when she desires to leave the University campus.
- c. The student shall be permitted to sleep outside the housing (in places approved by her guardian) during weekends and official holidays, only after completing the form designed for this purpose.
- d. The student shall not be permitted to sleep outside the housing during working days, except in emergency cases upon the faxed approval of her guardian and the approval of the Dean of Student Affairs.
- e. The student shall not be permitted to travel outside Amman, except upon her guardian's permission and the Dean's approval one day before.
- f. The student shall be permitted to participate in University organized trips. Recreational and night trips inside Amman shall be supervised by the Deanship of Student Affairs.

**5. Humane Relations and General Order:**

- a. The student shall share positive humane relationships based on respect and love with colleagues, supervisors and workers in the housing.

- b. The student shall use polite language with the above mentioned personnel.
- c. The student shall adhere not to practice any action which contradicts the society norms, or commit any action that might harm her, her colleagues or the University.
- d. Pamphlets, signature-collecting, and collecting donations shall not be permitted, except after a prior permission to do so is obtained.

**6. Receiving Guests:**

- a. Guardians and guests shall be received in the special hall designed for this, their names shall be registered in the special log, and they shall not be accompanied to, or received in the rooms and floors of the housing.
- b. The student shall be permitted to host her mother or sister for (48) hours, only in cases approved by the Dean. In this case the student shall be charged (15) JOD hosting fees per day.
- c. Outside visitors shall not be permitted to stay more than the determined duration of the visit.

**Article (15) :** The Dean of Student Affairs shall be responsible for the implementation of these Regulations.

**Article (16) :** These Regulations shall cancel the “On-Campus Female Housing No. (17) of (2009)”.





## REGULATIONS No. (25) of (2009)

### DISTINGUISHED STUDENT AWARD REGULATIONS AT UNIVERSITY OF PETRA

**Article (1) :** These Regulations are titled and shall be cited as the “**Distinguished Student Award Regulations at University of Petra of (2009)**”, and shall go into effect as of the date they are approved by the University Council. (\*)

**Article (2) :** Unless the context indicates otherwise, the following terms and expressions, wherever mentioned herein, shall have the hereunder designated meanings :

**University** : University of Petra.

**President** : University President.

**Student** : Any student enrolled in the University and has completed (60) credit hours.

**Award** : University of Petra Award for the Distinguished Student.

**Committee** : The Award Committee.

**Article (3) :** The Faculty Council names one of the students enrolled in the Faculty as a nominee for the Award in accordance with the provisions of Article (9) of these Regulations.

**Article (4) :** A committee, chaired by the President, consisting of the Vice President for Academic Affairs, the Dean of Student Affairs and two professors chosen by the Council of Deans, shall be formed.

**Article (5) :** The Committee shall present to the Council of Deans the name of the nominee who it considers ranked first to be granted the Award, supported by the selection justification in order to take the appropriate decision.

---

(\*) In its session No. (3-2009), dated on 01/06/2009

**Article (6) :** The Award shall be granted during the graduation ceremonies of that year, and it consists of:

1. A certificate of appreciation signed by the President.
2. A financial remuneration of (1000) JOD.

**Article (7) :** The student, to whom the Award is granted, shall not be permitted to apply for it again.

**Article (8) :** In order to be granted the Award, the student shall meet the following conditions:

1. S/he shall be of good conduct, and no disciplinary action has been imposed on him/her.
2. S/he shall have completed (60) credit hours at the University.
3. His/her academic standing shall not be lower than (very good).

**Article (9) :** The following standards shall be adopted in evaluating the nominees:

No.	Standard	Mark (%)
1.	Academic Standing (Cumulative Average)	30
2.	Extra Curriculum Activities (music, painting, athletics, poetry, writing, students clubs, ....)	30
3.	Commitment to University Values (punctuality, attendance, respect of University legislations)	20
4.	Contributing to University and Community Services (presenting a research product, invention, entrepreneurship, cooperation with civil community entities...)	15
5.	Has Been Granted an Award Previously (Excellence in a field of knowledge or a social field)	5

## REGULATIONS No. (26) of (2015)

### STUDENTS DISCIPLINARY REGULATIONS AT UNIVERSITY OF PETRA

**Article (1) :** These Regulations are titled and shall be cited as the “**Students Disciplinary Regulations at University of Petra of (2015)**”, and shall go into effect as of the date they are approved by the University Council. (\*)

**Article (2) :** Unless the context indicates otherwise, the following terms and expressions, wherever mentioned herein, shall have the hereunder designated meanings :

<b>University</b>	: University of Petra
<b>President</b>	: University President.
<b>Council</b>	: Council of Deans at the University.
<b>Disciplinary Council</b>	: The Disciplinary Council for Students at the University.
<b>Dean</b>	: Dean of Student Affairs at the University.
<b>Disciplinary Violation</b>	: The violation whereby a student shall be subject to disciplinary punishments.
<b>Students</b>	: All registered and enrolled students at University of Petra.

**Article (3) :** The following acts shall be considered violations, whereby any student who commits any of them shall be subject to disciplinary punishments:

1. Deliberately abstaining or otherwise encouraging others to abstain from attending classes, lectures, or other University related work that a student must attend.
2. Cheating or attempting to cheat on a test or an examination, or engaging in behavior that disrupts the orderly function of examinations.

---

(\*) In its session No. (4-2014/2015), dated on 28/06/2015

3. Any act that affects the honor, dignity or morality or prejudice the good conduct and behavior that shall offend the reputation of the University or its employees, including any act committed by a student outside the University on an occasion in which the University participated or not.
4. Participating in any organization in the University that is not licensed by the competent authorities at the University, or participating in or instigating any activity that breaches the applicable regulatory rules at the University.
5. Use of University buildings and facilities for purposes other than the ones they are prepared for without a prior written permission by the competent authorities at the University.
6. Distributing pamphlets, putting up wallboards, posters or any form of banners on University buildings and facilities, soliciting signatures and collecting donations without the approval of the component authority at the University, or misusing the permissions granted to practice these acts.
7. Disrupting the orderly function of seminars, lectures, or activities that take place on the University campus.
8. Any insult or offence a student makes against a member of the academic staff, University employee, or another student in the University.
9. Any theft, damage, threat or attempt, intentional or not, of the movable or immovable property including information sources of the University.
10. Violating University bylaws, regulations and enforced decisions thereof.
11. Forging University documents or furnishing false papers for any of the purposes of the University.
12. Encouraging or otherwise colluding with other students or persons on committing an act of violence, fight or falsifying reputation (oral, written or electronic) against other students or other University personnel.
13. Giving University documents and University IDs to others in order to use them in an illegal manner.
14. Assuming the identity of another person in any matters related to the University or its affairs, or refusing to present identity when requested by the competent authority at the University.

15. Any act that offends the national unity or the country's security and beliefs through promoting political, sectarian or partisan ideas.
16. Using, helping in using, entering or possessing a weapon, of any kind whether licensed or not, or carrying tools or harmful substances of various forms and types on University campus or University facilities.
17. Taking, promoting or possessing any narcotic and/or alcoholic materials, or attending the University while under their effect.

**Article (4) :** Students who have committed any of the violations stated in Article (3) of these Regulations shall be subject to any of the following disciplinary actions:

1. Forewarning.
2. Getting the student out of a class room, lab, or activity and ask for the help of guards when the need arises.
3. Suspension from some or all lectures of a course, wherein the student has disrupted the orderly function of the course.
4. Depriving the student from using services offered by the University facility, wherein the student has committed a violation, for a specific period of time.
5. First warning.
6. Second warning.
7. Final warning.
8. Canceling the registration of one or more courses, wherein the student has committed a violation.
9. Fining the student twice the value of whatever s/he damaged.
10. Confiscating any material causing disruption of the order of lectures and notifying the Dean or the Head of the Department in writing.
11. Temporary suspension from the University for one or more academic semesters.
12. Final dismissal from the University.
13. Postponing the award of the degree for a certain period determined by the Council of Deans.
14. Revoking the decision to award a degree should there be evidence of forgery or falsification in the requirements for obtaining a degree.

**Article (5) :** A. Combining two or more of the disciplinary penalties that are stated in these Regulations shall be permissible.

- B. Any disciplinary violation, pursuant to Article (3) of these Regulations, committed by a student shall be issued in writing and supported by evidences whenever possible.

- Article (6) :**
- A. A student who has been temporarily suspended for one or more semesters, from the University may register for summer session that precedes the semester in which the disciplinary action is effective, and any courses taken at another university or college shall not be accredited during the time the temporary suspension is imposed.
  - B. Should a student be temporarily or finally suspended or finally dismissed from the University, his/her University ID Card shall be withdrawn and s/he shall be denied access to the University campus for the duration of the semester, in which the disciplinary action has been imposed. The student may, however, be given access by prior permission of the Dean.

- Article (7) :**
- A. If a student has been caught cheating or attempting to cheat manually or electronically, on an exam, or it was proved by investigation that s/he did so, the following disciplinary penalties shall be individually or collectively be imposed:
    - 1. A grade of zero in that exam.
    - 2. Any of the penalties in clauses (5-11) in Article (4) of these Regulations.
  - B. The following disciplinary actions combined shall be imposed on the student who allows another student or person to set for an exam or test for a course instead of him:
    - 1. Receiving a failing grade in the course.
    - 2. Cancellation of all the courses the student is registered for in the academic semester in which the violation has been committed, and tuition fees of these courses shall not be reimbursed to him/her.
    - 3. Suspending the student from University for one semester effective from the semester following the semester in which the violation has been committed.
  - C. The following disciplinary actions combined shall be imposed on the student who sets for an exam or a test in the place of another student:

1. Cancellation of the student registration for all courses the student is registered for the semester in which the violation has been committed, and tuition fees shall not be reimbursed to him/her.
2. Suspending the student from University for one semester effective from the semester following the semester in which the violation has been committed.
3. If the person who entered the examination hall was not a student from the University, that person shall be referred to the competent judicial authorities.

**Article (8) :** Any disciplinary action imposed on a student shall be noted in the student's record, and it may be reported to the students' parents or the party covering his/her expenses. The concerned Dean may post the action on the advertisement boards if s/he deems necessary.

- Article (9) :**
- A. During the first month of each academic year, the Council of Deans shall, upon recommendation of the Dean, form a Student Disciplinary Council composed of the Dean as head, the Director of Student Services and three faculty members. The Council shall be valid for one extendable year. The Council shall investigate and decide upon violations committed by students on campus, on transportation means or during extra curriculum activities inside the University or outside it. The Dean shall assume the responsibility of referring student violations to the Council for investigation and subsequent recommendation of the appropriate disciplinary action in accordance with Article (4) of these Regulation.
  - B. All investigations deliberations shall be confidential.
  - C. Any action resulting in the disruption of the investigation meetings or in harming any of the members of the investigation committee shall be considered as a new disciplinary violation.

- Article (10) :**
- A. If the duration of the Council has lapsed, it shall continue assuming its responsibilities and its decisions shall be valid until a new council is formed.
  - B. The Council shall decide on the violations referred to it within a period of thirty days from the date the violations were referred. The President may, if the need arises and upon recommendation of the Dean, extend this period.
  - C. The following procedures shall be incurred in investigating all student violations:



1. Collecting information, receiving appeals, if any, determining the investigation date by the Deanship of Student Affairs, and preliminarily describing the violation.
2. Notifying the Dean of Admission and Registration of the name of the student on whom any disciplinary action stipulated in clauses (8, 11, 12, 13, 14) has been imposed to halt all his/her academic movements.
3. Informing the student who committed a violation of the date of investigation by the Deanship of Student Affairs. This shall take place in writing in two copies, one of which is to be given to the student, and the other is to be kept in the investigation file.
4. Should the student refuse signing the information notice, a copy of it shall be posted on the advertisement board of the Faculty to which s/he belongs, the concerned authority shall record the refusal on the other copy, sign it and keep it in file.
5. The Council shall start the investigation procedures on the date it was determined. The student shall present his/her defense in writing. The Council then shall discuss this defense, hear witnesses and add all findings to the file. The student and witnesses shall sign the minutes in the file. In case a witness refused to sign, his/her hearing shall be deleted from the minutes and the reasons of refusal shall be stipulated.
6. Should the student fail, intentionally or not, to appear before the Council in any of its meetings after being so informend, the Council shall not halt its deliberations and it shall have the right to impose the appropriate disciplinary action in the student's absence.
7. The Council may invite the Dean of the Faculty or the Chairmen of the Department in which the student is enrolled to attend its meetings but not to participate in voting about the decision.

**Article (11) :** The following shall outline the powers of University personnel in imposing penalties on students:

1. A member of the academic staff shall be authorized to impose the disciplinary actions stated in clauses (1, 2) of Article (4) of these Regulations, on condition that getting a student out of lectures or suspending his/her attendance of lectures does not result in depriving him/her from

taking a test or an exam. The member of the academic staff may request his/her Dean to refer the case to the Council.

2. All other disciplinary actions in clauses (3-14) shall be imposed by the Council.

- Article (12) :**
- A. All disciplinary actions are final, excluding the ones stated in clauses (11, 12, 13, 14) of Article (4) of these Regulations, whereby a student on whom actions in clauses (11, 13, 14) has the right to appeal to the Council of Deans within a week after the decision has been ratified.
  - B. The student on whom the action of final dismissal from the University, stated in clause (12) of Article (4) of these Regulations has the right only once to appeal to the Council of Deans to look into the possibility of being reinstated in the University, pursuant to the following conditions:
    1. Lapse of two full academic years after the decision of dismissal has been taken.
    2. The student's cumulative average has not been less than (2.00) points.
    3. The student has successfully completed (60) credit hours at the University.
    4. The appeal must include clear apology for the violation committed by him/her.
    5. The appeal shall include a clear pledge from the student to practice voluntary work as decided by the Council of Deans.
  - C. Taking into consideration what is stipulated in (A) of this Article, the Council of Deans may accept or reject the appeal submitted by the student.

**Article (13) :** The President may, without consulting the Council, impose any of the disciplinary actions stipulated in these Regulations, should there be a riot or some form of disorderly conduct which leads or could lead to the disruption of University function. In such cases, the disciplinary procedures shall be taken urgently. The President shall notify any decision s/he takes in this regard to the Council of Deans.

**Article (14) :**

- A. The student on whom any of the disciplinary actions stated in these Regulations is imposed shall not be exempted from paying the compensations against the damages incurred by him/her to the University.

- B.** Imposing the disciplinary actions stipulated in Article (4) of these Regulations does not halt the University from legally suing the student if the violation committed is a criminal act.
- C.** A judicial decision that the student is innocent from, or is not responsible for, a criminal action does not halt imposing disciplinary actions against him/her.

**Article (15) :** It is the responsibility of the student to acquaint him/herself with the University bylaws, regulations and decisions.

- Article (16) :**
- A.** The President shall decide on any issues not covered by these Regulations.
  - B.** The University Council shall have the full right to interpret or explain any provision of these Regulations.

**Article (17) :** These Regulations shall cancel the previous “Student Disciplinary Regulations No. (14) of (2012)”.

## **REGULATIONS No. (27) of (2015)**

### **STUDY GRANTS AND WORK-STUDY REGULATIONS AT UNIVERSITY OF PETRA**

#### **Chapter One: Definitions and Preliminaries**

**Article (1) :** These Regulations are titled and shall be cited as the “**Study Grants and Work-Study Regulations at University of Petra of (2015)**”, and shall go into effect as of the date they are approved by the University Council. (\*)

**Article (2) :** Unless the context indicates otherwise, the following terms and expressions, wherever mentioned herein, shall have the hereunder designated meanings :

**University** : University of Petra.

**Board** : University Board of Trustees.

**President** : University President.

**Student** : Any student enrolled in a Faculty at the University.

**Article (3) :** The Board shall every year, approve the allocation of a certain amount of money to be deposited in the study grants and work-study fund, part of which shall be allocated to study grants and the other is for work-study program.

**Article (4) :** The financial resources of the study grants and work-study budget consist of:

1. Annual subsidy allocated to it by the University.
2. Any other resources approved by the Board.

---

(\*) In its session No. (4-2014/2015), dated on 28/06/2015

## **Chapter Two: General Secondary Education Exam (GSEE) Excellence Grants**

**Article (5) :** The University awards study grants, called “(GSEE) Excellence Grants”, consisting of discounts off tuition for newly admitted students who possess the Jordanian or Palestinian General Secondary Education Certificate, and are of Jordanian or Palestinian nationality.

**Article (6) :** A student who meets the conditions stipulated in Article (5) above, shall be awarded a discount off tuition as follows:

Faculty	GSEE Average	Discount (% off Tuition)
<b>Architecture &amp; Design Pharmacy &amp; Medical Sciences</b>	<b>95% or above</b>	<b>50%</b>
	<b>From 90% to less than 95%</b>	<b>25%</b>
<b>All other Faculties</b>	<b>95% or above</b>	<b>100%</b>
	<b>From 90% to less than 95%</b>	<b>50%</b>
	<b>From 85% to less than 90%</b>	<b>25%</b>

**Article (7) :** The (GSEE) Excellence Grants cover the fees of the first year of study including the summer session.

**Article (8) :** The academic standing of a student is evaluated after the end of the first year of study. Academic Excellence Grants Regulations are applied afterwards.

## **Chapter Three: Academic Excellence Grants**

**Article (9) :** The University awards study grants, called “Academic Excellence Grants” consisting of discounts off tuition for students with excellent academic standing. These grants are awarded in the semester that follows the semester in which the student has met the conditions of academic excellence as follows:

Cumulative Grade Point Average	Discount (% off Tuition)
4.00	100%
3.89-3.99	50%
3.67-3.88	25%

- Article (10) :**
- A.** To be awarded the Academic Excellence Grant for the first time, a student shall have completed (30) credit hours of his/her study plan at the University, and shall have attained a cumulative average of (3.67) on condition that s/he has registered the minimum number of credit hours a student may register for in a regular semester.
  - B.** The Grant shall cover the following semesters, on condition that the student successfully completes (12) credit hours in a regular semester and (6) credit hours in the summer session, provided that these courses are from the required study plan of the student and they enter in the calculation of the cumulative average, in addition to attaining a cumulative average of (3.67).
  - C.** Regardless of what is stipulated in (A) and (B) of this Article, a student, to be awarded the Academic Excellence Grant, shall not have received a disciplinary action of “warning” notice or higher.

#### **Chapter Four: Incentive and Needy Students’ Grants**

- Article (11) :** The University awards “Needy Students’ Study Grants” consisting of a maximum of (25%) discount off tuition for needy students, upon recommendation of Grants Committee and President’s decision.
- Article (12) :** A registered student shall meet the following conditions in order to apply for the “Needy Students’ Grant”:
- 1.** S/he is a needy student.
  - 2.** S/he shall have studied (12) credit hours in the semester, excluding the summer and the graduation semesters, and her /his cumulative average is at least (2.00) points.
  - 3.** S/he is of good conduct and has not received a disciplinary action of “warning” or higher.
- Article (13) :** The University awards “Incentive Grants” consisting of discounts off tuition for newly admitted students as follows:

No.	Category	Discount (% off Tuition)
1.	Daughters, Sons and Spouse of a University Staff Member	50%
2.	Brothers and Sisters of a University Staff Member	25%
3.	Brothers and Sisters of a Student Enrolled at the University:	
	a) First and Second Brother/ Sister	15% (for each)
	b) Third Brother/ Sister	20%
	c) Fourth Brother/ Sister	25%
4.	Excellence in Sports Grants	See Special Regulations
5.	Excellence in Arts Grants	See Special Regulations

**Article (14) :** In order to maintain the Incentive Grant, the student shall meet the following conditions:

1. S/he shall attain a cumulative average of (2.00) or higher. In the case where the average goes down to lower than (2.00) , the Grant is withdrawn in the next semester, until the average is raised to (2.00) or higher, in which case the Grant is returned to him/her. This condition shall not apply to cases stipulated in paragraphs (1-3) of Article (11) above.
2. The student to whom an incentive grant is awarded shall study at least (15) credit hours. Summer session and graduation semester are excluded from this condition.
3. S/he shall not have received a disciplinary action of “warning” notice or higher.

#### **Chapter Five: Work-Study**

- Article (15) :**
- A. The Deans and Heads of Departments shall every semester, be asked by the President to determine their needs of working hours to be executed by students under the work-study program, the work place and nature of work.
  - B. The Council of Deans shall, every semester, based upon placements of Faculties and Departments and according to the budget allocated by the Board, determine the work-study opportunities at the University.
  - C. The Dean of Student Affairs shall, in the beginning of every semester, announce the available vacancies at the

University in accordance with a plan approved by the Council of Deans.

- D.** Faculties and Departments shall submit to the Dean of Student Affairs a manifest of students' names who are to be assigned to work, and the type of assignments they shall perform. The manifest shall be signed by the competent entity and the Dean of the Faculty or the concerned Head of Department.

**Article (16) :** In order to gain a work-study opportunity at the University in return for financial remuneration, the student shall meet the following conditions:

- 1.** S/he shall have studied at least (30) credit hours at the University.
- 2.** His/her cumulative average is not less than (2.00).
- 3.** S/he shall have not received a disciplinary action of "warning" notice or higher.
- 4.** Priority of work-study opportunity shall be given to needy students. It shall be up to the concerned Dean or Head of Department to evaluate the financial situation of the student.

**Article (17) :**

- A.** Working hours for students shall be two hours daily for a maximum of (40) hours per month, with a wage of two JOD per hour.
- B.** The student who desires to work shall complete the work-study form, submit it to the concerned Dean of Faculty or Head of Department, who, in turn, shall recommend the names of nominees to the Dean of Student Affairs.
- C.** A student shall not be permitted to work more than (240) hours during all years of study, unless there are not enough students to occupy the vacant positions.
- D.** The President may, in some special cases and upon a written recommendation of the Dean or the concerned Head of Department, increase the number of working hours stipulated in (A) and (C) of this Article.

**Article (18) :** The Deanship of Student Affairs shall submit to the Director of Financial Affairs rosters, after being approved by the Deans, Heads of the concerned Departments and the Work-Study Office, in which the name of the student and the number of work hours during the month are stated, in order to approve the disbursement of remunerations.



**Article (19) :** The Work-Study Office in the Deanship of Student Affairs shall follow-up on the student work-study affairs, and submit to the Dean monthly reports containing names of students, number of work hours during the semester and the total number of work hours during the whole period of study of the student at the University.

### **Chapter Six: General Provisions**

**Article (20) :** The tuitions of the following courses shall not be covered by the Study Grants:

1. Military Sciences course.
2. Repeated courses.
3. Courses studied from outside the student study plan.

**Article (21) :** A student shall not be permitted to combine two grants simultaneously. In the case where s/he deserves more than one grant, the highest grant shall be awarded to him/her.

**Article (22) :** The Dean of Admission and Registration shall, every semester, announce the lists of names of students who have academically excelled in each major, submit them to the President for approval and to issue the order of disbursement. These lists shall then be submitted to the Director of Financial Affairs for proper action.

**Article (23) :** The Department of Financial Affairs shall, in coordination with the Deanship of Admission and Registration, follow-up on the academic performance of students with grants, prepare lists of names of students who no more deserve the grant, and submit these lists to the Director of Financial Affairs for proper action.

**Article (24) :** The competent Department shall submit yearly reports clarifying the situations of the students benefiting from study grants and work-study opportunities.

**Article (25) :** The President shall be responsible for the implementation of these Regulations.

**Article (26) :** These Regulations shall cancel the “Study Grants and Work-Study Regulations No. (7) of (2009)”.

## REGULATIONS No. (28) of (2015)

### EXCELLENCE IN ARTS GRANTS REGULATIONS AT UNIVERSITY OF PETRA

**Article (1):** These Regulations are titled and shall be cited as the “**Excellence in Arts Grants Regulations at University of Petra of (2015)**”, and shall go into effect as of the date they are approved by the University Council. (\*)

**Article (2) :** Unless the context indicates otherwise, the following terms and expressions, wherever mentioned herein, shall have the hereunder designated meanings :

- University** : University of Petra.  
**President** : University President.  
**Dean** : Dean of Student Affairs.  
**Deanship** : Deanship of Student Affairs.  
**Grant** : The Excellence in Arts Grant at the University.

#### Excellence in Arts Standards and Categories

**Article (3) :** A student shall be considered to excel in the Arts pursuant to the following standards:

**1. Excellence in Arts of First Degree:**

- a. That s/he is a member of a school artistic band at a directorate of the Jordan Ministry of Education. This includes: playing on music instruments, coral, theater acting, performing popular arts, dancing, poetry, and sculpture.
- b. That s/he is a member of an artistic band known in the Kingdom or outside. This includes the artistic skills stipulated in (1-a) of this Article.

---

(\*) In its session No. (4-2014/2015), dated on 28/06/2015

**2. Excellence in Arts of Second Degree:**

That s/he has obtained a certificate of training on plying any musical instrument from any accredited institute inside or outside the Kingdom.

**3. Excellence in Arts of Third Degree:**

- a. That s/he possesses a talent in the skills stipulated in paragraph (1-a) of this Article, has passed an artistic level test, especially designed by the Deanship at the beginning of each year, has proved excellent competency, and has pledged to participate in the activities of the competent Department in the Deanship throughout his/her years of study.
- b. That s/he has participated in University general services for two consecutive years.

**Conditions for Gaining the Grant**

**Article (4) :** In order to be awarded the Grant, a student shall have:

1. Satisfied one of the excellence in arts standards.
2. Passed an artistic level test in the skills s/he excels in.
3. Successfully completed at least one semester of study at the University.

**Conditions for Retaining the Grant**

**Article (5) :** In order to retain the Grant, the student shall :

1. Undertake to practice the artistic activity designated by the Department inside and outside the University.
2. Continue participating in the Departments' activity throughout his/her study years at the University.
3. Have not been convicted with a disciplinary sanction of "warning" notice or higher.
4. Retain a cumulative average not less than (2.00) points.

**Excellence in Arts Incentive Grants**

**Article (6) :** Students satisfying the previous standards and conditions of excellence in arts shall be awarded incentive grants as follows:

1. Students classified under "Excellence in Arts of First Degree" ..... (50%) off tuition.
2. Students classified under "Excellence in Arts of Second Degree" ... (35%) off tuition.

3. Students classified under "Excellence in Arts of Third Degree" ..... (25%) off tuition.

### **Required Official Documents**

**Article (7) :** A student who wishes to apply for the Grant, shall present the following official documents :

1. An excellence in arts certificate, or its equivalent, which is authenticated by the concerned school or institute, pursuant to the type of excellence.
2. A certificate of good conduct issued by the concerned school or institute.

### **General Provisions**

- Article (8) :**
- A. The student applying for the Grant shall pass a personal interview and a practical test in the field of Arts s/he excels in.
  - B. Applications for the Grant are submitted to the Dean, who shall verify that the standards and conditions are met, and present them to the President.
  - C. The maximum number of grants to be awarded in an academic year shall be fifteen grants.
  - D. A student shall not be awarded two grants at the same time. In such a case, the higher in value of the two shall be awarded.
  - E. The cumulative average of (2.00) points may be waived for those who have proved very high competency, on condition that the average is not below (1.9) points.
  - F. The President shall decide upon cases not stipulated in these Regulations.

**Article (9) :** These Regulations shall cancel the “Excellence in Arts Grants No. (24) of (2009)”



## REGULATIONS No. (29) of (2015)

### EXCELLENCE IN SPORTS GRANTS REGULATIONS AT UNIVERSITY OF PETRA

**Article (1):** These Regulations are titled and shall be cited as the “**Excellence in Sports Grants Regulations at University of Petra of (2015)**”, and shall go into effect as of the date they are approved by the University Council. (\*)

**Article (2) :** Unless the context indicates otherwise, the following terms and expressions, wherever mentioned herein, shall have the hereunder designated meanings :

<b>University</b>	: University of Petra.
<b>President</b>	: University President.
<b>Dean</b>	: Dean of Student Affairs.
<b>Deanship</b>	: Deanship of Student Affairs.
<b>Department</b>	: The Department of Sports Activities at the Deanship.
<b>Student</b>	: Any student registered at the University.
<b>Grant</b>	: The Excellence in Sports Grant at the University.

#### Excellence in Sports Standards and Categories

**Article (3) :** A student shall be considered to excel in the Sports pursuant to the following standards:

**1. Excellence in Sports of First Degree:**

- a. That s/he is a player on the national team, and represented Jordan in an olympic, regional or any international particular sport that is acknowledged by one of the Associations of Sport Federations of the Youth Higher Council.

---

(\*) In its session No. (4-2014/2015), dated on 28/06/2015

- b. That s/he is a player on the Jordanian Armed Forces team, or a varsity team for all of the schools in the Kingdom and has represented Jordan in at least one external event.
- 2. Excellence in Sports of Second Degree:**
- a. That s/he is a player on the team of the Premier League clubs or first class clubs in an individual or collective sport supervised by the competent Sport Federation of the Youth Higher Council.
  - b. That s/he is a player on one of the Ministry of Education Governorate teams.
  - c. That s/he is a winner of the Hassan Prize for Youth-the Gold Level, provided that the prize has been obtained while the student is at the University.
- 3. Excellence in Sports of Third Degree:**
- a. That s/he is a player on the team of second or third class clubs in an individual or collective sport supervised by the competent Sport Federation of the Youth Higher Council.
  - b. That s/he is a player on a military or school team, whereby the team must have won the first, second or third position in one of the school championships of the governorates of the Ministry of Education.
  - c. That s/he has become an essential player in a University varsity team and has shown excellent proficiency in a sport after two semesters and upon his/her participation in internal and external University championships.

### **Conditions for Gaining the Grant**

**Article (4) :** In order to be awarded the Grant, a student shall have:

- 1. Satisfied one of the excellence in sports standards.
- 2. Passed an athletic level and physical fitness test, as decided by the deanship, in the skill s/he excels in.

### **Conditions for Retaining the Grant**

**Article (5) :** In order to retain the Grant, the student shall :

- 1. Undertake to practice the athletic activity designated by the Department inside and outside the University.
- 2. Have not been convicted with a disciplinary sanction of “warning” notice or higher.
- 3. Retain a cumulative average not less than (2.00) points.

### **Excellence in Sports Incentive Grants**

**Article (6) :** Students satisfying the previous standards and conditions of excellence in sports shall be awarded incentive grants as follows:

1. Students classified under "Excellence in Sports of First Degree" ..... (50%) off tuition.
2. Students classified under "Excellence in Sports of Second Degree" ... (35%) off tuition.
3. Students classified under "Excellence in Sports of Third Degree" ..... (25%) off tuition.

### **Required Official Documents**

**Article (7) :** A student who wishes to apply for the Grant, shall submit the following official documents :

1. An excellence in sports certificate, or its equivalent, which is authenticated by the competent Sport Federation, Military Sports Federation or the Ministry of Education, pursuant to the type of excellence.
2. A certificate of good conduct issued by the competent sports entity.
3. A copy of a valid University ID card.

### **General Provisions**

- Article (8) :**
- A. The student applying for the Grant shall pass a personal interview and a practical test in the sport s/he excels in.
  - B. Applications for the Grant are submitted to the Dean, who shall verify that the standards and conditions are met, and present them to the President.
  - C. The maximum number of grants to be awarded in an academic year shall be (20) grants.
  - D. A student shall not be awarded two grants at the same time. In such a case, the higher in value of the two shall be awarded.
  - E. The cumulative average of (2.00) points may be waived for those who have proved very high competency, on condition that the average is not below (1.9) points.
  - F. The President shall decide upon cases not stipulated in these Regulations.



**Article (9) :** These Regulations shall cancel the “Excellence in Sports Grants No. (25) of (2009)”

## REGULATIONS No. (30) of (2015)

### GRADUATION COMMENCEMENT REGULATIONS AT UNIVERSITY OF PETRA

**Article (1) :** These Regulations are titled and shall be cited as the “**Graduation Commencement Regulations at University of Petra of (2015)**”, and shall go into effect as of the date they are approved by the University Council.(\*)

**Article (2) :** Unless the context indicates otherwise, the following terms and expressions, wherever mentioned herein, shall have the hereunder designated meanings :

<b>University</b>	: University of Petra.
<b>Committee</b>	: Graduation Committee.
<b>Commencement</b>	: Graduation Commencement.
<b>Procession</b>	: The academic procession.
<b>Protocols</b>	: The protocols of the Commencement.

**Article (3) :** The Graduation Committee shall be formed from the following:

- Dean of Student Affairs : Chairman.
- Dean of Admission and Registration : Member.
- Assistant Dean of Student Affairs : Member.
- Director of Supplies and Purchases : Member.
- Director of Financial Affairs : Member.
- Director of General Services and Maintenance : Member.
- Director of Public and International Relations : Member.
- Supervisor of Student Services : Member.
- Representative of the Public and International Affairs Department : Member.

---

(\* In its session No. (2-2014/2015), dated on 29/01/2015

**Article (4) :** The date of the Commencement shall be determined to be on the earliest date possible after endorsement of graduate’s rosters by the Council of Deans.

**Article (5) :** The Committee shall suggest the days and dates of the Commencement according to the number of students expected to graduate, and such a suggestion shall be endorsed by the Council of Deans.

**Article (6) :** The location of the Commencement shall be:

- In the sports complex in winter.
- At the green field in summer.

**Article (7) :** The protocol of the Commencement shall be as follows:

**Graduation Commencement Protocol**

**Class No. ... For Semester/Year .... For students of (Faculties of: Architecture and Design, Administrative and Financial Sciences, Information Technology, Law and Media and Communication).**

- The procession shall take off at the determined time without any delay.

**Graduation Commencement Protocol For Class (.....)**

<b>First : Commencement Inauguration</b>	
<b>Introducer:</b>	Welcoming the attendees, announcing the movement of the procession and welcoming them. Asking all to kindly stand up until the procession arrives. <ul style="list-style-type: none"> <li>- The Royal Anthem</li> <li>- In the name of God, the Mercy, the Merciful.</li> <li>- Reciting verse from the Holy Quran.</li> </ul>
<b>Second: The University Anthem</b>	
<b>Introducer:</b>	University President, Respectful Attendees: <ul style="list-style-type: none"> <li>- The University Anthem chanted by University Coral.</li> </ul>
<b>Third: The Graduates’ Address</b>	
<b>Introducer:</b>	University President, Respectful Attendees: <ul style="list-style-type: none"> <li>- The Graduates’ Address presented by (...), (in about 3 minutes).</li> </ul>

	- (The student takes the floor and presents his/her address).
--	---

<b>Fourth: The President's Address</b>	
<b>Introducer:</b>	Respectful Attendees: The University address presented by the University President. - (The President takes the floor and presents his/her address (in about five minutes).

<b>Fifth: Mawtinee Anthem</b>	
<b>Introducer:</b>	University President, Respectful Attendees: - (Mawtinee Anthem chanted by University Coral and by all attendees).

<b>Sixth: Permission To Launch the Commencement</b>	
<b>Introducer:</b>	Dean of Student Affairs: (The Dean takes the floor).

<b>Dean of Student Affairs:</b>	University President: This is a new class of University of Petra graduates. In the name of God, I request your permission to launch the graduation Commencement protocol for the graduating class No. (...) for the (...) semester of the (.../ ...) academic year.
---------------------------------	--

<b>Seventh: Graduating Students of the Faculty of Architecture and Design</b>	
<b>Introducer:</b>	Dean, Faculty of Architecture and Design: (The Dean takes the floor addressing the student of the Faculty)
<b>Dean, Faculty of Architecture and Design:</b>	- Faculty of Architecture and Design Students: Stand up please  - University President: The following students of the Faculty of Architecture and Design have completed all requirements to earn the Bachelor Degree in (...) semester of the (.../...) academic year, and in accordance with the Jordanian Universities Law, the Faculty Council has recommended awarding them the degree, and the Council of Deans has so decided.

	<p>I request you to please confer them their certificates.</p> <p>(As the introducer starts his/her address, the graduating students of the Faculty start marching to the platform to be ready to receive their certificates).</p>
<b>Introducer:</b>	<p>Starts reading the names of students graduating from the Faculty of Architecture and Design in the semester (...) of the academic year (.../...).</p> <p style="text-align: center;"><b>Department of Architecture</b> (Names are read)</p> <p style="text-align: center;"><b>Department of Interior Design</b> (Names are read)</p> <p style="text-align: center;"><b>Department of Graphic Design</b> (Names are read)</p>

<b>Eighth: Graduating Students of the Faculty of Administrative and Financial Sciences</b>	
<b>Dean, Faculty of Administrative and Financial Sciences:</b>	<p>(The same protocol shall be followed as above for the students graduating from the Faculty of Administrative and Financial Sciences)</p> <p>(The same address as above expect for Faculty of Administrative and Financial Sciences, and (... To earn the Master Degree .....</p> <p><b>Master Degree in:</b></p> <p style="text-align: center;"><b>Business Administration</b> (Names are read)</p> <p style="text-align: center;"><b>Marketing</b> (Names are read)</p>
<b>Dean, Faculty of Administrative and Financial Sciences:</b>	<p>(The same address as above except for (...Faculty of Administrative and Financial Sciences,...))</p> <p style="text-align: center;"><b>Department of Business Administration</b> (Names are read)</p> <p style="text-align: center;"><b>Department of Financial Sciences and Banking</b> (Names are read)</p> <p style="text-align: center;"><b>Department of Accounting</b> (Names are read)</p> <p style="text-align: center;"><b>Department of Management Information Systems</b> (Names are read)</p>

	<p style="text-align: center;"><b>Department of Marketing</b> (Names are read)</p> <p style="text-align: center;"><b>Department of E- Business and Commerce</b> (Names are read)</p>
--	--

<b>Ninth: Graduating Students of the Faculty of Arts and Sciences</b>
---

(The same protocol shall be followed for the students graduating from the Faculty of Arts and Sciences)	
---	--

<b>Dean, Faculty of Arts and Sciences</b>	<p>(The same address as above, except for (...Faculty of Arts and Sciences ...) and (... to earn the Master Degree ...))</p> <p><b>Master Degree in:</b></p> <p style="text-align: center;"><b>Arabic Language and Literature</b> (Names are read)</p> <p style="text-align: center;"><b>English Language/ Translation</b> (Names are read)</p>
---	---

<b>Dean, Faculty of Arts and Sciences</b>	<p>(The same address as above except for (...Faculty of Arts and Sciences,...))</p> <p style="text-align: center;"><b>Department of Chemistry</b> (Names are read)</p> <p style="text-align: center;"><b>Department of Arabic Language and Literature</b> (Names are read)</p> <p><b>Department of English Language:</b></p> <ul style="list-style-type: none"> <li>- <b>English Language and Literature</b> (Names are read)</li> <li>- <b>English Language and Translation</b> (Names are read)</li> </ul> <p><b>Department of Educational Sciences</b></p> <ul style="list-style-type: none"> <li>- <b>Child Education</b> (Names are read)</li> <li>- <b>Class Teacher</b> (Names are read)</li> </ul> <p style="text-align: center;"><b>Department of French and English Language and Literature</b> (Names are read)</p>
---	--

<b>Tenth: Graduating Students of the Faculty of Information Technology</b>
--

<b>Dean, Faculty of Information Technology</b>	<p>(The same address as above except for (...Faculty of Information Technology...))</p> <p style="text-align: center;"><b>Department of Computer Science</b> (Names are read)</p>
--	---

	<p><b>Department of Computer Information Systems</b> (Names are read)</p> <p><b>Department of Software Engineering</b> (Names are read)</p> <p><b>Department of Computer Networks</b> (Names are read)</p>
--	--

<b>Eleventh: Graduating Students of the Faculty of Pharmacy and Medical Sciences</b>	
(The same protocol shall be followed for the students graduating from the Faculty of Pharmacy and Medical Sciences)	
<b>Dean, Faculty of Pharmacy and Medical Sciences</b>	In addition to the above procedures, the Dean asks the students of this Faculty to repeat after him/her the “Pharmacy Profession Oath”: (I swear to God to practice my profession with truthfulness, loyalty and honesty, to prepare and dispense medicines in accordance with the adopted and prevailing pharmaceutical rules, and respect the secrets of the profession, in witness of God).
<b>Dean, Faculty of Pharmacy and Medical Sciences</b>	(The same address as above except for (...Faculty of Pharmacy and Medical Sciences...) and (... to earn the Master Degree ..))  <b>Master Degree in :</b> <b>Pharmacy</b> (Names are read)
<b>Dean, Faculty of Pharmacy and Medical Sciences</b>	(The same address as above except for (...Faculty of Pharmacy and Medical Sciences...))  <b>Department of Clinical Nutrition and Dietetics</b> (Names are read) <b>Department of Pharmacy</b> (Names are read)

<b>Twelfth: Graduating Students of the Faculty of Law</b>	
(The same protocol shall be followed for the students graduating from the Faculty of Law)	
<b>Dean, Faculty of Law</b>	(The same address as above except for (...Faculty of Law...))  <b>Faculty of Law</b> (Names are read)

<b>Thirteenth: Graduating Students of the Faculty of Media and Communication</b>	
(The same protocol shall be followed for the students graduating from the Faculty of Media and Communication).	
<b>Dean, Faculty of Media and Communication</b>	In addition to the above procedures, the Dean asks the students of this Faculty to repeat after him/her the “Journalism and Media Oath”: (I swear to God to practice my profession with honesty, credibility and objectivity, respect the dignity and holiness of the word and comply with the Constitution provisions and bylaws, in witness of God).
<b>Dean, Faculty of Media and Communication</b>	(The same address as above except for (...Faculty of Media and Communication Sciences...) and (... to earn the Master Degree ...))  <b>Master Degree in :</b> <b>Journalism and Media</b> (Names are read)
<b>Dean, Faculty of Media and Communication</b>	(The same address as above except for (...Faculty of Media and Communication Sciences...))  <b>Department of Journalism and Media</b> (Names are read)

<b>Fourteenth</b>	
<b>Introducer</b>	Respectful Attendees: Now, the distinction awards. (- The President and the Dean of Student Affairs start distributing appreciation awards to the top ranked students in each major).

<b>Fifteenth</b>	
<b>Introducer</b>	Now, other distinction awards shall be distributed: Distinguished Teacher, Distinguished Researcher, Distinguished Employee and Distinguished Student.

<b>Sixteenth</b>	
<b>Introducer</b>	Now, a memorial gift from the graduates shall be awarded to the President.



Seventeenth: Closing the Commencement	
<b>Introducer</b>	<p>(Takes the floor and recites some verses of the University Anthem).</p> <p>Respectful Attendees:</p> <p>The University family is thankful for your participation in this Commencement, congratulates graduates and their families, and wish them success and prosperity in their lives.</p> <p>I request each of you to stay in your seats until the graduation procession exits.</p> <ul style="list-style-type: none"> <li>- Royal Anthem</li> <li>- The Academic Procession departs the location</li> </ul>

### **Organizational Procedures for the Commencement**

**Article (8) :** Each Department in a Faculty shall, in addition to its Chairman, determine the faculty members who shall participate in the graduation Commencement according to the capacity of the platform, and submit the names to the President’s Office in order to prepare for the academic procession.

**Article (9) :** Guests Reception:

- The reception committee shall welcome the guests, and accompany the procession. The committee shall be formed from the following:
  - The Director and the employees of the Department of Public and International Affairs.
  - Student ushers.
- The processions shall be escorted by two female student ushers.

**Article (10) :**

- A.** Faculty members shall assemble before the time of the Commencement in the Deanship of Student Affairs for the graduation of the first semester.
- B.** Faculty members shall assemble before the time of the Commencement in the University Club for the graduation of the second semester and the summer session.

**Article (11) :** Members of the University Board of Trustees shall assemble before the time of the Commencement in Marwan Dahleh Hall at the Library.

**Article (12) :** The procession shall be arranged as follows:

- Right Wing: starts with the Chairman and the members of the University Board, followed by part of the participating faculty members according to academic rank.
- Left Wing: starts with University President, Vice-President, and Deans, followed by the rest of the participating faculty members according to academic rank.

**Article (13) :** Faculty members shall wear the graduation gowns, stoles and caps for Ph.D. holders.

**Article (14) :** Barriers to separate student's, VIP's and other guests' seats are placed under the supervision of the Security Personnel.

**Article (15) :** The Supplies Department shall ensure the goodness of the gowns, fasteners and stoles two months ahead of the date of the Commencement. Students' graduation gowns shall be drycleaned and stored after each Commencement. The Department shall supply the required gowns to new faculty members and students.

**Article (16) :** The Department of Public and International Affairs shall prepare invitation cards (VIP and regular), secure the President's endorsement, have the cards printed two weeks before the date of the Commencement, distribute the VIP cards one week before the date of the Commencement and distribute student's cards on the rehearsal day.

**Article (17) :** Diplomas and the Year Book shall be disbursed to graduating students who have paid the fees during the graduation Commencement.

**Article (18) :** The Graduation Committee shall prepare the graduation booklet for each Commencement, in which the Commencement protocols, University Anthem, Mawtinee Anthem and the names of the graduating students are stipulated.

**Article (19) :** Addresses at the beginning of the Commencement: (the graduates' and the President's addresses) shall last for about five minutes each.

**Article (20) :** The capacity of the green field is (2000) seats allocated for families of graduating students and guests. The capacity of the sports complex hall is (617) fixed seats and (1500) rented seats.

**Article (21) :** Flags of countries of the graduating students shall be placed on the poles of the platform.



## **D. Centers and Units Regulations**



## REGULATIONS No. (31) of (2016)

### QUALITY ASSURANCE, PLANING AND PERFORMANCE MANAGEMENT UNIT REGULATIONS AT UNIVERSITY OF PETRA

**Article (1) :** These Regulations are titled and shall be cited as the “**Quality Assurance, Planning and Performance Management Unit Regulations at University of Petra of (2016)**”, and shall go into effect as of the date they are approved by the University Council. (\*)

**Article (2) :** Unless the context indicates otherwise, the following terms and expressions, wherever mentioned herein, shall have the hereunder designated meanings :

<b>University</b>	: University of Petra
<b>President</b>	: University President.
<b>Council</b>	: The Accreditation and Quality Assurance Council.
<b>Faculty</b>	: A Faculty at the University.
<b>Dean</b>	: Dean of a Faculty, Dean of Admission and Registration or Dean of Student Affairs.
<b>Unit</b>	: The Quality Assurance, Planning and Performance Management Unit at the University.
<b>Administrative Unit</b>	: A Department, Center or Unit at the University.
<b>Unit Representatives</b>	: The Units’ representatives at Faculties and Administrative Units at the University.

**Article (3) :** The Quality Assurance, Planning and Performance Management Unit shall be founded at the University to realize the following goals:

---

(\*) In its session No. (4-2015/2016), dated on 07/02/2016

1. Managing, supporting and coordinating quality assurance procedures and ensuring adherence of University units to improving quality through the implementation of the local and international criteria adopted by the University.
2. Managing strategic planning procedures and linking them with quality.
3. Assessing short term and strategic University performance.
4. Executing studies and internal research to support administrative decisions.
5. Assisting in the prevalence of the culture of quality assurance, planning and performance management at the University and its importance, and following-up its development.

- Article (4) :**
- A. The President shall appoint the “Director “of the Unit, who shall be responsible for managing the day-to-day affairs of the Unit and shall work on the execution of the work plans adopted by the Council.
  - B. The Council shall supervise the work of the Unit.
  - C. The Council shall, upon a call from its Chairman, assemble at least once in a month. The Director shall act as the Councils’ secretary.

- Article (5) :** The following offices shall be established in the Unit:
1. Quality Assurance and Accreditation Management Office.
  2. Strategic Planning and Following-up Office.
  3. Performance Management Office.
  4. Internal Research Office.

- Article (6) :** The Council shall assume the following powers and duties:
1. Placing the general policies of the Unit.
  2. Adopting the annual work plan of the Unit and submitting it to the President for approval.
  3. Executing the administrative reviews for the quality assurance system at the University.
  4. Facilitating the functions of the Unit at the University through support, coordination and follow-up with Faculties and other administrative units.
  5. Any other missions referred to it from the Director.
  6. Recommending to the President the granting of the “Quality Assurance Award”.
  7. Implementing quality and accreditation criteria and the University strategic plan.

**Article (7) :** The Director shall assume the following powers and duties:

1. Managing quality management programs systems at the University.
2. Collaborating with outside competent entities, with which the University has ties, regarding quality and accreditation management (such as: local and international accreditation commissions/ ISO, ...).
3. Supervising strategic planning operations and activities at the University
4. Supervising performance assessment programs and activities at the University
5. Supervising internal research related to the functions of the Unit activities at the University
6. Supervising the programs of awareness of quality, planning and assessment activities at the University

**Article (8) :** The Quality Assurance and Accreditation Management Office shall undertake the following tasks:

1. Following-up on the developments of local and international quality programs and systems and recommending the suitable ones to the University.
2. Placing the Faculties' quality assurance committees work plans and following their implementation by the representatives.
3. Assisting in the prevalence of awareness in quality management programs and culture.
4. Executing various quality management activities (internal auditing, adopting procedures, ....) in the Faculties and Units.
5. Coordinating with the various Deans and Unit Directors to ensure the realization of the Office goals.
6. Coordinating with local and international accreditation quality assurance commissions.
7. Ensuring the implementation of quality concepts at the University.
8. Preparing for external auditing operations.

**Article (9) :** The Strategic Planning and Following-up Office shall undertake the following tasks:

1. Preparing the preliminary studies to construct the strategic plan for the University.
2. Following-up the structuring of the strategic plan according to University instructions.
3. Following-up the structuring of Faculties' and Units' work plans and budgets.



4. Following-up the implementation of Faculties and Units annual work plans.
5. Assessing the work plans and the progress of implementing them.

**Article (10) :** The Performance Management Office shall undertake the following tasks:

1. Assessing the extent of realizing the University goals at all levels.
2. Ensuring the efficiency of the various academic and administrative programs and activities at the University, and their contribution in realizing the University goals.
3. Supervising the performance assessment programs (BSC).

**Article (11) :** The Internal Research Office shall undertake the following tasks:

1. Conducting statistical studies needed by the Unit.
2. Preparing the studies and practical research executed by the Unit.

**Article (12) :** The Unit may, upon approval of the President, solicit the services of individuals from inside or outside the University to utilize their expertise. (Reviews of self-evaluation reports, criteria coordinators, quality consultant, ...)

**Article (13) :** The University shall allocate the financial resources for the Unit in its annual budget.

**Article (14) :** Financial remunerations shall be disbursed to those who render services and consultations to the Unit.

**Article (15) :** An award called “Petra Quality Award” shall be established according to special regulations for this purpose. The Award shall be granted, upon recommendation from the Council and after executing internal auditing, to Faculties, Departments, Units or individuals whose contributions to achieving the University quality requirements have been distinguished.

**Article (16) :** All Unit’s administrative and financial affairs that are not stipulated in these Regulations, shall be subjected to University bylaws and regulations in force.

**Article (17) :** Faculty Deans and Heads of Administrative Units shall be responsible for the implementation of quality programs, plans

preparation and measurement in their Faculties, Centers or Units.

**Article (18) :** As the function of the Unit completely relies on the activities and data presented by the Faculties and Units at the University, the Deans of Faculties and Directors of Units shall be responsible for providing the data and information needed by the Unit.

**Article (19) :** In addition to their jobs, representatives of quality, planning and performance management in the various Faculties and Units of the University shall be assigned in order to facilitate the functions of the Unit.

**Article (20) :** The Director shall be responsible for the implementation of these Regulations.

**Article (21) :** These Regulations shall cancel the “Quality Assurance, Planning and Performance Management Unit No. (23) of (2009)”.



## REGULATIONS No. (32) of (2015)

### UNIVERSITY LIBRARY GENERAL SERVICES REGULATIONS AT UNIVERSITY OF PETRA

**Article (1) :** These Regulations are titled and shall be cited as the “**University Library General Services Regulations at University of Petra of (2015)**”, and shall go into effect as of the date they are approved by the University Council. (\*)

**Article (2) :** Unless the context indicates otherwise, the following terms and expressions, wherever mentioned herein, shall have the hereunder designated meanings :

<b>University</b>	: University of Petra
<b>President</b>	: University President.
<b>Board</b>	: University Board of Trustees
<b>Dean</b>	: A Faculty Dean at the University.
<b>Director</b>	: The Director of the Library
<b>Department</b>	: An academic Department at the University.
<b>Library Committee</b>	: The Committee formed, at the beginning every year, by the Council of Deans representing all University Faculties.
<b>Library Materials</b>	: Books, references, periodicals, documents, manuscripts, films, microfilms, maps, university theses, CD's , cassettes, softwares, databases, and other sources of information needed for the Library purposes.
<b>Patron</b>	: University faculty members, students, employees, and any individual or institution entitled to borrow library materials.

**Article (3) :** The Library shall assume the following responsibilities and duties:

---

(\*) In its session No. (1-2015/2016), dated on 27/10/2015

1. Furnishing the Library with library materials needed by the University, receiving, processing, classifying, binding, maintaining, lending, dedicating and exchanging them pursuant to these Regulations.
2. Communicating with library materials suppliers, such as publishers, distributors and bookshops inside and outside the Kingdom, and providing the available information to the competent entities at the University.
3. Placing purchase orders of library materials, which shall include complete technical specifications of these materials.

**Article (4) :** Faculty members shall request purchasing library materials by completing forms designed for this purpose.

**Article (5) :** The Library shall ensure the supply of library materials only after ensuring their unavailability, according to the following responsibilities:

1. Purchase order(s) not exceeding (200) JOD per semester, shall be signed the competent Department Head.
2. Purchase order(s) not exceeding (400) JOD per semester, shall be signed by the competent Faculty Dean.
3. Purchases exceeding the amount in (2) above, shall be signed by the Faculty Dean and submitted to the President.
4. In all cases, purchase orders shall be approved by the President.

**Article (6) :** The Director may purchase a maximum of three books which are authored by University staff members, or by Jordanian authors, for dedication and exchange purposes.

**Article (7) :** Subscription to and supply of sufficient issues of periodicals shall be incurred based upon a request of the Dean in coordination with the Committee and approval of the President upon recommendation of the Library Director.

**Article (8) :** Articles published in periodicals not available at the Library may be photocopied pursuant to basis approved by the University.

- Article (9) :**
- A. A University faculty member or full-time lecturer, may check out a maximum of (15) books for a period of one semester, the circulation period of which ends with the end of the semester.
  - B. A previous faculty member of the University may check out a maximum of (10) books for a period of one semester against a refundable deposit of (100) JOD.

- Article (10) :** A University staff member may check out a maximum of (5) books for a period of one month.
- Article (11) :** An undergraduate student may check out a maximum of (3) books for a period of two weeks. A graduate student may check out (10) books maximum for a period of one month.
- Article (12) :** The Director may permit a student to check out more than (3) books, if s/he presents sufficient reasons for this need.
- Article (13) :** References, current issues of periodicals and special volumes such as rare books, manuscripts, documents, and other non-paper materials such as films, CD's , cassettes, maps, .. shall not be checked out from the Library.
- Article (14) :**
- A.** Lending books to faculty members, lecturers and staff shall be incurred upon presentation of a special card designed for this purpose.
  - B.** Lending books to students shall be incurred upon presentation of a special ID card designed for this purpose. The card shall not be used by any other patron.
- Article (15) :** A book may not be checked out if it is requested by another patron. In this case lending shall be by priority. Patrons who have books, the circulation period of which has ended, shall not be permitted to check out any new book.
- Article (16) :** The Director may cut short the circulation period of or deny lending any book if s/he deems necessary to be placed on reserve shelf.
- Article (17) :** Books shall be placed on the reserve shelf at the request of faculty members or as an initiative by the Library which organizes their utilization during working hours.
- Article (18) :** Books which are placed on the reserve shelf shall only be checked out overnight. The Library organizes their utilization during working hours.
- Article (19) :** Overnight circulation begins (15) minutes before the end of the Library's official working hours, and ends (30) minutes after the beginning of the working hours of the next work day.
- Article (20) :** A patron who fails to return a book to the library by the deadline of its circulation, which is recorded on the book's last page, shall be fined (250) fills per day for every day it is overdue.

- Article (21) :** If a patron loses or damages any library material, s/he shall provide the Library with an original substitute material, or s/he shall be fined two times the value of that material as determined by the Director, in addition to binding and processing costs.
- Article (22) :** If a patron loses one volume of a multi-volume source, s/he shall be fined with the current market price of that volume, in addition to binding costs. In case the lost volume cannot be purchased alone, the patron shall be fined with the current market price of the full set, in addition to binding costs and delay fines.
- Article (23) :** If a patron damages any library material on purpose, s/he shall provide the Library with an original substitute material, or s/he shall be fined five times the value of the material, in addition to binding costs.
- Article (24) :** If a student refuses to return or purposely damages a checked out material, s/he shall be referred to the Dean of Student Affairs to place the appropriate disciplinary action against him/her, in addition to fining him/her in accordance with these Regulations.
- Article (25) :**
- A.** The Library may lend a maximum of (5) books for a period of three weeks to public and official institutions, pursuant to a special form prepared by the Library, upon their request. These books shall be delivered to a representative of the institution, upon paying a (25) JOD refundable deposit.
  - B.** The Library may lend a maximum of (3) books for a period of three weeks to individuals from outside the University, pursuant to a special form prepared by the Library, upon paying a (25) JOD refundable deposit and a (5) JOD yearly subscription fee.
- Article (26) :** University graduates are entitled to utilize the Library services against (25) JOD refundable deposit and a (5) JOD subscription fee.
- Article (27) :**
- A.** The competent University authorities shall not sign clearance forms for any staff member or student parting the University before securing clearance from the Library.
  - B.** Any student shall not be permitted to register in a semester unless s/he obtains clearance from the Library.
- Article (28) :** Lending to and borrowing from the University Library and other official universities and research institutions shall take place upon special agreements with them.

**Article (29) :** A patron shall not get clearance until s/he returns all library materials s/he has borrowed.

**Article (30) :** Library books may be dedicated pursuant o the following responsibilities:

1. The President may, upon recommendation of the Director, dedicate one copy of each of not more than (25) books of different titles to a single competent, on condition that the value of the dedicated items at one time is not more than (50) JOD, and the total value of dedicated items per year is not more than (200) JOD.
2. If the number of books of different titles to be dedicated to a single competent exceeds (25) books, the approval of the Board shall be solicited.

**Article (31) :**

- A. The Library shall establish a book exchange program with similar competent libraries and institutions.
- B. Books for this exchange program shall be checked out upon official permissions of the Director.
- C. A program for exchange of periodicals issued by the University or periodicals of more than one copy with other universities and institutions shall be established.

**Article (32) :**

- A. Non repairable library materials shall be destroyed and their restrictions shall be deleted from the Library by:
  1. A decision of the President upon written recommendation of a committee formed by him/her, and composed of the Director as head and two library employees, if the original value of the materials to be destroyed does not exceeds (250) JOD.
  2. A decision of the Board, upon written recommendation of a committee formed by it, if the original value of the materials to be destroyed exceeds (250) JOD.
- B. Impairment process shall be supervised by a committee of three University staff members formed by the President.

**Article (33) :** The Library shall provide information services and bibliographical searches electronically through databases or the Internet according to the following tariffs:

1. Extracting a printed page from any non-database source at (50) fills for University staff and students and (100) fills for others.



2. Providing students with articles published in electronic periodicals for a total of (150) pages per semester free of charge.
3. Photocopying from a book, taking into consideration adherence to publisher's rights, at (25) fills per page.

**Article (34) :** These Regulations shall cancel the “University Library General Services Regulations No. (13) of (2009)”.

## **ANNEX**

### **Procedures for Securing Textbooks:**

In order to secure textbooks for courses which require so in the University Library and in the on-campus bookshop, the following procedures shall be adopted :

1. The Department Council shall accredit the latest addition of the textbook for a course, provided that this edition has been published not before than three years from the accreditation date.
2. Heads of Departments shall submit lists of textbooks, publishers and the expected number of students to take the course in the following academic year to the competent Faculty Dean before the end of the second semester of the current academic year.
3. The Dean shall submit these lists to the bookshop two months before the commencement of the semester in order to secure the appropriate number of textbooks needed.
4. The Dean shall also request the Director of the Library to secure at least five copies of each textbook, put them on the shelf and not permit them to be checked out.
5. At the beginning of each academic year, competent instructors shall announce the list of textbooks required for courses they teach.

## REGULATIONS No. (33) of (2016)

### PHARMACEUTICAL STUDIES CENTER REGULATIONS AT UNIVERSITY OF PETRA

**Article (1) :** These Regulations are titled and shall be cited as the “**Pharmaceutical Studies Center Regulations at University of Petra of (2016)**”, and shall go into effect as of the date they are approved by the University Council. (\*)

**Article (2) :** Unless the context indicates otherwise, the following terms and expressions, wherever mentioned herein, shall have the hereunder designated meanings :

**University** : University of Petra.  
**President** : University President.  
**Center** : The Pharmaceutical Studies Center at the University.  
**Council** : The Council of the Center.  
**Director** : The Director of the Center.  
**Services** : Pharmaceutical studies, consultations, training courses, workshops and other services of related nature, such as: lab. analyses and examinations, and technical pharmaceutical services requested to be rendered by the Center.

**Article (3) :** The Center shall be considered one of the University units, and reports administratively to the President or to his/her delegate.

**Article (4) :** The Center aims at encouraging research and studies in pharmaceutical sciences and offering consultations in these sciences through the following:

1. Performing pre-clinical efficacy studies on humans and animals.
2. Performing toxicity studies.
3. Executing synthesis of organic medicinal compounds studies.

---

(\*) In its session No. (4-2015/2016), dated on 07/02/2016

4. Developing stability indicating methods of analysis for different pharmaceutical products.
5. Performing training on pharmaceutical technologies, research methodologies and results analysis.
6. Holding custom-based workshops on pharmaceutical sciences.
7. Providing graduate students with training in pharmaceutical sciences.
8. Performing scientific studies in pharmaceutical sciences and drug design and development.
9. Securing opportunities for supporting research projects of faculty members.
10. Performing pre-clinical studies on the efficiency of drugs including studies in clinical pharmacology and care.
11. Establishing a unit in the Center under the title “Drug Information and Toxicants”, which shall render its services to the community.

- Article (5) :**
- A. The Center shall have a council called “The Council of the Center”, which is comprised from six members appointed by the President upon consultation with the Council of Deans and the Faculty of Pharmacy and Medical Sciences Council for two renewable years, and one of them shall be appointed by the President as Chairman of the Council.
  - B. The President shall appoint the Director of the Center from among the members of the Council. The Director shall be responsible for managing the affairs of the Center.

- Article (6) :** The Council of the Center shall assume the following powers and responsibilities:
1. Placing the general policies work plans and programs of the Center.
  2. Adopting the annual work plan of the Center and submitting it to the Faculty Council and to the Council of Deans for approval.
  3. Working on securing financial resources for the Center.
  4. Building relations with public and private entities inside and outside the Kingdom and with other centers of similar scope of work outside.
  5. Discussing contracts and agreements made by the Center with other entities, submitting them to the Faculty Council, and recommending them to the President for approval.

6. Adopting the annual budget of the Center, and submitting it to the President together with the annual report and other reports about the activities of the Center.
7. Any other missions related to the functions of the Center.

**Article (7) :** The Director of the Center shall assume the following powers and duties:

1. Managing the administrative and financial affairs of the Center and supervising its employees.
2. Preparing the annual draft budget and submitting it to the Council.
3. Proposing the Center's work plans and submitting them to the Council.
4. Preparing the annual report about the Center activities and submitting it to the Council.
5. Establishing links and communications inside or outside the University to support the functions of the Center.
6. Submitting suggestions to develop the Center's activities in compliance with its goals.
7. Executing the Council's decisions thereof.
8. Any other missions assigned to him/her by the President or by the Council.

**Article (8) :** Faculty members, lecturers and individuals from outside the University shall, by a President decision and upon recommendation of the Director, be assigned to execute a training course, consultation, study, or technical service in the Center. The decision shall include: the nature of assignment and the financial remuneration required, on condition that the immediate Head is notified.

**Article (9) :** Costs of executing training courses, such as: advertisements, stationary, maintenance, bags, and meals shall be paid by the Center.

**Article (10) :** Net income from studies, workshops and consultations conducted by parties from outside the University, shall be distributed as follows:

1. (25%) for the University, to cover expenses of devices and machines. This amount shall be deposited in University account.
2. (25%) for the Center.
3. (50%) for the team assigned to perform the study or consultation.

- Article (11) :** Net Income from studies, workshops or consultations conducted by University staff members shall be distributed as follows:
1. (10%) for the University.
  2. (25%) for the Center.
  3. (65%) for the team assigned to perform the study or consultation, on condition that this percentage covers all expenses incurred.
- Article (12) :** Subscription fees of training courses are collected from participants, the course account shall be closed after the execution of the course and the Department of Financial Affairs shall be responsible for the bookkeeping of the course account according to the adopted rules.
- Article (13) :** A special account, carrying the name of the Center shall be opened for the purpose of depositing income and withdrawing expenses. The Director of the Center and the Director of Financial Affairs shall both be responsible for this account.
- Article (14) :** Financial remunerations deserved by the team of work shall be paid after the execution of the assigned work and after their accounts have been submitted to the President.
- Article (15) :** The President shall decide upon cases not stipulated in the provisions of these Regulations.
- Article (16) :** The Chairman of the Council and the Director shall both be responsible for the implementation of these Regulations.
- Article (17) :** These Regulations shall cancel the “Pharmaceutical Studies Center Regulations at University of Petra No. (40) of (2011)”.

## REGULATIONS No. (34) of (2016)

### E-LEARNING CENTER REGULATIONS AT UNIVERSITY OF PETRA

**Article (1) :** These Regulations are titled and shall be cited as the “**E-Learning Center Regulations at University of Petra of (2016)**”, and shall go into effect as of the date they are approved by the University Council. (\*)

**Article (2) :** Unless the context indicates otherwise, the following terms and expressions, wherever mentioned herein, shall have the hereunder designated meanings :

**University** : University of Petra.  
**President** : University President.  
**Center** : The E-Learning Center at the University.  
**Council** : The Council of the Center.  
**Director** : The Director of the Center.  
**Services** : Facilitating e-learning services and solutions including learning assessment systems, production of electronic learning materials and distance learning.

**Article (3) :** The Center shall be considered one of the University units and reports administratively to the President, or to his/her delegate.

**Article (4) :** The Center aims at realizing the University goals of developing teaching methodologies utilizing new technologies and enhancing the efficiency of teaching and learning at the University. The Center shall, upon utilizing the human and financial resources available to it, achieve the above goal through the following:

1. Setting systems for online assessment of courses and online placement exams in Arabic, English and Computer Skills.
2. Producing all excellent quality courses and linking them with the University e-learning and e-registration systems.
3. Utilizing the newly developed systems for distance learning.

---

(\*) In its session No. (4-2015/2016), dated on 07/02/2016

4. Training University faculty members and employees on implementing and applying e-learning methodologies.

**Article (5) :** The Center shall have a council called “The Council of Center”, which is comprised from six members appointed by the President upon consultation with the Council of Deans, for two renewable years, and one of them shall be appointed by the President as Chairman of the Council.

**Article (6) :** The Council of the Center shall assume the following powers and duties:

1. Adopting the annual work plan of the Center.
2. Placing the general policies of the Center.
3. Providing support for the Center and further developing it.
4. Discussing the annual draft budget for the Center, and submitting it to the President for approval.
5. Approving the Center’s annual report and any other related reports.
6. Assessing the teaching and learning services and materials provided by the Center.

**Article (7) :** The Center shall have a “Director”, who shall be appointed by a President decision. The Director’s terms of office is terminated upon his/her resignation or replacement. The Director shall undertake the powers of a unit manager according to University bylaws and regulations and shall be responsible for managing the affairs of the Center for the purpose of ensuring the proper functioning of the Center. Additionally, the following tasks shall be entrusted to him/her:

1. Suggesting the Center’s work plans and programs.
2. Preparing the Center’s budget and presenting it to the Council for discussion.
3. Coordinating with the Deans, Heads of Departments and Directors of other centers at the University in order to produce e-learning materials and execute training on electronic exams and questionnaires.
4. Direct supervision of the Center’s activities and directing its works.
5. Preparing the annual report about the Center activities and submitting it to the Chairman of the Council.
6. Releasing brochures of the Center’s works and activities.
7. Any other missions assigned to him/her by the President.

**Article (8) :** Employment at the Center shall be in accordance with the University bylaws and regulations.

- Article (9) :** Services stipulated in these Regulations shall be rendered through the Center. Services offered by any entity at the University may be accepted upon the approval of the Council of Deans.
- Article (10) :** The Center may, upon President approval, offer its services to beneficiaries outside the University against financial remuneration agreed upon through a contract made between the University and the beneficiary.
- Article (11) :** The financial resources of the Center consist of:
1. The income from the contracted outside beneficiaries.
  2. Annual subsidy allocated for the Center in the University budget.
  3. Donations, gifts and income from any form of resources that comply with the Center's goals.
- Article (12) :** Financial remunerations for the Center's employees and the assigned consultants shall, upon recommendation of the Director and President decision, be disbursed after the mission is executed or according to special agreements with them.
- Article (13) :** A cash advance shall be disbursed by the Director of Financial Affairs in the name of the Director or his/her delegate to cover the Center's activities and shall be settled according to adopted rules.
- Article (14) :** Financial procedures and regulations in force at the University shall be implemented.
- Article (15) :** The President shall decide upon cases not stipulated in the provisions of these Regulations.
- Article (16) :** The Chairman of the Council and the Director shall both be responsible for the implementation of these Regulations.
- Article (17) :** These Regulations shall cancel the "E-Learning Center Regulations at University of Peter No. (36) of (2011)".





## **REGULATIONS No. (35) of (2016)**

### **INNOVATION AND ENTREPRENEURSHIP CENTER REGULATIONS AT UNIVERSITY OF PETRA**

**Article (1) :** These Regulations are titled and shall be cited as the “**Innovation and Entrepreneurship Center Regulations at University of Petra of (2016)**”, and shall go into effect as of the date they are approved by the University Council. (\*)

**Article (2) :** Unless the context indicates otherwise, the following terms and expressions, wherever mentioned herein, shall have the hereunder designated meanings :

**University** : University of Petra.  
**President** : University President.  
**Center** : The Innovation and Entrepreneurship Center at the University.  
**Council** : The Council of the Center.  
**Director** : The Director of the Center.

**Article (3) :** Services rendered by the Center are :

1. Endorsing faculty members’ and students’ projects which can be converted to new enterprises and assisting them in the processes of intellectual property rights and patents registration.
2. Assisting students in preparing business plans and feasibility studies for their small business projects.
3. Encouraging students to participate in local and international competitions.
4. Linking the local community with University Faculties and research centers.
5. Providing hands-on training in the fields of innovation and entrepreneurship.
6. Facilitating a permanent show room for distinguished projects.

---

(\*) In its session No. (4-2015/2016), dated on 07/02/2016

**Article (4) :** The Center shall be considered one of the University units and reports administratively to the President or to his/her delegate.

**Article (5) :** The Center aims at realizing the following goals:

1. Promoting innovation, excellence and entrepreneurship among the University Faculties and Centers.
2. Transforming entrepreneurial ideas to practical solutions to serve development.
3. Building the culture of entrepreneurship in students and researchers.
4. Bridging the relations between students and researchers, and other University institutions and research centers, through linking them in joint projects to arrive at innovative solutions.

**Article (6) :**

**A.** The Center shall have a council called “The Council of the Center”, which is comprised from six members, who possess excellent expertise in technology, communication and entrepreneurial businesses, appointed by the President upon consultation with the Council of Deans, for two renewable years, and one of them shall be appointed by the President as Chairman of the Council.

**B.** The Center shall have a “Director”, who shall be appointed by a President decision. The Director shall be responsible for managing the affairs of the Center.

**Article (7) :** The Council of the Center shall assume the following powers and duties:

1. Placing the general policies of the Center, its work plans and programs.
2. Adopting the annual work plan of the Center and submitting it to the Council of Deans for approval.
3. Working on securing financial resources for the Center.
4. Building relations with public or private entities, inside and outside the Kingdom and with other centers of similar scope of work outside.
5. Discussing contracts and agreements made by the Center with other entities, and recommending them to the Council of Deans for approval.
6. Approving the annual budget of the Center and submitting it to the President, and approving all other reports related to the Center’s activities.
7. Any other missions related to the functions of the Center.

8. Investigating projects and entrepreneurial ideas presented by the Director and recommending to the President the incubation and the budget for them.

**Article (8) :** The Council of the Center shall form a consultation committee from experts in the competent sectors. The committee shall hold at least two meetings in a year.

**Article (9) :** The Director of the Center shall assume the following powers and duties:

1. Managing the administrative and financial affairs of the Center and supervising its employees.
2. Preparing the annual draft budget and submitting it to the Council.
3. Proposing the Center's work plans and submitting them to the Council.
4. Preparing the annual report about the Center activities and submitting it to the Council.
5. Establishing links and communications inside or outside the University to support the functions of the Center.
6. Submitting suggestions to develop the Center's activities in compliance with its goals.
7. Executing the Council's decisions thereof.
8. Any other missions assigned to him/her by the President or by the Council.

**Article (10) :** Faculty members, lecturers, technical supervisors, trainers and others shall be assigned to work at the Center by a President decision based upon recommendation of the Director and approval of the Council. The decision shall clarify the nature of the assignment and the remuneration to be paid in return for executing it.

**Article (11) :** The Center shall render the following services to the endorsed projects:

1. Facilitating a proper and equipped place for administering the project in accordance with agreement made by the Center with the competent entity.
2. Offering technical, administrative, marketing, and legal consultations to the endorsed projects.
3. The Center shall act as a liaison between the owners of the project and competent entities which fund and support entrepreneurial projects.

- Article (12) :** Costs of and revenues from endorsed projects shall be determined by a Council decision, with the President approval, and shall be distributed among the parties participating in the project, who might be faculty members, students or an outside funding entity. These costs and revenues shall be determined for each project alone, on condition that the net income to the University shall not be less than (25%). Property and patent rights shall be agreed upon among the parties in accordance with the in force regulations at the University.
- Article (13) :** Net income from studies, workshops or consultations, conducted by parties from outside the University shall be distributed as follows:
1. (25%) for the University.
  2. (25%) for the Center.
  3. (50%) for the team assigned to perform the study or consultation.
- Article (14) :** Net income from studies, workshops or consultations conducted by University staff members shall be distributed as follows:
1. (10%) for the University.
  2. (25%) for the Center.
  3. (65%) for the team assigned to perform the study or consultation.
- Article (15) :** If the Center holds training courses (in accordance with Article (3) of these Regulations), subscription fees are collected from participants, the course account shall be closed after the execution of the course and the Department of Financial Affairs shall be responsible for the bookkeeping of the course account according to the adopted rules.
- Article (16) :** A special account, carrying the name of the Center shall be opened for the purpose of depositing income and withdrawing expenses. The Director of the Center and the Director of Financial Affairs shall both be responsible for this account.
- Article (17) :** The President shall decide upon cases not stipulated in the provisions of these Regulations.
- Article (18) :** The Chairman of the Council and the Director shall both be responsible for the implementation of these Regulations.

**Article (19) :** These Regulations shall cancel the “Innovation and Entrepreneurship Center Regulations at University of Petra No. (44) of (2013)”.



## **REGULATIONS No. (36) of (2016)**

### **LANGUAGE CENTER REGULATIONS AT UNIVERSITY OF PETRA**

**Article (1) :** These Regulations are titled and shall be cited as the “**Language Center Regulations at University of Petra of (2016)**”, and shall go into effect as of the date they are approved by the University Council.(\*)

**Article (2) :** Unless the context indicates otherwise, the following terms and expressions, wherever mentioned herein, shall have the hereunder designated meanings :

**University** : University of Petra.  
**President** : University President.  
**Dean** : Dean of Faculty of Arts and Sciences.  
**Center** : The Language Center at the University.  
**Council** : The Council of the Center.  
**Director** : The Director of the Center.

**Article (3) :** The Center shall be considered one of the University units, and is academically connected with the Faculty of Arts and Sciences.

**Article (4) :** The Center aims at realizing the following goals:

1. Teaching the Arabic and English University requirements courses through new scientific methodologies utilizing new technologies, and enhancing the students’ competencies in both languages.
2. Teaching Arabic for non-Arabic speakers, and teaching other languages that are not taught at the University.
3. Teaching scientific basics of instantaneous translation.
4. Contributing to the rehabilitation of Arabic, English and Arabic for non-speakers instructors.

**Article (5) :** In order to achieve the goals stipulated in Article (4), the following divisions shall be founded in the Center:

---

(\* In its session No. (4-2015/2016), dated on 07/02/2016



1. **Arabic Language Division:** It shall be tasked with teaching the Arabic University requirements courses, in addition to teaching Arabic for non-speakers and executing all other related studies.
2. **English Language Division:** It shall be tasked with teaching the English University requirements courses.
3. **Foreign Languages Division:** It shall be tasked with teaching foreign languages in which there are no majors.
4. Any other division to be founded if the need arises.

**Article (6) :** The Center awards those from outside the University enrolled in it a “special certificate”, in which the nature and level of achievement are stipulated, on condition that this certificate is not incompatible with the University bylaws.

**Article (7) :** The Center shall have a “Director” who shall be selected from amongst faculty members, and shall be appointed by a President decision upon recommendation of the Dean for two renewable years.

**Article (8) :** To each Division in the Center, a Supervisor from amongst the instructors shall be appointed by a President decision, upon recommendation of the Director for one renewable academic year. The Supervisor shall be responsible for managing the affairs of the Division in coordination with the Director.

**Article (9) :** The financial resources of the Center consist of:

1. Annual subsidy allocated by the Board of Trustees for the Center in the University budget.
2. Donationations, gifts, and trusts which comply with the bylaws and regulations in force.
3. Revenues of training courses organized by the Center.

**Article (10) :** The Center shall have a Council called “The Council of the Center”, which is comprised from six members appointed by the President upon consultation with the Council of Deans, for two renewable years, and one of them shall be appointed by the President as Chairman of the Council.

**Article (11) :** The Council of the Center shall assume the following powers and duties:

1. Recommending to the competent authorities in the University the appointment or delegation of the Center’s employees.

2. Proposing suggestions about the study plans in, and awarding certificates by, the Center.
3. Coordinating the syllabi of courses offered by the different Divisions.
4. Laying down procedures of giving exams, studying results and approving them.
5. Offering opinions about issues related to the goals of the Center which are presented by the Dean or the Director.
6. Supervising the Arabic and English Placement Tests and any other language competency tests deemed necessary by the University.

- Article (12) :**
- A.** The following shall be entitled to teach in the Center:
    1. Full-time or part-time lectures and instructors.
    2. Faculty members either from the University or from outside.
  - B.** Employment at the Center shall be in accordance with the University bylaws and regulations.
  - C.** The Director shall invite Faculty Deans and Heads of Departments whenever an issue related to their Faculties or Departments is to be discussed.

**Article (13) :** The Chairman of the Council and the Director shall both be responsible for the implementation of these Regulations.

**Article (14) :** These Regulations shall cancel the “Language Center Regulations at University of Petra No. (39) of (2011)”.



## **REGULATIONS No. (37) of (2016)**

### **ARABIC TEACHING METHODOLOGIES DEVELOPMENT CENTER REGULATIONS AT UNIVERSITY OF PETRA**

**Article (1) :** These Regulations are titled and shall be cited as ” **Arabic Teaching Methodologies Development Center Regulations at University of Petra of (2016)**”, and shall go into effect as of the date they are approved by the University Council. (\*)

**Article (2) :** Unless the context indicates otherwise, the following terms and expressions, wherever mentioned herein, shall have the hereunder designated meanings :

**University** : University of Petra.  
**President** : University President.  
**Center** : The Arabic Teaching Methodologies  
Development Center at the University.  
**Council** : The Council of the Center.  
**Dean** : Dean of the Faculty of Arts and Sciences.  
**Director** : The Director of the Center.

**Article (3) :** The Center shall be considered one of the University units and is academically connected with the Faculty of Arts and Sciences.

**Article (4) :** The Center aims at realizing the following goals:

1. Developing Arabic teaching methodologies for the various stages of general education, especially for early childhood education, through the utilization of modern teaching technologies and theories.
2. Developing Arabic teaching methodologies for the various stages of general education, especially for University education, through the utilization of modern teaching technologies and theories.

---

(\*) In its session No. (4-2015/2016), dated on 07/02/2016

3. Executing training of Arabic teachers of the various stages of general education including early childhood stage on utilization of computerized teaching and learning materials and the ways to benefit from them.
4. Preparing a database for websites and softwares that are related to the goals and duties of the Center, in collaboration with the E-learning Center at the University.
5. Contributing to the development of teaching Arabic methodologies and materials in the various stages of general education.

**Article (5) :** The Center shall undertake the following tasks:

1. Holding training courses specialized in Arabic teaching methodologies for various stages of education, especially early childhood education.
2. Designing softwares and learning materials for the various education stages, especially for early childhood education and teaching Arabic for non-speakers.
3. Providing custom-based consultations to entities interested in teaching Arabic at the various stages of general education, including kindergartens.
4. Holding forums, conferences and agreements with entities of similar scope of work.

**Article (6) :** Participants of the Center’s training courses shall be awarded certificates to that effect.

**Article (7) :** The Center shall have a council called “The Council of the Center”, which is comprised from six members, appointed by the President upon consultation with the Council of Deans, for two renewable years. The Dean shall be the Chairman of the Council.

**Article (8) :** The Council of the Center shall assume the following powers and duties:

1. Placing the general policies of the Center.
2. Adopting the annual work plan of the Center.
3. Recommending to the competent authorities employing and assigning employees of the Center.
4. Adopting the training courses to be offered by the Center, including subscription fees and awarding of certificates.
5. Securing support for research projects and conferences from scientific research allocations in the University budget.

**Article (9) :** The Center shall have a “Director”, appointed by the President, upon recommendation of the Dean for two renewable years.

**Article (10) :** The Director of the Center shall assume the following powers and duties:

1. Managing the administrative, financial and scientific affairs of the Center.
2. Preparing the annual draft budget and submitting it to the Council.
3. Proposing the Center’s work plans and submitting them it to the Council.
4. Preparing the annual report about the activities of the Center and submitting it to the Council.
5. Preparing cooperation agreements with the competent authorities and submitting them to the Council for approval.

**Article (11) :** The financial resources of the Center consist of :

1. Annual subsidy allocated to the Center in the University budget.
2. Donations and gifts received by the Center, and the support offered by the endorsing entities.
3. Income from training courses, learning materials, and softwares.
4. Income from consultations offered by the Center.

**Article (12) :** The Dean and the Director shall both be responsible for the implementation of these Regulations.

**Article (13) :** These Regulations shall cancel the “Arabic Teaching Methodologies Development Center at University of Petra No. (45) of (2014)”.



## **REGULATIONS No. (38) of (2016)**

### **ACADEMIC AND ADMINISTRATIVE DEVELOPMENT CENTER REGULATIONS AT UNIVERSITY OF PETRA**

**Article (1) :** These Regulations are titled and shall be cited as the “**Academic and Administrative Development Center Regulations at University of Petra of (2016)**”, and shall go into effect as of the date they are approved by the University Council. (\*)

**Article (2) :** Unless the context indicates otherwise, the following terms and expressions, wherever mentioned herein, shall have the hereunder designated meanings :

**University** : University of Petra.  
**President** : University President.  
**Center** : The Academic and Administrative  
Development Center.  
**Dean** : Any Faculty Dean at the University.  
**Council** : The Council of the Center.  
**Director** : The Director of the Center.

**Article (3) :** A center, called “The Academic and Administrative Development Center” is founded at the University. It aims at providing training programs, workshops and other related activities to University faculty members, staff and others, in order to enhance their capabilities in teaching, evaluation, and assessment methods, developing curricula, teaching technologies, computer and language skills. It also aims at developing the capabilities of the administrative staff at the University through providing specialized training programs in several fields.

**Article (4) :** **A.** The President shall assign the Director of the Center, who shall assume managing and supervising the affairs of the Center.

---

(\*) In its session No. (4-2015/2016), dated on 07/02/2016



- B.** The Center shall have a council called “The Council of the Center”, which is comprised from the Director as Chairman, a representative from each Faculty nominated by the Dean, and an expert from inside or outside the University, appointed by the President. Membership of the Council shall be for two renewable years.

**Article (5) :** The Council of the Center shall assume the following powers and duties:

1. Placing the general policies of the Center.
2. Adopting the annual work plan of the Center, and submitting it to the Council of Deans.
3. Recommending the annual draft budget for the Center.
4. Forming committees related to the functions of the Center.
5. Discussing other matters referred to it by the Director.

**Article (6) :** The Director shall assume the following powers and duties:

1. Organizing training courses and workshops over the year, to enhance the performance of University faculty members.
2. Organizing rehabilitation courses for newly appointed faculty members.
3. Organizing training courses for faculty members, on utilizing new teaching methodologies including e-learning and distance learning.
4. Organizing workshops upon request from Faculties, which meet their specific needs.
5. Organizing training for faculty member on quality assurance, accreditation requirements, and the utilization of computer and databases at the library.
6. Organizing training sessions in administrative, financial and technical development for the University staff.
7. Organizing training courses for non-University staff members, on condition that no expenses are incurred on the University.

**Article (7) :** The Council may, as it deems appropriate, invite any person to attend its meetings without having voting rights.

**Article (8) :** The Center’s financial resources consist of:

1. Annual subsidy allocated for the Center in the University budget.
2. The income from holding training courses.
3. Donations and gifts approved by the Council.

- Article (9) :** **A.** Financial remunerations shall be disbursed to trainers and lecturers, either from University staff or from outside, by a decision of the President upon recommendation of the Director.
- B.** The President may, in exceptional cases, decide to approve disbursing transportation allowance to non-University trainers and lecturers in accordance with the mobility and travel regulations in force at the University.

**Article (10) :** All other issues not stipulated in the provisions of these Regulations shall be subjected to University bylaws and regulations in effect.

**Article (11) :** The Chairman of the Council and the Director shall both be responsible for the implementation of these Regulations.

**Article (12) :** These Regulations shall cancel the “Academic and Administrative Development Center Regulations at University of Petra No. (19) of (2015)”.



## **REGULATIONS No. (39) of (2016)**

### **CONTINUED EDUCATION AND COMMUNITY SERVICE CENTER REGULATIONS AT UNIVERSITY OF PETRA**

**Article (1) :** These Regulations are titled and shall be cited as the “**Continued Education and Community Service Center Regulations at University of Petra of (2016)**” and shall go into effect as of the date they are approved by the University Council. (\*)

**Article (2) :** Unless the context indicates otherwise, the following terms and expressions, wherever mentioned herein, shall have the hereunder designated meanings :

**University** : University of Petra.  
**President** : University President.  
**Center** : The Continued Education and Community Service Center.  
**Council** : The Council of the Center.  
**Director** : The Director of the Center.

**Article (3) :** The Center shall be considered one of the University units, and reports administratively to the President, or to whoever s/he delegates.

**Article (4) :** The Center aims at realizing the University’s goals in rendering its services to the local community, through the following:

1. Holding charged training courses, workshops, forums, specialized conferences and training courses which are within its capacity.
2. Assuring the quality of the training sessions organized by the Center or by any other unit of the University.

---

(\*) In its session No. (4-2015/2016), dated on 07/02/2016

3. Developing faculty members' creative initiatives in technological, managerial and information technology fields and marketing them, producing audio-visual learning resources, providing financial and motivational incentives for University staff, and encouraging them to contribute to serving the Jordanian Society and its development plans.

**Article (5) :** The Center shall undertake the tasks and duties which are proposed by the Council and decided by the President in light of the actual needs of Jordan and Arab Societies, pursuant to agreements held by the Center with the competent entity.

**Article (6) :** The Center shall have a council called "The Council of the Center", which is comprised from six members appointed by the President, upon consultation with the Council of Deans, and one of them shall be appointed by the President as Chairman of the Council. Membership of the Council shall be for two renewable years.

**Article (7) :** The Council of the Center shall assume the following powers and duties:

1. Adopting the annual work plan of the Center.
2. Placing the general policies of the Center.
3. Preparing agreements between the Center and other beneficiary parties. The Council may delegate the Director to place these agreements which shall go into effect upon the signature of the President.
4. Providing support for the Center and further developing it.
5. Proposing provisions for regulating the work of the Center and submitting them to the President for approval.
6. Discussing the annual draft budget for the Center, and submitting it to the President for approval.
7. Approving the Center's annual report and other related reports.
8. Determining the pricing of courses fees, which are proposed by the Director, and submitting them to the President for approval.

**Article (8) :** The Council shall, upon a summon from the Chairman, assemble once every month or when the need arises.

**Article (9) :** The Center shall have a "Director", who shall be appointed by a President decision. The Director's terms of office is terminated upon his/her resignation or replacement. The

Director shall undertake the powers of a unit manager according to University bylaws and regulations, and shall be responsible for managing the affairs of the Center for the purpose of ensuring its proper functioning. Additionally, the following tasks shall be entrusted to him/her:

1. Suggesting the Centers' work plans and program.
2. Preparing the Centers' budget and presenting it to the Council for discussion.
3. Preparing drafts of agreements between the Center and other parties.
4. Releasing brochures of the Centers' works and activities.
5. Preparing lists of names of the scientific competencies available inside or outside the University, and the types of the services they could provide.
6. Coordinating with the Deans, Heads of Departments and Directors of Centers at the University in order to facilitate holding training courses.
7. Direct supervision of work at the Center and directing its works.
8. Preparing the annual report about the Center activities and submitting it to the Chairman of the Council.
9. Any other missions assigned to him/her by the President.

**Article (10) :** Employment at the Center shall be in accordance with the University bylaws and regulations.

**Article (11) :** Those assigned to conduct training courses or to offer technical services are:

1. Faculty members, University employees and others assigned for this purpose.
2. The employees at the Center who are appointed for this purpose.
3. Any other competency or expertise from outside the University as deemed needed by the Center upon approval of the President.

**Article (12) :** Financial remunerations shall be disbursed to those assigned to conduct training courses or to offer technical services upon recommendation of the Director and decision of the President, in accordance with Article (25) of these Regulations.

**Article (13) :** Services stipulated in these regulations shall only be rendered through the Center. Employees at the University shall not be allowed to offer similar services, except with the approval of the President.

- Article (14) :** An account titled “Continued Education and Community Service Center Account” shall be established at the Department of Financial Affairs, which shall manage the required bookkeeping and accounting records for the purpose of managing the financial affairs of the Center.
- Article (15) :** The financial resources of the Center consist of:
1. The income from holding courses.
  2. Donations, gifts and income from any form of resources that comply with the Center’s goals.
  3. Annual subsidy allocated for the Center in the University budget.
- Article (16) :** The Center shall offer its services according to the agreements made with the beneficiaries based on the principles and conditions determined by the Council upon consultation with the University Legal Advisor.
- Article (17) :** The Center awards the participants training certificates, in which the title, number of hours and the date of the course are stipulated.
- Article (18) :** The Center shall receive income against the services and activities it offers.
- Article (19) :** If the need to hire individuals from outside the University arises, the President shall, upon recommendation of the Director, issue the assignment decision for this purpose.
- Article (20) :** Financial remunerations for lecturers, trainers and consultants shall, upon recommendation of the Director and President decision, be disbursed after the mission is executed, or according to special agreements with them.
- Article (21) :** The Director shall assume the responsibility of preparing plans for every the training course or program, including fees, number of hours, location, costs and number of participants. In all cases, the course fees shall not be less than its cost plus (50%).
- A. The University shall, upon the President approval, pay its employees, subscription fees of training courses that are related to their jobs, on condition that they are awarded certificates to that effect. The Center may, upon the President approval, hold training courses for University employees upon request from the Dean or the competent

Director. The subscription fees of such courses shall be covered from the scientific scholarship and training courses stipulated in the University budget, or according to President directives.

- B. Employees' sons and daughters are awarded a (20%) discount off the subscription fees of general training courses.
- C. The President may, in exceptional cases, and as is deemed necessary for the interest of the University, exempt any or all participants, who are delegated by an official or voluntary entity, from fees wholly or partially.

**Article (22) :** Subscription fees paid by participants shall be reimbursed to them in the following cases:

- 1. The course is not held on due time.
- 2. The trainer has withdrawn from holding the course.
- 3. Special cases determined by the President.

**Article (23) :** Payment of fees shall be incurred upon written transaction order, and they shall be deposited in the Center's Account in the Department of Financial Affairs.

**Article (24) :** A cash advance shall be disbursed by the Director of Financial Affairs in the name of the Director and shall be settled according to adopted rules.

**Article (25) :** The President shall issue the necessary instructions to organize the work of the Center, especially:

- 1. The work and duties of the Center.
- 2. Dispensing financial remunerations to the assigned consultants or service providers.
- 3. Withdrawal from the Center's Account.
- 4. Distribution of revenues of the Center.
- 5. Financial affairs of the Center.
- 6. Disciplinary actions of the students in the Center.

**Article (26) :** Any Faculty or Center at the University may, upon coordination with the Center and with President approval, hold a training course or workshop, on condition that it provides the Center with:

- 1. All information related to the course (title, number of hours, starting and ending dates, subscription fees, and the competent training entity).
- 2. List of names of participants.
- 3. Results of participants after its completion.



4. Invoices which prove the deposit of subscription, and certificates fees.

**Article (27) :** Promotion of the activities of the Center shall be incurred by the companies contracted by the University for this purpose, or by utilizing University website.

**Article (28) :** Financial procedures endorsed by the University Council in its meeting No. (3/2011) dated 30/3/2011 shall be implemented.

**Article (29) :** The President shall decide upon cases not stipulated in the provisions of these Regulations.

**Article (30) :** The President and the Director shall both be responsible for the implementation of these Regulations.

**Article (31) :** These Regulations shall cancel the “Continued Education and Community Service Center Regulations at University of Petra No. (35) of (2010)”.

## REGULATIONS No. (40) of (2016)

### CONTINUED EDUCATION AND COMMUNITY SERVICE CENTER STUDENT DISCIPLINARY REGULATIONS AT UNIVERSITY OF PETRA

**Article (1) :** These Regulations are titled and shall be cited as the “**Continued Education and Community Service Center Student Disciplinary Regulations at University of Petra of (2016)**”, and shall go into effect as of the date they are approved by the University Council. (\*)

**Article (2) :** Unless the context indicates otherwise, the following terms and expressions, wherever mentioned herein, shall have the hereunder designated meanings :

<b>University</b>	: University of Petra.
<b>President</b>	: University President.
<b>Center</b>	: The Continued Education and Community Service Center at the University.
<b>Council</b>	: The Council of the Center.
<b>Director</b>	: The Director of the Center.
<b>Committee</b>	: The Disciplinary Committee for students at the Center.
<b>Disciplinary Violation</b>	: The violation whereby a student shall be subject to disciplinary actions.
<b>Students</b>	: All students enrolled in the Center.

**Article (3) :** The provisions of these Regulations shall apply to students enrolled in the Center.

**Article (4) :** Taking into consideration Article (3) above, these Regulations shall not apply to students enrolled in the University.

**Article (5) :** A committee called “The Disciplinary Committee” shall be formed by the President with the following membership:

---

(\*) In its session No. (4-2015/2016), dated on 07/02/2016

1. Dean of Student Affairs (Chairman).
2. Head of Student Services (Secretary).
3. A member from the Advisory Council of the Center (Member).
4. The Director of the Center (Member).
5. A faculty member (Member).

**Article (6) :** The Committee shall assume the responsibilities of investigating and imposing the proper action on students who commit violations at the Center.

**Article (7) :** Taking into consideration Article (6) of these Regulations, a University student who is part of a conflict, shall be referred to the Student Disciplinary Council, which shall apply “Student Disciplinary Regulations No. (26) of (2015)” thereof.

**Article (8) :** The following acts shall be considered violations, whereby any student who commits any of them shall be subject to disciplinary punishments:

1. Violating University bylaws, regulations and enforced decisions thereof.
2. Deliberately abstaining or otherwise encouraging others to abstain from attending classes, lectures, or other University related work that a student must attend.
3. Cheating or attempting to cheat on a test or an examination, or engaging in behavior that disrupts the orderly function of examinations.
4. Any act that affects the honor, dignity or morality or prejudice the good conduct and behavior that shall offend the reputation of the University or its employees, including any act committed by a student outside the University on an occasion in which the University participated or not.
5. Participating in any organization in the University that is not licensed by the competent authorities at the University, or participating in or instigating any activity that breaches the applicable regulatory rules at the University.
6. Encouraging or otherwise colluding with other students or persons on committing an act of violence, fight or falsifying reputation (oral, written or electronic) against other students or other University personnel.

7. Distributing pamphlets, putting up wallboards, posters or any form of banners on University buildings and facilities, soliciting signatures and collecting donations without the approval of the component authority at the University, or misusing the permissions granted to practice these acts.
8. Use of University buildings and facilities for purposes other than the ones they are prepared for without a prior written permission by the competent authorities at the University.
9. Disrupting the orderly function of seminars, lectures, or activities that take place on the University campus.
10. Any insult or offence a student makes against a member of the academic staff, employee, or another student in the University.
11. Any theft, damage, threat or attempt, intentional or not, of the movable or immovable property including information sources, of the University.
12. Forging University documents or furnishing false papers for any of the purposes of the University.
13. Any act that offends the national unity or the country's security and beliefs through promoting political, sectarian or partisan ideas.
14. Using, helping in using, entering or possessing a weapon of any kind, whether licensed or not, or carrying tools or harmful substances of various forms and types on University campus or University facilities.
15. Taking, promoting or possessing any narcotic and/or alcoholic materials, or attending the University while under their effect.

**Article (9) :** Students who have committed any of the violations stated in Article (8) of these Regulations shall be subject to any of the following disciplinary actions:

1. Forwarning notification (in writing from the Dean of Student Affairs).
2. Getting the student out of a classroom.
3. First, Second or Third warning.
4. Suspension from some or all lectures of a training course, wherein the student has disrupted the orderly function of the course.
5. Giving the student a (zero) grade, cancelling his/her registration, and shall be considered (Fail) in a training course, should there be proof, after investigation, of

cheating or attempting or participating in cheating. Subscription fees of the course shall not in this case, be reimbursed to the student.

6. Temporary suspension from the training course.
7. Final dismissal from the training course.
8. Revoking the decision to award a certificate should there be evidence of forgery or falsification in the requirements for obtaining a degree.
9. Fining the student twice the value of whatever s/he damaged.

**Article (10) :** All disciplinary actions decided by the Committee shall be final, and may not be appealed by the Center's student.

**Article (11) :** Combining two or more of the disciplinary penalties that are stated in these Regulations shall be permissible.

**Article (12) :** Should a student be temporarily suspended or finally dismissed from a training course, his/her University ID card shall be withdrawn, and s/he shall be denied access to University campus, except by a prior permission from the competent entity at the University.

**Article (13) :** Any disciplinary action imposed on a student shall be noted in the student's record at the Center, and it may be reported to the student's parents or the party covering his/her expenses.

**Article (14) :** Imposing the disciplinary actions stipulated in Article (9) of these Regulations does not halt the University from legally suing the student if the violation committed is a criminal act.

**Article (15) :** A judicial decision that a student is innocent from, or is not responsible for, a criminal act does not halt imposing disciplinary actions against him/her.

**Article (16) :** It is the responsibility of the student to acquaint him/herself with the University bylaws, regulations and decisions.

**Article (17):** The President shall decide upon cases not covered by the provisions of these Regulations.

**Article (18):** These Regulations shall cancel the “Continued Education and Community Center Student Disciplinary Regulations at University of Petra No. (35) of (2010)”.



## REGULATIONS No. (41) of (2016)

### ACCREDITATION OFFICE REGULATIONS AT UNIVERSITY OF PETRA

**Article (1) :** These Regulations are titled and shall be cited as the “**Accreditation Office Regulations at University of Petra of (2016)**”, and shall go into effect as of the date they are approved by the University Council. (\*)

**Article (2) :** Unless the context indicates otherwise, the following terms and expressions, wherever mentioned herein, shall have the hereunder designated meanings :

<b>University</b>	: University of Petra.
<b>President</b>	: University President.
<b>Council</b>	: Accreditation and Quality Assurance Council at the University.
<b>Faculty</b>	: Any Faculty at the University.
<b>Head</b>	: Head of the Accreditation Office.
<b>Committee</b>	: Appointment and Promotion Committee at the University.
<b>Dean</b>	: Any Faculty Dean at the University.
<b>Program</b>	: Any academic program at the University.
<b>Office</b>	: The Accreditation Office.

**Article (3) :** An office called “The Accreditation Office” is founded at the University with the aim of ensuring the adherence of the University to all axes of the accreditation standards stipulated by the Jordanian Higher Education Accreditation Commission.

**Article (4) :** A. The President shall appoint the “Head of the Office” to manage its day-to-day affairs, and execute all plans set by the Council.

---

(\*) In its session No. (4-2015/2016), dated on 07/02/2016



- B.** The Office shall be supervised by the Council, which is comprised from ten members, appointed by the President, chaired by the Vice-President for Academic Affairs and the membership of the Head and a representative of each Faculty, in addition to three members named by the President for two renewable years.
- C.** The Council shall, upon a summon of its Chairman, meet once every month, and the Head shall act as the Council Secretary.

**Article (5) :** The Council shall assume the powers and duties of following up the implementation of the general and individual programs accreditation standards that are decided by the Council, which covers:

- 1.** Ensuring the implementation of the accreditation requirements for the various majors in all Faculties at the University.
- 2.** Ensuring the availability of the general and individual programs accreditation requirements.
- 3.** Discussing the periodic reports of the Office and taking the appropriate decisions thereof.
- 4.** Discussing the applications of introducing new programs at the University and ensuring the availability of the requirements for such applications.
- 5.** Studying the applications of up-lifting the capacity of programs and ensuring the availability of the requirements for such applications.
- 6.** Studying the application of up-lifting the capacity of the University and working on ensuring the availability of the requirements for such an application.
- 7.** Ensuring the availability of accreditation requirements regarding students' activities and services.
- 8.** Following-up the up-dated accreditation requirements and adhering to them.
- 9.** Following-up the implementation of the accreditation requirements for the University individual programs regarding the availability of faculty members, the fields of knowledge required for each program, lab. supervisors, technicians, library materials and study plans.
- 10.** Following-up all accreditation affairs with the Jordanian Higher Education Accreditation Commission.

**Article (6) :** Faculty Deans shall be responsible for the implementation of the individual programs accreditation standards.

**Article (7) :** The President and the Head shall be responsible for the implementation of the provisions of these Regulations.

**Article (8) :** These Regulations shall cancel the “Accreditation Office Regulations at University of Petra No. (22) of (2009)”.



## **E. General Services Regulations**



## **REGULATIONS No. (42) of (2016)**

### **SECURITY, PROTECTION AND GENERAL SAFETY REGULATIONS AT UNIVERSITY OF PETRA**

**Article (1) :** These Regulations are titled and shall be cited as the “**Security, Protection and General Safety Regulations at University of Petra of (2016)**”, and shall go into effect as of the date they are approved by the University Council. (\*)

**Article (2) :** Unless the context indicates otherwise, the following terms and expressions, wherever mentioned herein, shall have the hereunder designated meanings :

<b>University</b>	: University of Petra.
<b>President</b>	: University President.
<b>Council</b>	: Council of Deans at the University.
<b>Deanship</b>	: Deanship of Student Affairs.
<b>Committee</b>	: The Security, Protection and General Safety Committee at the University.

**Article (3) :** The University Security Unit shall undertake the responsibility of the protection and security of the University campus, which include all University buildings, facilities and properties.

**Article (4) :** The University Security personnel shall legally and completely undertake the following responsibilities and duties:

1. Performing the most professional guarding duties during their shifts according to the schedule set for this purpose.
2. Reporting to the competent authority any case, incident or violation s/he observes during or outside working hours.
3. Wearing the official uniform during working hours.

**Article (5) :** A. The University Security personnel shall not allow any individual, who is not entitled, or who does not have a permission to enter the University campus.

---

(\*) In its session No. (4-2015/2016), dated on 07/02/2016

**B.** The University Security personnel shall, while performing their duty, be entitled to ask any person to present his/her identification card, either inside University campus or at the entrance, to verify the authenticity of the person's identity.

**Article (6) :** In the case where a University Security officer cannot handle a case, s/he shall report it to the Head of the Unit, to take proper action.

**Article (7) :** A University vehicle, with special specifications, shall be specified for the purpose of moving around the University campus according to a placed schedule, to oversee the prevalence of security and safety.

**Article (8) :** The University Security personnel shall, at the beginning of each year, be subjected to a physical fitness and a medical examination to ensure their capability of performing their job and their readiness to bear its burdens.

**Article (9) :** Should there be a riot, violence or unauthorized gathering which the University Security personnel cannot handle, the President, or his/her delegate shall be entitled to solicit the help of official security entities to act accordingly.

**Article (10) :** The University Security personnel shall be distributed to University locations according to a schedule which takes into consideration the importance and the surrounding conditions of these locations.

**Article (11) :** A committee called "Security and Safety at the University Committee", chaired by the President and membership of the Vice-President, Faculty Deans and Directors of Departments whose position is related to security and safety, shall be formed.

**Article (12) :** The Dean of Student Affairs or his/her delegate shall be responsible for the implementation of these Regulations.

**Article (13) :** These Regulations shall cancel the "Security, Protection and General Safety at University of Petra No. (42) of (2009)".

## **REGULATIONS No. (43) of (2016)**

### **EMERGENCY CASES AND ABNORMAL WEATHER CONDITIONS REGULATIONS AT UNIVERSITY OF PETRA**

**Article (1) :** These Regulations are titled and shall be cited as the “**Emergency Cases and Abnormal Weather Conditions Regulations at University of Petra of (2016)**”, and shall go into effect as of the date they are approved by the University Council. (\*)

**Article (2) :** Unless the context indicates otherwise, the following terms and expressions, wherever mentioned herein, shall have the hereunder designated meanings :

<b>University</b>	: University of Petra.
<b>President</b>	: University President.
<b>Vice- President</b>	: Vice-President for Academic Affairs.
<b>Dean</b>	: Dean of Student Affairs.
<b>Director of Services</b>	: Director of General Services at the University.
<b>Director of Maintenance</b>	: Director of Maintenance Department.
<b>Director of Relations</b>	: Director of Public and International Relations at the University.
<b>Emergency Cases</b>	: Cases upon which the University community is threatened, such as: natural disasters, fire, buildings collapse and students’ riots inside the University campus.
<b>Abnormal Weather Conditions</b>	: Tornados, snow, freezing and heavy rain conditions.
<b>Committee</b>	: Emergency Cases Committee.

---

(\*) In its session No. (4-2015/2016), dated on 07/02/2016



**Article (3) :** Suspension of or delaying working hours or postponing exams shall be incurred by a President decision, or by his/her delegate.

**Article (4) :** The Dean shall, if the need arises, solicit President approval for suspension or delaying working hours or postponing exams, and shall then communicate this decision to the Directors of Services and Relations.

**Article (5) :** Taking into consideration Article (4) of these Regulations, the Vice-President shall, in the absence of the President, assume the responsibility of suspension of or delaying working hours or postponing exams.

**Article (6) :** The Director of Relations shall assume the following Public duties:

1. Communicating the President's or his/her delegate's decision to the various means of media, especially to Jordanian TV and Radio and SMS service.
2. Communicating the President's or his/her delegates' decision to the Deans and Heads of Departments.
3. Notifying the President or his/her delegate with the measures that have been taken in this regard.

**Article (7) :** The Director of Services shall assume the following duties:

1. Providing transportation means to evacuate all University staff and students.
2. Providing transportation means during suspension of working hours for employees whose jobs require their presence at the University, like University security personnel.
3. Providing student housing with transportation, electricity and heating means.
4. Continuously communicating with the student housing at the University campus.

**Article (8) :** The Director of Maintenance shall assume the following duties:

1. Continuously communicating with the student housing in order to secure it with electricity, heating another means.
2. Inspecting University buildings and facilities to ensure that there are no hinderings of their proper functioning.
3. Working on easing traffic in University campus, opening roads leading to the main and secondary streets surrounding

the University, and taking all necessary measures to achieve this.

**Article (9) :** The Director of the Computer and Information Center shall, in coordination with the Director of Public Relations, assume the following duties:

1. Announcing the President's decision upon utilizing all available electronic services.
2. Announcing the suspension of or delaying working hours or postponing exams on University website.

**Article (10) :** The Head and the officers of the University Security Unit shall, in emergency cases and bad weather conditions, take all necessary precaution measures to ensure the security of the University community, and the protection of all University movable and immovable assets.

**Article (11) :** The Director of Services shall, if the need arises, coordinate with the Civil Defense Department, and solicit its help in providing training for the personnel of the University Security Unit on how to act in emergency cases or during bad weather conditions.

**Article (12) :** The Committee comprised from:

1. Dean of Student Affairs,
2. Director of Administrative Affairs,
3. Director of General Services.
4. Director of Maintenance.
5. Director of Public and International Relations,
6. Director of Computer and Information and Control Center,

shall undertake not to depart the University, until they make sure of the evacuation of all students and staff.

**Article (13) :** The Committee is responsible for the implementation of these Regulations.

**Article (14) :** These Regulations shall cancel the "Emergency cases and Bad Weather Conditions Regulations at University of Petra No. (42) of (2015)".

## **ANNEX**

The following phone numbers shall be adopted in emergency cases or during bad weather conditions, and shall be periodically updated:

- 1.** Dean of Student Affairs: Extension (5800+ 208), Mobile (0795124717).
- 2.** Director of Administrative Affairs: Extension (5200+403), Mobile (0795596775).
- 3.** Director of General Services: Extension (5600+240), Mobile (0797445447).
- 4.** Director of Public and International Relations: Extension (1900+240), Mobile (0796543004).
- 5.** Director of Maintenance:
- 6.** Director of Computer and Information and Control Center: Extension (5500), Mobile (0795565225).
- 7.** Head of Security Unit: Extension (5630+256), Mobile (0797140114).

## REGULATIONS No. (44) of (2011)

### FOOD AND BEVERAGE HEALTH AND SAFETY AT RESTAURANTS AND CAFETERIAS REGULATIONS AT UNIVERSITY OF PETRA

**Article (1) :** These Regulations are titled and shall be cited as the “**Food and Beverage Health and Safety at Restaurants and Cafeterias Regulations at University of Petra of (2011)**”, and shall go into effect as of the date they are approved by the University Council. (\*)

**Article (2) :** Unless the context indicates otherwise, the following terms and expressions, wherever mentioned herein, shall have the hereunder designated meanings :

<b>University</b>	: University of Petra.
<b>President</b>	: University President.
<b>Director</b>	: The Director of General Services and Maintenance at the University.
<b>Inspector</b>	: The inspector of food and beverage health and safety at the University.
<b>Leaseholder</b>	: The person who signed a leasehold contract for the purpose of rendering food and beverages at the University.
<b>Contract</b>	: The contract made between the University and the Leaseholder.
<b>Worker</b>	: Any person working for the Leaseholder.

**Article (3) :** Provisions of these Regulations shall be applicable to all leaseholders of restaurants, cafeterias, minimarkets and kiosks at University campus.

**Article (4) :** The Leaseholder shall undertake to provide an official profession practicing license and shall possess a certificate of the service s/he offers, and a commercial register.

---

(\*) In its session No. (26-2011), dated on 14/12/2011

- Article (5) :** The Leaseholder shall undertake to comply with the terms of the Contract made with the University.
- Article (6) :** The University shall, without objection of the Leaseholder, be entitled to transfer the location of the leasehold to another location inside the University if the University campus designs require so, without bearing any claims or financial or immaterial compensations that the Leaseholder may resort to.
- Article (7) :** The Inspector shall be entitled to enter all restaurants, cafeterias, kiosks and minimarkets for the purpose of daily inspection, submit appropriate reports and submit recommendations about violations in this regard.
- Article (8) :** As the lease is a beneficiary ownership for a specific period of time, the Leaseholder shall undertake to render the services agreed upon in the contract without resorting to provide forbidden and unlicensed materials, in which case, the University shall have the right to revoke the contract and claim all its financial rights if such actions have been proved.
- Article (9) :** The Leaseholder shall undertake to provide the University with a manifest containing the names of all his/her workers, a copy of their ID cards, addresses and certificates of no judicial sentence against them.
- Article (10) :** Each Worker shall wear clean official uniforms, and have a health certificate allowing him/her to practice the profession of preparing and dispensing foods and beverages.
- Article (11) :** The Leaseholder shall bear the responsibility of paying all fees, stamps and taxes according to the laws in the Kingdom.
- Article (12) :** The Leaseholder shall bear the costs of electricity and water according to the readings of the meters.
- Article (13) :** The Leaseholder shall undertake to subscribe all his/her workers to the social security system and shall be completely responsible for all work accidents that might occur to them.
- Article (14) :** The Leaseholder and all his/her workers shall comply with the regulations for vehicles entering to the University campus.
- Article (15) :** The Leaseholder shall undertake to keep the leasehold clean from inside and outside and remove all waste resulting from his/her service and place it in the designated location.

- Article (16) :** The Leaseholder shall undertake to have all his/her belongings insured, provide a first aid box and enough number of fire extinguishers placed in easily accessible places.
- Article (17) :** The Leaseholder shall undertake to provide his/her food workers with the required hand gloves and prohibit smoking in the food preparation area.
- Article (18) :** The Leaseholder shall undertake to make sure that the leasehold does not contain insects and rodents and use all necessary sterilizers to sterilize usable tools, counters, tables and chairs (if there are any).
- Article (19) :** The Leaseholder shall post a clear price list in a place easily accessible to students and workers.
- Article (20) :** In the case a Leaseholder committed one or more violation as reported by the Inspector, one or more of the following punishment actions shall be placed upon him/her :
1. First Action: Oral forewarning, if the Leaseholder has breached any terms of the Contract.
  2. Second Action: Written warning.
  3. Third Action: The Leaseholder is fined (20) JOD upon providing him/her with a receipt, a copy of which shall be submitted to the Financial Affairs Department for collection.
  4. Fourth Action: The Leaseholder is fined (100) JOD upon providing him/her with a receipt, a copy of which shall be submitted to the Financial Affairs Department for collection.
  5. Fifth Action: The Leaseholder is fined the amount stipulated in the Contract, which is (1000) JOD to be added to the value of the leasehold.
  6. Sixth Action: Suspension from work, giving the Leaseholder the chance to rectify the situation to remove the violation and return to work within a period of time not exceeding one week. The University shall not bear any losses that may occur as a result of this action.
  7. Seventh Action: Revoking the Contract and claiming all University financial rights up to the end of the contract duration, without any objections from him/her.
- Receipt bonds issued by the University against collections of fines stated above shall be considered official bonds.

- Placing the actions (1, 2) shall be the authority of the Inspector, and actions (3, 4) the authority of the Director. Any other action the fine of which exceeds (100) JOD shall be the authority of the President upon recommendation of the Director.

**Article (21) :** The Leaseholder shall concede that the leasehold and its address stated in the Contract are the notification address for both the University and the Leaseholder. For notification purposes, the worker at the Leasehold shall be considered a representative of the Leaseholder. A notification placed on the closed door of a leasehold shall be considered as an official notification from the University and the Leaseholder shall not have the right to object this procedure.

**Article (22) :** The Inspector shall undertake the following responsibilities and duties:

1. Obtaining manifests containing the names of all workers at the restaurants, together with copies of their ID's and addresses.
2. Carrying out unannounced periodic inspection rounds to assure the compliance of the Leaseholder with the terms of the Contract.
3. Making sure of the general cleanliness of the restaurants and other leaseholds, especially the cleanliness of tools used in food preparation, the floors and workers, in addition to making sure that workers wear the official uniform and head covers.
4. Making sure of the safety of raw materials used in food preparation, expiry dates and the place they are preserved in refrigerators.
5. Executing these Regulations.
6. Receiving and following-up all complaints by University students and staff members and submitting appropriate reports to the Director.

**Article (23) :** The President and the Director shall both be responsible for the implementation of these Regulations.

## REGULATIONS No. (45) of (2016)

### KEYS REGULATIONS AT UNIVERSITY OF PETRA

**Article (1) :** These Regulations are titled and shall be cited as the “**Keys Regulations at University of Petra of (2016)**”, and shall go into effect as of the date they are approved by the University Council. (\*)

**Article (2) :** Unless the context indicates otherwise, the following terms and expressions, wherever mentioned herein, shall have the hereunder designated meanings :

<b>University</b>	: University of Petra.
<b>President</b>	: University President.
<b>Faculty</b>	: A Faculty at the University.
<b>Dean</b>	: Dean of a Faculty at the University.
<b>Deanship</b>	: Deanship of Student Affairs.
<b>Department</b>	: An Administrative Department at the University.
<b>Unit</b>	: Any Unit at the University.
<b>Center</b>	: Any Center at the University.
<b>Director</b>	: Director of a Department Unit or Center at the University.
<b>Staff Member</b>	: A faculty member, an employee or a worker at the University.

**Article (3) :** External doors keys of all University buildings shall be unified and shall have a Master Key to be in the custody of the Director of General Services & Maintenance.

**Article (4) :** Each University building shall have one or more external doors made of steel, and to each external door, there shall be three keys, one of each shall be dispensed to:

1. The Director of Student Services, who shall keep it in custody of the Security Unit at the University.
2. The Faculty Dean/ Director of the Unit, who shall keep it in his/her custody.

---

(\*) In its session No. (4-2015/2016), dated on 07/02/2016



3. The Director of Financial Affairs, who shall keep it in a safe box to be used, upon request of the concerned Dean or Director, in emergency cases or in the case his/her copy is lost.
4. Keys shall be dispensed to the competent authorities, as stipulated in paragraphs (1, 2, 3) above, in an official manner.

**Article (5) :** To each door of each lab., drawing room, lecture hall, faculty member office, lab. supervisor office, technician office shall be three keys to be dispensed to the competent Dean, who shall keep one copy in a board box in the Faculty's office, and distribute the other copies to the Chairmen of the Departments in the Faculty.

**Article (6) :** To each door of each Department shall be three keys, to be dispensed to the competent Director, who shall keep one copy in a board box in his/her office and distribute the other copies to the competent persons in the Department.

**Article (7) :** In the case a copy of an external or internal door is lost, the Security Unit shall be notified, the case shall be officially authenticated, and the Department of Maintenance shall be directed to immediately have the lock changed and to distribute the copies according to the above provisions.

**Article (8) :** All concerned authorities shall take care in safeguarding the keys in their possession, and shall bear full responsibility in case they are lost.

**Article (9) :** Deans of Faculties and Directors of Departments, Units and Centers shall all be responsible for the implementation of these Regulations.

**Article (10) :** These Regulations shall cancel the "Keys Regulations at University of Petra No. (30) of (2009)".

## REGULATIONS No. (46) of (2015)

### VEHICLE ENTRY TO, AND TRAFFIC CONTROL ON UNIVERSITY CAMPUS REGULATIONS AT UNIVERSITY OF PETRA

**Article (1) :** These Regulations are titled and shall be cited as the “**Vehicle Entry to, and Traffic Control on University Campus Regulations at University of Petra of (2015 )**”, and shall go into effect as of the date they are approved by the University Council.(\*)

**Article (2) :** Unless the context indicates otherwise, the following terms and expressions, wherever mentioned herein, shall have the hereunder designated meanings :

<b>University</b>	: University of Petra
<b>President</b>	: University President.
<b>Workers</b>	: Academic staff members, administrative staff members, lecturers and others who work at the University.
<b>Students</b>	: Students registered at the University to earn a scientific degree or a certificate from the University.
<b>Investors</b>	: Persons and/ or companies who run a business at the University campus (markets, bookshops, kiosks, ...)
<b>Dealers</b>	: Contractors, suppliers or those whose business require them to enter the University campus.
<b>Visitor</b>	: A person who visits the University for a specific purpose.
<b>Vehicle</b>	: A vehicle owned by any worker, student, investor, dealer or visitor.
<b>Traffic Accident</b>	: An unintentional traffic accident occurring on campus by at least one vehicle, and which results in human and/or financial damage.

---

(\* ) In its session No. (1-2015/2016), dated on 27/10/2015

- Article (3) :** Vehicle entry to University campus shall take place upon:
- Students:** A valid University ID card.
  - Workers:** A University or personal ID card.
  - Vehicle:** A valid permit or sticker.
  - Visitors:** Coordination with the University competent entities, provided that accurate information including the names of the visitor and the host, the time and duration of the visit and the vehicle's type and plate number are recorded in the visitors log. The visitor's ID card shall be withheld until s/he leaves.
  - Dealers:** A valid permit issued by the Deanship of Student Affairs.
  - Investors:** A valid permit issued by the Deanship of Student Affairs..
- Article (4) :** University Security Personnel shall assume the responsibility of organizing vehicle entry, exit and movement on campus, and shall be entitled to verify the identity of the driver if s/he is not known to them, before permitting his/her vehicle entry or during his/her movement. They shall also be entitled to inspect the vehicle's load in order to ensure the campus safety.
- Article (5) :** Students and workers shall be permitted to enter their vehicles in campus according to a special permit/ sticker issued by the Deanship of Student Affairs..
- Article (6) :** The Deanship of Student Affairs shall be responsible for preparing and issuing vehicle's permits and stickers. It shall designate one of its employees to dispense these permits and stickers to their requesters. The said employee shall be completely responsible for dispensing the permits and shall bear the consequences of any violation in this regard.
- Article (7) :** An appropriate design for the permit or sticker, carrying the University logo, a serial number, its type and the beneficiaries' class shall be laid out. Permits' designs shall be classified according to the beneficiaries' classes. The permit shall contain a distinctive mark that is hard to be falsified or imitated. The form and the color of the permit design may be altered year after year in order to distinguish the new permits and validity, provided that its basic constituents are unaltered.
- Article (8) :** The Deanship of Student Affairs shall dispense permits to their requesters in accordance with the following:

1. A special record for permits shall be organized and shall include the following information:
  - a. The name of the person to whom the permit has been dispensed.
  - b. The job title, place of work and the telephone number of the person to whom the permit has been dispensed.
  - c. The type and the number of the vehicle to which the permit/ sticker has been issued.
  - d. The type, duration and the serial number of the permit.
  - e. The purpose of entry to the campus.
2. The permit/ sticker shall be collected from the Deanship of Student Affairs under the following conditions:
  - a. The driver's and the vehicle's licenses shall be valid.
  - b. The vehicle shall be registered in the name of the requester.
  - c. The Deanship of Student Affairs shall be provided with a copy of driver's license and of the vehicle license.
  - d. In case the vehicle is owned by the spouse, brother, sister, son, daughter or father, the ownership shall be considered in order to issue a permit.
  - e. Only one permit shall be dispensed to a deserved requester.
  - f. The requester shall file and sign an application in which s/he undertakes to comply with the University bylaws and regulations.

**Article (9) :** The permit/ sticker shall be the custody of its beneficiary, shall be returned to the Deanship before obtaining any form of clearance and shall not be given to others under legal responsibility.

**Article (10) :** A copy of the permit/ sticker record shall be kept at each of University gates so that the guards are able to verify the authentication of the permit/ sticker and its holder and discover any falsification. The Deanship of Student Affairs shall always update the information stipulated in this record.

**Article (11) :** Private and public buses and trucks shall not be permitted to enter University campus except in the cases approved by the Dean of Student Affairs or his/her delegate.

**Article (12) :** Public and private vehicles carrying workers or students who are physically disabled shall be permitted provided that they are registered in the visitor's record.

**Article (13) :** University- owned vehicles are exempted from having permits/ stickers.

**Article (14) :** Upon entering University campus, holders of permits/ stickers shall comply with the following:

1. Respecting the campus particularity.
2. Taking extreme care while driving in campus.
3. Avoiding places of students' gatherings.
4. Adhering to on-campus speed limits.
5. Complying with the traffic signs and signals.
6. Giving priorities to pedestrians and other cars.

**Article (15) :**

- A. Drivers of vehicles shall comply with the designated and announced on-campus speed limit. In case this limit is exceeded the driver shall be issued a violation ticket, and s/he shall be fined with (15) JOD.
- B. Parking and stopping in the places which are designated for university workers, sidewalks or on emergency entrance shall be prohibited. In case of violation, the driver shall be issued a violation ticket, and s/he shall be fined with (15) JOD.
- C. Parking in places which are designated for temporary parking shall be permitted for a period of (15) minutes only. If the duration exceeds this period, the driver shall be issued a violation ticket, and s/he shall be fined with (15) JOD.
- D. Students shall undertake to park their vehicles in the designated parking places for them.

**Article (16) :** Any person who commits any of the following violations shall be considered to have violated the on-campus regulations and s/he shall be fined with (10) JOD:

1. Making a disturbing noise and using multi-level horns.
2. Double parking.
3. Parking outside the lane designated for parking.
4. Overpassing to the other side of lane or occupying two parking slots.
5. Parking in the places designated for the disabled.
6. Refusing to present university or personal ID card in case of violation.
7. Transporting students inside the campus.
8. Placing election or advertisement posters on the vehicle inside the campus.

- Article (17) :** Any person who commits any of the following violations shall be considered to have violated the on-campus regulations and s/he shall be fined with (20) JOD:
1. Trespassing trash from vehicles.
  2. Irresponsibly driving inside the campus.
  3. Trifling with traffic signs, signals and cameras.
  4. Driving in the opposite designated direction of traffic.
- Article (18) :** In the event a permit holder commits the violations listed above, especially those stipulated in Articles (15) and (16) twice in a one year period, the fine is doubled, and if s/he commits the violation three times in a one year period, the permit shall be withdrawn.
- Article (19) :** Any vehicle obstructing traffic inside University campus shall be towed by University Security Personnel on the owner's expense. If the case is repeated more than once, the permit shall be withdrawn for at least one semester.
- Article (20) :** Should a traffic accident take place inside the University campus, the Department of Traffic and Vehicle Licensing shall be notified.
- Article (21) :** The driver of the vehicle which causes damage to University property shall be referred to investigation committees in order to place the appropriate action if s/he is a University worker or a student.
- Article (22) :** Permit holders shall not be permitted entry to University campus outside working hours or during weekends and official holidays except for justified reasons. On-campus female housing students are exempted from this.
- Article (23) :** University Security Personnel shall assume the responsibility of organizing and issuing traffic violation tickets on special forms designed for this purpose.
- Article (24) :** Violations committed according to these Regulations shall be registered in a special record containing the name of the violator and justifications for issuing the violation tickets.
- Article (25) :** Any person who has been issued a violation ticket shall be entitled to submit an objection to the Dean of Student Affairs within a period of three days from the date the violation ticket is issued.
- Article (26) :** Money collected by University Security Personnel from violation fines shall be handed to the Financial Department and shall be

deposited in a special fund to be disbursed to needy students and to cover expenses of community service -related activities. In case the violater is a visitor, s/he shall be prohibited from entering University campus once more.

- Article (27) :** The Deanship of Student Affairs shall, in collaboration with the competent University entities, assume the responsibility of organizing visitors' vehicles entry during celebrations and ceremonies, provided that these visitors comply with entry-exit procedures as deemed appropriate.
- Article (28) :** The University shall have the right to suspend or cancel any permit if the holder commits any violation of these Regulations, and the University shall not bear any responsibility or any financial burden that may be claimed by the said holder.
- Article (29) :** The President shall be entitled to decide upon issuing permits for cases not stipulated in the provisions of these Regulations.
- Article (30) :** The Deanship of Student Affairs shall be responsible for the implementation of these Regulations.

## **REGULATIONS No. (47) of (2015)**

### **UNIVERSITY CLUB REGULATIONS AT UNIVERSITY OF PETRA**

**Article (1) :** These Regulations are titled and shall be cited as the “**University Club Regulations at University of Petra of (2015)**”, and shall go into effect as of the date they are approved by the University Council. (\*)

#### **Chapter One: Club’s Title and Goals**

**Article (2) :** A Club, called “University of Petra Club” shall be founded at the University, where its headquarters shall be on University campus.

**Article (3) :** The Club aims to consolidate the cultural, intellectual, social, athletic and artistic relations amongst its members and enhance communication with the Jordanian, Arab and International communities by means of conducting forums and organizing trips, cultural, athletic, social, artistic and entertainment activities.

#### **Chapter Two: Membership**

**Article (4) :** Membership of the Club shall be classified as follows:

- 1. Active Member:** is the member who is accepted for membership by the Administrative Board upon his/her request, meets the conditions stated in Article (5-A) and has paid the joining and subscription fees as stated in Article (22-E) of these Regulations.
- 2. Honorary Member:** is the member to whom the conditions stipulated in Articles (5-A) and (22-E) do not apply. These members are:
  - a.** University Board of Trustees’ members.
  - b.** Those granted membership by the Administrative Board for their excellent services to the University or to the Club.

---

(\*) In its session No. (4-2014/2015), dated on 28/06/2015



3. **Inactive Member:** is the member who is accepted by the Administrative Board upon his/her request, who meets the conditions stated in Article (5-B), and has paid the joining and subscription fees as stated in Article (22-E) of these Regulations. Such a member shall not be a member of the General Assembly and shall not have the right to elect, or be elected, to the Administrative Board.

**Article (5) : Membership Conditions:**

1. **Active Member Conditions:** S/he is:
  - a. A full-time faculty member at the University.
  - b. A Director of a Department, Center, Unit or Office, or a Supervisor of any Administrative Unit at the University.
2. **Inactive Member Conditions:** S/he is a University staff member to whom the conditions of Article (5-A) do not apply.

**Article (6) :** Applications to join the Club shall be submitted on a special form to the Administrative Board, who takes a decision thereof.

**Article (7) :** Cessation of membership of an active or inactive member shall occur in any of the following cases:

1. Written resignation.
2. Delay in payment the monthly subscription fee for two months after the commencement of the financial year on condition that s/he has been notified of its due date.
3. Loss of any of the membership conditions.
4. Exercising any act which is in conflict with the goals and policies of the University.
5. Decease.

**Article (8) : Dismissal from the Club:**

- A. A member who violates the Clubs' Regulations shall be dismissed by a two-third decision of the Administrative Board.
- B. The Administrative Board may reinstate a member who has been dismissed or whose membership has been cessated after at least six months upon his/her request, and after the reasons for dismissal or cessation have been removed.

## **Chapter Three: The Club's Bodies**

### **First: The Administrative Board**

- Article (9) :**
- A.** The Administrative Board shall be compromised of seven members, including the Clubs' President, from full-time faculty members, who are elected by secret ballot by the General Assembly members who have the right to vote, on condition than not more than two of them are Master degree holders.
  - B.** The President-Elect shall be a Ph.D. holder and has served at least three years at the University.
  - C.** The Vice-President-Elect shall be a Ph.D. holder and has served at least three years at the University.
  - D.** The Administrative Board consists of: President, Vice-President, Secretary, Treasurer and other members.
  - E.** The Administrative Board shall be entitled to create additional positions and elect whoever they see fit for these positions.
  - F.** The elected Administrative Board shall distribute the positions among its members in its first meeting.
  - G.** The duration of the Administrative Board shall be two years. Elections of new Administrative Board shall take place a month before the end of terms in office of the present Board.
  - H.** Taking into consideration paragraphs (A) and (B) of this Article, any member of the General Assembly is entitled to nominate him/herself to the Administrative Board membership.
  - I.** The Administrative Board shall manage the Club's administrative and financial affairs which include:
    - 1.** Taking decisions and carrying out procedures necessary for achieving the goals of the Club, including assigning responsibilities to its members.
    - 2.** Submitting the annual report about the Clubs' activities to the General Assembly.
    - 3.** Submitting the annual financial report to the General Assembly.
    - 4.** Submitting the draft budget to the General Assembly.
    - 5.** Executing the General Assembly's decisions.
    - 6.** Deciding on acceptance of Club's membership.
    - 7.** Deciding on resignations and dismissal of members.
    - 8.** Organizing the General Assembly's meetings.
  - J.** The Vice-President shall assume the responsibilities of the President in the case the position becomes vacant.

- K.** When a membership position of the Administrative Board becomes vacant for whatever reason, it shall be substituted by the member who was next in line in terms of the vote that was made in the last elections by the General Assembly. Should the member in question decline the position, the Administrative Board shall select one of the General Assembly's members to fill the position.

**Article (10) :** The President's duties are:

1. Supervising the activities of the Club and signing contracts after being approved the Administrative Board.
2. Representing the Club in front of the competent entities.
3. Presiding the Administrative Board's and the General Assembly's ordinary and extraordinary meetings.
4. Jointly signing money vouchers with the Treasurer.
5. Any other duties assigned to him/her by the General Assembly, which are not in conflict with these Regulations.

**Article (11) :** The Vice-President shall assume the responsibilities of the President in his/her absence, or other responsibilities assigned to him/her by the President.

**Article (12) :** The Secretary's duties are:

1. Keeping and organizing records.
2. Taking minutes of the Administrative Board's and General Assembly's meetings.
3. Executing any other assignments to him/her by the Administrative Board.
4. In the case the Secretary is absent, a substitute for him/her shall be selected by the Administrative Board from amongst its members.

**Article (13) :** The Treasurer's duties:

1. Jointly signing money vouchers with the President.
2. Preparing the annual financial report and draft budget, and submitting them to the Administrative Board in preparation for presentation to the General Assembly.
3. Booking and safeguarding the Club's financial documents.
4. Receiving money reimbursed to the Club via official vouchers signed by him/her and the Clubs' stamp, and depositing it in the accredited bank.

**Article (14) :** Meetings of the Administrative Board shall be legal if the majority of its members attend. Decisions are also taken by

majority of votes of the members attending, and in the case the votes are equal, the President's vote shall prevail.

- Article (15) :**
- A.** Each Administrative Board member shall attend its meetings at the times determined and shall not leave before it is adjourned by the President or his/her delegate.
  - B.** Membership of the Administrative Board shall be suspended if the member fails to attend three consecutive or six nonconsecutive meetings without an excuse acceptable by the Administrative Board. The Administrative Board shall in this case notify the member of it.

### **Second: The General Assembly**

**Article (16) :** The General Assembly of the Club shall consist of all active members who have paid their subscription fees. The active member shall not be permitted to nominate, vote and attend the General Assembly's meeting unless s/he pays subscription fees at least one week before the election date. The honorary member shall be entitled to attend the General Assembly's meetings but shall not be permitted to vote for, or be nominated to, membership of the Administrative Board.

**Article (17) :** If there is a quorum in an ordinary or an extraordinary meeting of the General Assembly, decisions taken shall be legal even if the quorum declines because some attendees left the meeting.

**Article (18) :** The General Assembly may be summoned for an ordinary or extraordinary meeting once a year or whenever it is deemed necessary.

**Article (19) :** The Administrative Board shall call for a General Assembly meeting in the location it determines via a notice sent to all members who have the right to attend at least two weeks before the meeting date, and the agenda of the meeting shall be attached with the notice.

**Article (20) :** Meetings of the General Assembly shall be legal if the majority of its active members who paid their subscription fees attend. In the absence of the quorum, the General Assembly shall be called for a second meeting after two weeks, which shall be legal regardless of the number of attendees.

**Article (21) :**

- A.** The General Assembly shall discuss the agenda of the meeting, which may include:

1. The administrative report about its activities during terms in office.
  2. The budget, account and the auditor's report.
  3. The draft annual budget.
  4. Election of a new Administrative Board.
- B.** Any other issues suggested by the majority of the attendees.

- Article (22) :**
- A.** The Club's financial year shall commence on the first of January and end on the last day of December of each year.
  - B.** The Clubs' money shall be deposited in a separate account, carrying its name in the Financial Department, or in the on-campus bank. Withdrawals shall be incurred by the President's or his/her delegate's signature.
  - C.** Disbursement of the Clubs' money may be incurred by a decision of the Administrative Board. However, the President is entitled to withdraw a cash advance not exceeding (400) JOD for urgent expenses, which shall be settled according to the normal procedures.
  - D.** The financial resources of the Club shall be:
    1. Annual allocations from the University which could be immovable services (like, electric and water bills, heating, conditioning, cleaning and maintenance expenses).
    2. Subscription and joining fees paid by active and inactive members.
    3. Donations and grants (approved by the President).
    4. Income from trips, contests, offers and other activities.
    5. Any other income approved the Administrative Board.
  - E.** Joining and subscription fees shall be determined as follows:
    1. Joining fee: (12) JOD.
    2. Subscription fee: (3) JOD monthly deducted from the member's salary after his/her membership is accepted and lasts until the membership is lost for any reason.
  - F.** The Administrative Board is entitled to reconsider the amounts of these fees as it is deemed necessary.

- Article (23) :** The President shall form a committee of three members to prepare for and organize elections and counting votes one month before the termination of the terms in office of the standing Administrative Board, on condition that none of them is a nominee.

- Article (24) :** A. The members of the General Assembly shall elect the members of the Administrative Board by secret ballot, on condition that ballot papers are counted before they are sorted.
- B. If two or more nominees for the seventh position have accumulated equal number of votes, one of them shall be elected by lot in the presence of the committee formed by the President.
- Article (25) :** Nominations for membership of the Administrative Board shall take place at the General Assembly's meeting set for this purpose.
- Article (26) :** The terms in office duration for the Administrative Board shall be two years, starting from the first of January and ending on the last day of December of each year, on condition that elections should have been held two weeks before the starting date.

#### **Chapter Five: General Provisions**

- Article (27) :** The Administrative Board may appoint an Honorary President for the Club, on condition that s/he shall not have any administrative, financial or other responsibilities.
- Article (28) :** A. The Club shall not have any political or religious goals, and its activities shall not be in conflict with the University bylaws and regulations.
- B. The University President shall decide upon cases not stipulated in the provisions of these Regulations.
- Article (29) :** A Supervisor for the Club shall be appointed by a President decision upon recommendation of the Administrative Board, and the Administrative Board's President and members shall be administratively responsible for him/her.
- Article (30) :** The Administrative Board's President and members shall determine the duties assigned to the Supervisor.
- Article (31) :** The University President and the Administrative Board shall be responsible for the implementation of these Regulations.



## **REGULATIONS No. (48) of (2015)**

### **NURSERY REGULATIONS AT UNIVERSITY OF PETRA**

#### **Chapter One: Preliminaries**

**Article (1) :** These Regulations are titled and shall be cited as the “**Nursery Regulations at University of Petra of (2015)**”, and shall go into effect as of the date they are approved by the University Council. (\*)

**Article (2) :** Unless the context indicates otherwise, the following terms and expressions, wherever mentioned herein, shall have the hereunder designated meanings :

<b>University</b>	: University of Petra.
<b>President</b>	: University President.
<b>Nursery</b>	: Petra Nursery
<b>Supervisor</b>	: Chairman of Department of Educational Sciences at Faculty of Arts and Sciences.
<b>Principal</b>	: Nursery Principal.
<b>Nursemaid</b>	: An employee who is qualified to take care and educate children.

**Article (3) :** The on-campus Nursery shall be considered one of the University entities, and shall operate in accordance with University bylaws and regulations in effect.

#### **Chapter Two: Appointment at the Nursery**

**Article (4) :** Appointment at the Nursery of the Principal, nursemaids, assistant nursemaids and workers who possess the scientific qualification and the professional experience in the competent area of child caretaking and education shall be in accordance with the employees appointment provisions of the University Employee’s Bylaws and Regulations in effect and according to the following conditions:

---

(\*) In its session No. ( 1-2015/2016), dated on 27 /10 /2015



1. **Nursery Principal:** To be appointed, she shall have a Bachelor degree, with (very good) rating, in a specialization in early childhood education and development area, any other related specialization or in child education. She shall also possess at least five years of professional experience in the area of child caretaking and education, have training courses in this area, be fully devoted to managing the Nursery and be at least (28) years old.
2. **Nursemaid:** To be appointed, she shall have a community college Diploma, with at least (very good) rating, in a specialization of early childhood education and development. She shall also possess at least three years of professional experience in the area of child caretaking and education, have training courses in this area and be at least (24) years old.
3. **Assistant Nursemaid:** To be appointed, she shall have a community college Diploma in child education specialization or the General Secondary Education Certificate, shall also possess professional experience in the area of child caretaking and education and be at least (22) years old.
4. **Kitchen Worker:** To be appointed, she shall have General Secondary Education Certificate/Health Education Stream. She shall also possess experience of at least two years in meal preparation infants of age one day to two years and for children of age three to four years and be at least (22) years old. She shall also undertake to wear head cover during preparation of meals.
5. **Cleanliness Worker:** To be appointed, she shall have the General Secondary Education Certificate or the Secondary School Certificate. She shall also have at least two years of experience in nursery cleanliness. She shall be entrusted in the internal cleanliness of the Nursery and shall not have to do with children caretaking.
6. All Nursery positions require that the holder must have a valid epidemic-free certificate, issued by the Ministry of Health, advocating that the holder is healthy fit for child caretaking. The certificate has to be valid for six months and to be renewed periodically. A copy of the certificate shall be kept with the Principal and another copy shall be kept in the employee's file. All Nursery positions also require that the holder must have a valid judicial no conviction certificate.

7. Appointments at the Nursery shall be incurred via special yearly contracts.

**Article (5) :** The number of caretakers at the Nursery shall be determined according to the following basis:

1. One nursemaid shall be allocated for every (6) children of age (1) year or less.
2. One nursemaid shall be allocated for every (8) children of age between (1) and (4) years.
3. In case the number of children stated in (1) and (2) above exceeds the upper limit, an assistant nursemaid shall be called upon.
4. One kitchen worker shall be allocated for the Nursery children. She shall only be responsible for meal preparation.
5. One cleanliness worker shall be allocated for the Nursery. She shall not have to do with children caretaking.

**Article (6) :** The University Medical Center physicians shall be the supervising health entity for the Nursery and its children. A health file including a special health card on which medical exams results are continuously recorded shall be opened for each child at the Nursery.

### **Chapter Three: Conditions for Admission and Registration in the Nursery**

**Article (7) :** The conditions for admission and registration in the Nursery are:

1. The infant (or child) is a son or daughter of a University staff member (with priority to female staff members) and is health insured with his/her parent pursuant to the contract made by the University with the health insurance company.
2. The infant (or child) is less than (4) years of age, and shall be suspended from the Nursery when s/he becomes (4) years old.
3. The parent shall file the registration application and submit the following documents:
  - a. A personal photograph of the child.
  - b. A copy of child's birth certificate.
  - c. A copy of the family booklet.

- d. A certificate that the child is free from any epidemic or contagious disease and from birth impairment.
  - e. Copies of certificates of immunizations administered to the child.
4. The parent shall provide the Nursery with all child's personal belongings regarding feeding, clothes, diapers and whatever the Principal asks for.
  5. It is prohibited to enter juices, soft drinks, sweets and the like to the Nursery.
  6. The feeding mother shall adhere to the feeding hour as set by the Principal.

#### **Chapter Four: Health, Environmental and General Safety Conditions at the Nursery**

**Article (8) :** The following shall be secured at the Nursery:

1. The building shall be constructed from permanent materials, and shall satisfy the health, environmental and general safety conditions.
2. The capacity of the rooms shall be determined according to their areas on the basis of two square meters per child.
3. The location of the Nursery shall be in a clean area, and is far away from sanitation stations and warehouses that could easily catch fire.
4. A separation sector shall be established to separate infants from older children.
5. Rooms shall be free from humidity and cracks.
6. Walls shall be smooth and rooms are free from construction columns, with good air flow and with natural lighting.
7. Windows shall have protection beams and good screens.
8. Rooms shall have heating systems. Movable heating appliances such as gasoline or electric heaters are prohibited.
9. Windows curtains shall be of a type attractive to children.
10. Drinking water dispensers shall be healthy and always clean.
11. Nursery staff and visitors shall, upon entry to the Nursery, take off their shoes, leave them in the shoes cabinet, and use the healthy shoes and covers provided.
12. Smoking is strictly forbidden in the Nursery.

13. Securing enough lab coats for the Nursery staff.
14. Securing enough hand gloves and head covers for the Nursery staff.
15. Securing hand sterilization dispenser at the exit of each bathroom.

### **Chapter Five: Nursery Furniture**

**Article (9) :** The following furniture items shall be secured at the Nursery:

1. A complete, safe and adequate floor cover.
2. Wooden beds with (30) cm. high sides.
3. Adequate window curtains.
4. Cupboards to keep children's documents.
5. Adequate activity tables.
6. Children chairs adequate to their ages and have to be (21) cm high.
7. A table specially designed for diaper change and located close to a water source.
8. A first-aid box containing cotton, binders, blasters, sterilizers, scissors and at least (4) thermometers.
9. Safe, educational and entertaining toys.
10. Completely covered waste baskets inside and outside the Nursery.
11. A kitchen separate from children's rooms.
12. An adequate number of fire extinguishers according to the Civil Defense Department regulations.
13. A refrigerator adequate for the number of children.
14. A feeding bottle sterilization apparatus.
15. All circuit breakers have to be completely covered and located above the reach of children.
16. Adequate and safe outside play grounds.
17. A washer, dryer, dishwasher and safe oven.

### **Chapter Six: General Provisions**

- Article (10) :**
- A. The University Council shall, upon recommendation of the Department of Educational Sciences or the Principal, decide upon any issue not stipulated in the provisions of these Regulations.
  - B. The Principal shall, in coordination with the University administration representative, prepare the job descriptions of the Nursery staff and computerize the children's and the staff data.

- C. The Nursery shall administratively be connected with the Department of Educational Sciences, which shall issue Nursery information pamphlets and decide upon formal dress, children's cards, staff cards and other organizational and administrative regulations.

## **REGULATIONS No. (49) of (2015)**

### **ADJUNCT PROFESSOR REGULATIONS AT UNIVERSITY OF PETRA**

**Article (1) :** These Regulations are titled and shall be cited as the “**Adjunct Professor Regulations at University of Petra of (2015 )**”, and shall go into effect as of the date they are approved by the University Council.(\*)

**Article (2) :** Unless the context indicates otherwise, the following terms and expressions, wherever mentioned herein, shall have the hereunder designated meanings :

<b>University</b>	: University of Petra
<b>President</b>	: University President.
<b>Faculty</b>	: Any faculty at the University.
<b>Council</b>	: Council of Deans at the University.
<b>Deans</b>	: University Faculties’ Deans.
<b>Department</b>	: Any academic department at the University.

**Article (3) :** The provisions of these Regulations shall be applicable to all adjunct Professors at the University.

**Article (4) :** These Regulations aim at lifting-up the level of scientific research at the University through the support of the distinguished Adjunct Professors.

**Article (5) :** Adjunct Professors shall, after their approval, join the University upon a decision of the Council to appoint them as Adjunct Professors or as Distinguished Adjunct Professors, without any financial obligation on the University.

---

(\* ) In its session No. (1-2015/2016), dated on 27/10/2015

- Article (6) :** Adjunct Professors' names shall be placed on the list of names of faculty members of the Faculty closest to their specializations and their curriculum vitae shall be posted on the University website, in the University yearbook and in the University annual report.
- Article (7) :** The University shall be entitled to invite Adjunct Professors to participate in conferences, research, seminars, scientific lectures and training sessions. Adjunct Professors shall have the right to publish their scientific works arrived at, upon utilizing University scientific facilities. The University shall reserve its intellectual rights of the scientific projects supported by its scientific research budget or on its behalf, in accordance with its related regulations.
- Article (8) :** The "Adjunct Professor" or the "Distinguished Adjunct Professor" title shall be granted by issuing a certificate (in that regard) signed by the President, upon a recommendation of the Council.
- Article (9) :** The President and the Deans shall be responsible for the implementation of the provisions of these Regulations.
- Article (10) :** The President shall decide about any issue not stipulated in these Regulations.

## **REGULATIONS No. (50) of (2015)**

### **OFFICIAL UNIFORM REGULATIONS AT UNIVERSITY OF PETRA**

**Article (1) :** These Regulations are titled and shall be cited as the “**Official Uniform Regulations at University of Petra of (2015 )**”, and shall go into effect as of the date they are approved by the University Council.(\*)

**Article (2) :** Unless the context indicates otherwise, the following terms and expressions, wherever mentioned herein, shall have the hereunder designated meanings :

<b>University</b>	: University of Petra
<b>President</b>	: University President.
<b>Council</b>	: University Council.
<b>Council of Deans</b>	: Council of Deans at the University.
<b>Dean</b>	: The competent Faculty Dean.
<b>Director</b>	: The competent Department or Center Director.
<b>Beneficiary</b>	: The employee or the student to whom these Regulations apply in accordance with Article (4) below.

**Article (3) :** These Regulations shall be applicable to University employees, usher students and workers from outside the University as illustrated in Table (1) of the Annex to these Regulations.

**Article (4) :** **A. University Employees and Students:**

1. Medical Center employees.
2. Warehouses.
3. Sanitary supervisors.
4. Maintenance employees.
5. Transportation employees.
6. Security employees.
7. Correspondents.
8. University Nursery employees.
9. Faculty members.

---

(\* ) In its session No. (1-2015/2016), dated on 27/10/2015



10. Lab. Supervisors.
11. Lab. Technicians.
12. Sports coaches.
13. Usher students.

**B. Workers From Outside the University**

1. Sanitation Company workers.
2. Food and Beverage Outlets workers.

**Article (5) :** Newly appointed beneficiaries shall be provided with an official uniform according to their positions after three months from their appointment date and completing their trial period. Usher students (except fourth year) shall be provided with uniforms as the Dean of Student Affairs decides.

**Article (6) :** Types of official uniforms and safety requirements materials shall be determined according to the beneficiary's nature of work. The University name and logo shall be placed on the front left side of the jacket, shirt, gown or overhall.

**Article (7) :** The beneficiary shall undertake to wear the official uniform during working hours, to observe his/her good look and to keep the uniform clean. Should he/she refrain from dressing the uniform, s/he shall be considered violating University regulations, and shall be subject to punishment in accordance with Employees Bylaws.

**Article (8) :** The Sanitation Company shall undertake to provide its workers with a unified uniform, carrying its name on the dresses. Workers at food and beverage outlets and restaurants shall undertake to wear clean gowns and to remain personally clean.

**Article (9) :** A special committee shall be formed in order to select the official uniforms and the shoes that are appropriate to the beneficiary's nature of work. The committee consists of :

- a) Tenders and Supplies Committee.
- b) Human Resources Director.
- c) The competent Department or Center Director.
- d) A representative of the beneficiaries selected by the Department, Center or Faculty.
- e) General Safety Supervisor.

**Article (10) :** The official uniform is purchased in accordance with the Tenders and Supplies Bylaws, upon a request from the place of work of the beneficiary. The best and appropriate uniform is purchased

after placing the specifications appropriate for each category of beneficiaries.

- Article (11) :** Decisions of the committee are submitted to the President and shall go into effect upon the President's approval.
- Article (12) :** The duration of dressing the uniform shall be two periods:
- **Summer Period:** From April 1 to September 30.
  - **Winter Period:** From October 1 to March 31 of the following year.
- Article (13) :** The Supplies Department shall undertake to purchase safety shoes, medical shoes for Faculties' labs and for the Medical Center and sports dresses in accordance with the stipulations of Article (10).
- Article (14) :** General safety and protection materials shall be made available, such as: helmets, gloves, safety shoes, safety eye glasses, fire-resistant clothes, masks, safety belts, rain protectors, sun umbrellas, and other necessary items.
- Article (15) :** Official uniforms, shoes and other safety related items shall be the custody of the beneficiary and shall be kept at his/her place of work after official working hours. S/he shall undertake to use these items during working hours.
- Article (16) :** Determining the types of sports clothes, shoes and other related items for sports coaches and sports teams shall be the responsibility of the Dean of Student Affairs assisted by the Head of the Sports Activities in the Deanship, in accordance with the Supplies and Tenders Bylaws as stated in Article (10) of these Regulations.
- Article (17) :** The immediate boss of the beneficiary shall be entitled to assure that the beneficiary is complying with these regulations and shall have the power of placing a verbal or written forewarning, or a first warning to the violator and send a copy to the Director of Human Resources. The Director of Human Recourse shall have the power of following-up the implementation of, and adherence to, these Regulations and shall submit reports about each Department or Faculty concerning these matters.
- Article (18) :** Should the beneficiary destroy or lose the official uniform dispensed to him/her, s/he shall be fined with its purchase value.

**Article (19) :** Official uniforms and shoes are considered consumables according to the duration of their usage.

**Article (20) :** The President shall, upon recommendation of the competent Dean or Director approve dispensing an official uniform to any worker s/he deems necessary.

**Article (21) :** All previous University decisions and regulations regarding official uniforms shall be annulled.

**Article (22) :** The Deans and Directors shall all be responsible for the implementation of these Regulations.

**ANNEX: TABLE (1)**  
**Types, Numbers and Duration of Usage of Uniforms**

Place of Work	Job	Materials for the Job	Number	Duration
Faculties	Lab. Instructor	White Lab. Coat	2	2 years
Medical Center	Physician/ Nurse/ Pharmacist/ First Aid Worker	White Lab. Coat	2	2 years
		White Sabbu	1	2 years
Emergency Room	According to Weather Conditions	Waterproof Shoes	1	2 years
		Plastic Coat	1	2 years
Warehouses	Warehouse Keeper/ Warehouse Worker	Grey Lab. Coat	2	2 years
Sanitation	Sanitation Supervisor	Grey Lab. Coat	2	2 years
		Grey Sports Shoes	1	2 years
Maintenance, Services and Gardening	Smith	Blue Coat	2	1 year
		Safety Shoes	1	2 years
		Grey Suit	2	2 years
		Eye Glasses	1	1 year
		Gloves	1	1 year
		Summer Hat	1	1 year
	Carpenter	Blue Coat	2	1 year
		Safety Shoes	1	2 years
		Grey Suit,	2	2 years
		Summer Hat	1	1 year

	<b>Plumber</b>	Blue Coat	2	1 year
		Safety Shoes	1	2 years
		Grey Suit,	2	2 years
		Summer Hat	1	1 year
		Rubber Gloves	1	1 day
	<b>Painter</b>	Blue Coat	2	1 year
		Safety Shoes	1	2 years
		Grey Suit,	2	2 years
		Summer Hat	1	1 year
		Rubber Gloves/ Muzzles	1	1 day
<b>Transportation Department</b>	<b>Electrician</b>	Blue Coat	2	1 year
		Safety Shoes	1	2 years
		Grey Suit	2	2 years
		Summer Hat	1	1 year
	<b>Gardener</b>	Grey Suit	2	1 year
		Safety Shoes	1	2 years
		Summer Hat	1	1 year
	<b>Transfer Laborer</b>	Grey Suit	2	1 year
		Safety Shoes	1	2 years
		Summer Hat	1	1 year
	<b>Service Driver</b>	Suit	2	2 years
		Safety Shoes	1	2 years
		Summer Hat	1	2 years
	<b>Laborer's Superintendent</b>	Grey Suit	2	1 year
		Safety Shoes	1	2 years
	<b>Distillation Plant Worker</b>	Rubber Suit	2	1 year
		Safety Shoes	1	2 years
		Rubber Shoes	1	2 years
		Gloves and Muzzles	1	Daily
	<b>Supervisor and Driver</b>	Grey Suit	1	1 year
Grey pants		1	1 year	
Blue Shirt		2	1 year	
Dark Blue Tie		1	1 year	
Shoes		1	2 years	
Winter Jacket		1	2 years	
<b>Mechanic</b>		Dark Blue Suit	2	1 year
		Rubber Shoes	1	2 years
		Dark Blue Tie	1	1 year
		Dark Blue pants	2	1 year
<b>Car Electrician</b>		Dark Blue Suit	2	1 year

		Rubber Shoes	1	2 years
		Dark Blue Tie	1	1 year
		Dark Blue Pants	2	1 year
<b>Security Department</b>	<b>Guard Male</b>	Blue Shirt	2	1 year
		Dark Blue Pants	2	1 year
		Grey Shoes	1	1 year
		Blue Winter Jacket	1	2 years
		Blue Vest and Belt	1	2 years
		Water proof Coat	1	2 years
	<b>Guard Female</b>	Blue shirt	2	1 year
		Blue Skirt	2	1 year
		Black	1	1 year
		Blue Winter Jacket	1	2 years
<b>Computer Center</b>	<b>Maintenance Technician</b>	Grey Lab. Coat	1	1 year
<b>Deanship of Student Affairs</b>	<b>Head of Sports Division and Coach</b>	Sports Suit	1	1 year
		Sports Shoes	1	1 year
	<b>Correspondent</b>	Grey Suit	1	2 years
		Blue Shirt	2	2 years
		Shoes/ Belt/ Tie	1	2 years
	<b>Usher Student (Male)</b>	White Shirt	1	First Year or Second Year
		Black Pants	1	
		Golden Tie	1	
	<b>Usher Student (Female)</b>	White Shirt	1	First Year or Second Year
		Black Pants	1	
		Golden Tie	1	
	<b>Nursery Principal</b>	White Lab. Coat	2	1 year
		White Medical Sabbu	1	1 year
	<b>Nursemaid</b>	White Lab. Coat	2	1 year
		White Medical Sabbu	1	1 year
	<b>Assistant Nursemaid</b>	White Lab. Coat	2	1 year
White Medical Sabbu		1	1 year	
	<b>Kitchen Worker</b>	White Lab. Coat	2	1 year

		White Medical Sabbu	1	1 year
	<b>Sanitation Worker/ Correspondent</b>	Green Lab. Coat	2	1 year
		Rubber Shoes	1	1 year
<b>President's Office</b>	<b>Archive Worker</b>	Grey Suit	1	1 year
		White Shirt	2	1 year
		Black Tie	1	1 year
		Shoes/ Belt	1	1 year
	<b>Correspondent</b>	Grey Suit	1	1 year
		White Shirt	2	1 year
		Black Tie	1	1 year
		Shoes/ Belt	1	1 year
<b>Public Relations</b>	<b>Correspondent</b>	Grey Suit	1	1 year
		White Shirt	2	1 year
		Black Tie	1	1 year
		Shoes/ Belt	1	1 year
<b>Faculties</b>	<b>Lab. Supervisor/ Pharmacy</b>	White Lab. Coat	2	1 year
	<b>Lab. Supervisor/ Physics</b>	White Lab. Coat	2	1 year
	<b>Lab. Supervisor/ Chemistry</b>	White Lab. Coat	2	1 year
	<b>Lab. Supervisor/ Interior Design</b>	White Lab. Coat	2	1 year
	<b>Lab. Supervisor/ Graphic Design</b>	White Lab. Coat	2	1 year
	<b>Lab. Cleaner</b>	White Lab. Coat	2	1 year
	<b>Silkscreen &amp; Ceramics Workshop Technician</b>	White Lab. Coat	2	1 year
	<b>Carpentry &amp; Metal Workshop Technician</b>	White Lab. Coat	2	1 year
	<b>Model Making and Acoustics Lab. Technician</b>	White Lab. Coat	2	1 year



## **REGULATIONS No. (51) of (2015)**

### **PRESIDENT’S AND DEAN’S HONOR LIST REGULATIONS AT UNIVERSITY OF PETRA**

**Article (1) :** These Regulations are titled and shall be cited as the “**President’s and Dean’s Honor List Regulations at University of Petra of (2015 )**”, and shall go into effect as of the date they are approved by the University Council.(\*)

**Article (2) :** Unless the context indicates otherwise, the following terms and expressions, wherever mentioned herein, shall have the hereunder designated meanings :

<b>University</b>	: University of Petra
<b>President</b>	: University President.
<b>Faculty</b>	: The Faculty at the University to which the student belongs.
<b>Dean</b>	: The Dean of the Faculty to which the student belongs.
<b>Student</b>	: The distinguished student whose Grade Point Average (GPA) is (3.67) points or more.
<b>Academic Semester</b>	: The first or the second semester of an academic year.

**Article (3) :** The provisions of these Regulations shall be applicable to regular students who are registered to obtain the Bachelor Degree at the University.

**Article (4) :** A student’s name shall be placed on the President’s or the Dean’s Honor List in a regular semester (not in summer session) in accordance with paragraphs (S1) and (S2) of Article (10) of the “Awarding the Bachelor Degree Regulations No. (17) at University of Petra”.

---

(\* ) In its session No. (1-2015/2016), dated on 27/10/2015



- Article (5) :** The Deanship of Admission and Registration shall, every regular semester, prepare the lists of names of students to be placed on the President's and the Dean's Honor Lists.
- Article (6) :** The President's and the Dean's Honor Lists shall be prepared as typed manifests, stipulating the name of the student and his/her Semester Grade Point Average (SCPA). The manifests shall, at the end of each regular semester, be placed on boards especially designed for this purpose.
- Article (7) :** Upon receiving the manifests of names. The Dean of each Faculty shall direct the Maintenance Department, to prepare the names to be placed on the Dean's Honor List Board. The Dean of Admission and Registration shall be responsible for doing the same regarding the President's Honor List Board.
- Article (8) :** The President, the competent Deans and the Dean of Admission and Registration shall all be responsible for the implementation of the provisions of these Regulations.
- Article (9) :** The President shall decide upon any issue not stipulated in these Regulations.

# **PART IV: REGULATIVE BASES**



**DISBURSING FINANCIAL REMURNERATION TO  
TRAINERS IN THE ACADEMIC AND ADMINISTRATIVE  
DEVELOPMENT CENTER REGULATIVE BASES  
AT UNIVERSITY OF PETRA**

**Article (1) :** These Regulative Bases are titled and shall be cited as the “**Disbursing Financial Remuneration to Trainers in the Academic and Administrative Development Center Regulative Bases**”, and shall go into effect as of the date they are approved by the University Council of Deans.

**Article (2) :** Unless the context indicates otherwise, the following terms and expressions, wherever mentioned herein, shall have the hereunder designated meanings :

<b>University</b>	: University of Petra.
<b>President</b>	: University President.
<b>Center</b>	: The Academic and Development Center at the University.
<b>Council</b>	: The Council of the Center.
<b>Director</b>	: The Director of the Center.
<b>Agreement</b>	: Any agreement conducted with another beneficiary entity to provide training at the Center.
<b>Director</b>	: Director of a Department at the University.
<b>Staff Member</b>	: A faculty member, an employee or a worker at the University.

**Article (3) :** The Center shall organize training sessions at the University conducted by trainers from the University staff or outside governed by agreements approved by the Council and decided by the President.

**Article (4) :** The Center shall organize regular and distant (online) training sessions.

**Article (5) :** All University staff are entitled to benefit from the Center’s training sessions which aim at realizing the aims and objectives of the University.

**Article (6) :** Financial remunerations shall be disbursed by the University to lecturers or trainers in accordance with the following:

- A.** Financial remuneration against each training hour shall be disbursed based on the trainer's scientific degree as follows:
  - 1.** Ph. D: (25) JOD.
  - 2.** Master: (20) JOD.
  - 3.** Bachelor: (15) JOD.
  - 4.** Vocational Diploma: (10) JOD.
- B.** Each practical hour in a scientific lab, field or in sport utility shall be counted as half of a theoretical hour if the program consists of both theoretical and practical hours. If the program is completely practical, however, the remuneration of the whole program shall be estimated and recommended by the Director and approved by the President, upon taking into consideration the stipulation of (A) in (Fourth).
- C.** If there is a need to have an assistant trainer in a training session, then each training hour shall be counted as one and half hours, and upon taking into consideration the stipulation of (A) in (Fourth), one hour shall be allocated to the trainer and half an hour to the assistant.

**Article (7) :** Financial remunerations shall be disbursed upon a recommendation of the Director and approval of the President.

**Article (8) :** Should there be a need to assign a trainer from outside University staff to render training services, s/he shall be treated in accordance with (Fourth), unless there are additional costs required, in which case the remuneration shall be estimated and recommend by the Director and approved by the President.

**Article (9) :** The University shall cover the costs of providing distant training to its staff. Each case is treated individually according to its nature after it is presented to the Council and approved by the President.

**Article (10) :** The President shall decide upon any issue not stipulated in these Bases.

**Article (11) :** The President and the Director shall both be responsible for the implementation of these Bases.



## **QUALITY AWARD REGULATIVE BASES**

### **AT UNIVERSITY OF PETRA**

#### **INTRODUCTION:**

The University of Petra Quality Award is an annual award granted to students, faculty, staff, academic or administrative departments who are distinguished in the quality domains. Criteria for granting this award for each category is stipulated hereunder. The Quality Assurance, Planning and Performance Management Unit shall, under the patronage of the President supervise the nominations for and the selection of the winners of the Award.

#### **AWARD MISSION:**

The Award aims at enforcing positive competition regarding work quality, performance and achieving objectives by rewarding distinguished students, faculty, staff, academic and administrative units in quality domains.

#### **DEFINITIONS:**

Unless the context indicates otherwise, the following terms and expressions, wherever mentioned herein, shall have the hereunder designated meanings :

<b>Award</b>	: The University of Petra Quality Award, which the University grants to students, faculty, staff, academic or administrative units who have met the criteria to be granted it.
<b>Nominee</b>	: A faculty member, staff, student, academic or administrative unit who (which) nominates him/herself (itself) or is nominated by the unit for the Award.
<b>Faculty Member</b>	: A faculty member (professor, associate professor, assistant professor or instructor).
<b>Staff Member</b>	: An employee at the University.
<b>Students</b>	: Students registered at the University.
<b>Academic Department</b>	: An academic department at the University.



**Administrative Department** : An administrative unit in an administrative department or center at the University.

**AWARD OBJECTIVES:**

The objectives of the Award are to develop the educational and administrative operations at the University via:

1. Disseminating quality and distinction culture among faculty, staff, students, academic and administrative departments at the University.
2. Realizing the principle of sharing among University workers.
3. Encouraging faculty, staff, students, academic and administrative departments at the University to adhere to quality systems and achieve its goals.
4. Motivating faculty, staff, students, academic and administrative departments to continuously develop and excel.
5. Encouraging distinguished personnel to elevate their satisfaction and affiliation with the University.
6. Continuous improvement of various University operations.
7. Stimulating honest competition among University personnel and departments to render their best to the University.

**AWARD CATEGORIES:**

Nominations for the Award shall be as follows:

1. Quality Award for faculty members.
2. Quality Award for staff members.
3. Quality Award for students.
4. Quality Award for academic departments.
5. Quality Award for administrative departments.

**AWARD LEVELS:**

The Award shall be granted to the first position for each category.

**AWARD CRITERIA:****AWARD CRITERIA FOR FACUTLY MEMBERS**

<b>No.</b>	<b>CRITERION</b>	<b>WEIGHT</b>	<b>REMARKS</b>
1.	Student evaluation of the nominee	5%	
2.	Department evaluation of the nominee	10%	
3.	Adhering to quality measures regarding teaching matters	20%	(Academic programs measures, community service, students, ..)
4.	Participation in quality activities	20%	(Faculty quality committee, participation in preparing criteria, ...)
5.	Distinguished personal and behavioral qualities of the nominee	15%	(Reflecting commitment to University values and integrity ...)
6.	Undertaking or participating in an innovative or entrepreneurial work at the University	30%	(Addressing students problems, submitting constructive suggestions for quality improvement, representing the university ...)

**AWARD CRITERIA FOR STAFF MEMBERS**

<b>No.</b>	<b>CRITERION</b>	<b>WEIGHT</b>	<b>REMARKS</b>
1.	The department evaluation of the nominee	10%	
2.	Adhering to quality measures in administrative assignments	25%	(Quality-related measures, community service, students, ..)
3.	Participation in quality-related activities	20%	(Faculty quality committees, participation in preparing criteria, ...)
4.	Distinguished personal and behavioral qualities of the nominee	15%	(Reflecting commitment to University values and integrity, ...)
5.	Undertaking or participating in an innovative or entrepreneurial work at the University	30%	(Addressing students problems, submitting constructive suggestions for quality improvement, representing the university ...)

### AWARD CRITERIA FOR STUDENTS

No.	CRITERION	WEIGHT	REMARKS
1.	Cumulative Grade Point Average (not less than 2.30)	10%	
2.	Second year level or higher	5%	
3.	Not failing any course during the previous year	10%	
4.	Participation in various students activities	15%	
5.	Distinguished personal and behavioral qualities of the nominee	20%	(Reflecting commitment to University values and integrity ...)
6.	Undertaking or participating in an innovative or entrepreneurial work at the University	40%	(Addressing students problems, submitting constructive suggestions for quality improvement, representing the university ...)

### AWARD CRITERIA FOR ACADEMIC DEPARTMENTS

No.	CRITERION	WEIGHT	REMARKS
1.	Evaluation of department outcomes	15%	(Evaluation of graduates, evaluation of business owners, proficiency exam)
2.	Student evaluation of the department	15%	(Reflecting commitment to University values and integrity, ...)
3.	Evaluation of the nominee department	10%	(Based on the results of (ISO))
4.	Adhering to academic quality measures by the department	20%	(Academic programs measures, community service, students, planning, ...)
5.	Participation in various quality-related activities	15%	Faculty quality committees, participation in preparing criteria
6.	Undertaking or participating in an innovative or entrepreneurial work at the University	25%	(Addressing students problems, submitting constructive suggestions for quality improvement, representing the university ...)

## AWARD CRITERIA FOR ADMINISTRATIVE DEPARTMENTS

No.	CRITERION	WEIGHT	REMARKS
1.	Evaluation of the nominee department by service receivers	15%	(Students, other departments, community)
2.	Evaluation of the nominee department	20%	(Based on the results of (ISO))
3.	Adhering to academic quality measures by the department	20%	(Academic programs measures, community service, students, planning, ...)
4.	Participation in various quality-related activities	15%	Faculty quality committees, participation in preparing criteria
5.	Undertaking or participating in an innovative or entrepreneurial work at the University	30%	(Addressing students problems, submitting constructive suggestions for quality improvement, representing the university ...)

### GENERAL DIRECTIONS

- Each University employee (faculty, staff, student) who meets the criteria is entitled to nominate him/herself for the Award.
- Each University department is entitled to nominate a faculty member, a staff member or a student for the Award.
- Each Faculty, Deanship or / and Unit shall nominate only one of its personnel for each category (if there is).
- A nominee shall have been at the University for at least one academic year.
- Scrutinization and comparison among nominees shall be based on the submitted files and the extent to which they adhere to the rules and criteria of the Award.
- The Award Committee shall make the selection of the winners based on the scutinization process.
- A Faculty Dean, Deanship, Head of a Unit or any member of Award Committee shall not be entitled for nomination for the award.
- The winner of the Award is entitled to be nominated for the Award after at least years.
- Nominations shall be accepted upon taking into consideration the directions for applying for the award.

## **APPLYING FOR THE QWARD DIRECTIONS**

When applying for the Award, the nominating entity shall:

1. Organize a file for each nominee.
2. Submit a hard and an electronic copy to the Award Committee.
3. The file shall only include supporting documents according to the criteria for granting the award.
4. Adhere to the specified dates of submission of nominations, and late submissions shall be denied.

## **AWRD COMMITTEE**

A committee called “University of Petra Quality Award Committee” shall be formed by a decision of the President, and shall consist of :

1. Director of the Quality Assurance, Planning and Performance Management Unit (Chairman).
2. Representative from the Accreditation and Quality Assurance Council (Member).
3. Two faculty members (Members).
4. Representative from the Deanship of Student Affairs (Member).
5. Representative from University staff members (Member).
6. Representative of the Student Union (Member).

## **AWARD COMMITTEE TASKS**

The Award Committee tasks shall be as follows (and it is entitled to seek assistance from subcommittees for the evaluation and selection of the winner):

- Receiving nominees’ files.
- Studying nominees’ files to ensure their adherence to the Award criteria.
- Selecting the winner for each category and recommending them to the Accreditation and Quality Council.
- Supervising the process of adherence to criteria.
- Interviewing the nominees.
- Forming subcommittees in the Faculties and Units, if needed.
- Studying all other issues related to the Award.

## **SPECIAL PROVISIONS FOR AWARD COMMITTEE**

- The Committee shall undertake to treat all information submitted for the nomination for the Award in strict confidentiality and shall not be used for other wise.

- The Committee shall undertake not release neither the names of the nominees nor the selection results.
- The Committee shall undertake to exclude all files which do not meet the criteria of the Award.

### **PROCEDURES FOR SELECTION OF AWARDS WINNERS**

Selection of the Awards winners for the different categories shall be as follows:

1. The Committee shall receive the files of the nominees in the office of the Director.
2. The Committee prepares lists of nominees.
3. The Committee classifies the files according to the Awards criteria.
4. The Committee evaluates the files.
5. The Committee prepares a report including the names of all nominees and a summary of the evaluation results for each nominee.
6. The Committee determines only one winner for each category.
7. The Committee shall submit a report about its evaluation results, names of the selected winners to the Accreditation and Quality Assurance Council, together with a hard and soft copy of the files of all nominees.
8. The Council shall study the Committees' report and recommendation and takes the decision.
9. The Chairman of the Committee shall announce the names of the winners.
10. The Committee shall allow the nominees to object the results within one week.
11. Should there be objections to the results, the President shall refer them to a special investigating committee formed by him (her).
12. The President shall honorate the winners during the graduation commencement at the end of each academic year.

### **OBJECTING THE RESULTS**

The nominees for the Award(s) shall be entitled to object the results within a week after they are announced according to the following:

- The objecting nominee shall file an objection form and submit it to the secretary of the Quality Assurance, Planning and Performance Management Unit.
- The secretary shall then prepare a list of the names of the objecting nominees accompanied with their files and submit them to the Director.

- The Director of the Unit shall submit all objection forms, accompanied with opinions to the Chairman of the Accreditation and Quality Assurance Council.
- The Council shall study the objections and take the appropriate decisions regarding them.
- The Council shall submit its recommendations to the President.
- The President shall announce the names of the winners of the Awards for the various categories.

### THE AWARDS

No.	The Award	Value in (JOD)	Gifts
1.	Quality Award for Faculty Members	500	University Shield + Certificate of Appreciation
2.	Quality Award for Administrative Staff	500	University Shield + Certificate of Appreciation
3.	Quality Award for Students	500	University Shield + Certificate of Appreciation
4.	Quality Award for Academic Departments	-	University Shield + Certificate of Appreciation
5.	Quality Award for Administrative Departments	-	University Shield + Certificate of Appreciation

### IMPORTANT DATES

No.	Procedure	Date
1.	Announcement about Award (every semester)	Beginning of the second week of the semester
2.	Last date to submit nominations	Beginning of the second semester final exam period
3.	Forming the Award Committee	Beginning of the second semester final exam period.
4.	Studying the nominees' files	Beginning of the first week of the second semester final exam period
5.	Submitting the evaluation report to the Council	End of second semester exam period
6.	Announcement of results	One week after the end of second semester exam period
7.	Objection period	One week after announcement results

<b>8.</b>	Honoring the winners	During the second semester graduation commencement
-----------	----------------------	--

**A DOPTED FORMS**

Form No. (     )	: Nomination of Students to the Award.
Form No. (     )	: Nomination of Faculty Members to the Award.
Form No. (     )	: Nomination of Staff Members to the Award.
Form No. (     )	: Nomination of Academic Departments to the Award.
Form No. (     )	: Nomination of Administrative Departments to the Award.
Form No. (     )	: Objection to the results.





**Excuted By :**  
**Mrs. Fatma Awwad**