# Table of Contents

## Laws

<table>
<thead>
<tr>
<th>Title</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Higher Education and Scientific Research Law</td>
<td>6</td>
</tr>
<tr>
<td>Jordanian Universities Law</td>
<td>14</td>
</tr>
<tr>
<td>German Jordanian University Law</td>
<td>30</td>
</tr>
</tbody>
</table>

## Academic Faculty Members

<table>
<thead>
<tr>
<th>Title</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Staff Regulations</td>
<td>34</td>
</tr>
<tr>
<td>Academic Staff Instructions</td>
<td>59</td>
</tr>
<tr>
<td>Foundations for the Preparation of Contracts for University Employees</td>
<td>93</td>
</tr>
<tr>
<td>Foundations for Granting Faculty Members Three-Year Contracts</td>
<td>99</td>
</tr>
<tr>
<td>Unpaid Leave Regulations for Faculty Members in Public Universities</td>
<td>101</td>
</tr>
</tbody>
</table>

## Administrative Staff Members

<table>
<thead>
<tr>
<th>Title</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employees Regulations at the German Jordanian University</td>
<td>103</td>
</tr>
<tr>
<td>Employees Instructions at the German Jordanian University</td>
<td>129</td>
</tr>
</tbody>
</table>

## Scholarships

<table>
<thead>
<tr>
<th>Title</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scientific Scholarships Regulations</td>
<td>147</td>
</tr>
<tr>
<td>Scientific Scholarships Instructions</td>
<td>156</td>
</tr>
</tbody>
</table>

## Scientific Research and Graduate Studies

<table>
<thead>
<tr>
<th>Title</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Studies Regulations</td>
<td>163</td>
</tr>
<tr>
<td>Graduate Studies Deanship Instructions</td>
<td>166</td>
</tr>
<tr>
<td>Title</td>
<td>Page</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Scientific Research Regulation at the University</td>
<td>172</td>
</tr>
<tr>
<td>Scientific Research Regulation &amp; Support Instructions</td>
<td>176</td>
</tr>
<tr>
<td>Instructions for Scientific Publication and Creative Work Incentives to Academic Staff</td>
<td>185</td>
</tr>
<tr>
<td><strong>Employees and Academic Staff Health Insurance</strong></td>
<td></td>
</tr>
<tr>
<td>Health Insurance Regulations</td>
<td>189</td>
</tr>
<tr>
<td>Health Insurance Instructions</td>
<td>195</td>
</tr>
<tr>
<td><strong>Financial Affairs and Supplies</strong></td>
<td></td>
</tr>
<tr>
<td>University Financial Regulations</td>
<td>201</td>
</tr>
<tr>
<td>Instructions for the Budget Preparation Procedures</td>
<td>213</td>
</tr>
<tr>
<td>Instructions for Disbursement &amp; Audit Procedures</td>
<td>215</td>
</tr>
<tr>
<td>Instructions of the Procedures of Receiving Revenue and Keeping it</td>
<td>222</td>
</tr>
<tr>
<td>Instructions for Signing Checks, Payment Orders and Letters of Credit</td>
<td>226</td>
</tr>
<tr>
<td>Financial Advance Payment Instructions</td>
<td>228</td>
</tr>
<tr>
<td>Instructions for destroying documents, forms and financial records used by the Financial Department</td>
<td>231</td>
</tr>
<tr>
<td>Hospitality &amp; Events Instructions</td>
<td>234</td>
</tr>
<tr>
<td>Compensation for Financial Liability Instructions</td>
<td>236</td>
</tr>
<tr>
<td>Supplies &amp; Works Regulations</td>
<td>239</td>
</tr>
<tr>
<td>Supplies and Works Instructions</td>
<td>266</td>
</tr>
<tr>
<td>Instructions for Works Execution</td>
<td>280</td>
</tr>
<tr>
<td>Instructions for leasing and renting movable and immovable funds of the university</td>
<td>290</td>
</tr>
<tr>
<td>Employees Saving Fund Regulation</td>
<td>300</td>
</tr>
<tr>
<td>Executive Instructions for Saving Fund System</td>
<td>303</td>
</tr>
<tr>
<td>Employees Allowances &amp; Remuneration Regulation</td>
<td>307</td>
</tr>
<tr>
<td>Title</td>
<td>Page</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Instructions on Advances from the End of Service Remuneration</td>
<td>311</td>
</tr>
<tr>
<td>Employees Housing Fund Regulation</td>
<td>314</td>
</tr>
<tr>
<td>Employees Housing Fund Instructions</td>
<td>320</td>
</tr>
<tr>
<td>Instructions for University Employees Incentives</td>
<td>325</td>
</tr>
<tr>
<td><strong>Units, Departments and Centers at the University</strong></td>
<td></td>
</tr>
<tr>
<td>Library Instructions</td>
<td>330</td>
</tr>
<tr>
<td>Instructions of Darat Othman Bdeir for Innovation and Entrepreneurship</td>
<td>340</td>
</tr>
<tr>
<td>Foundations for the Consultation and Training Center</td>
<td>349</td>
</tr>
<tr>
<td>Instructions for calculating and distributing the revenues of faculty members from work in training and consulting</td>
<td>356</td>
</tr>
<tr>
<td>Natural Heritage Studies Center Instructions</td>
<td>359</td>
</tr>
<tr>
<td>Vision Rehabilitation Training Center Instructions</td>
<td>367</td>
</tr>
<tr>
<td>Foundations for the Department of Control and Internal Auditing</td>
<td>374</td>
</tr>
<tr>
<td>Foundations for combating smoking in the university</td>
<td>378</td>
</tr>
<tr>
<td>Instructions for Road Safety Excellence Center</td>
<td>379</td>
</tr>
<tr>
<td>Foundations for German Language Center at the university</td>
<td>386</td>
</tr>
<tr>
<td>Basis for archiving and destroying some content from the files at the Admission and Registration Department</td>
<td>390</td>
</tr>
<tr>
<td><strong>Students and Academic Degrees</strong></td>
<td></td>
</tr>
<tr>
<td>The Regulations for granting degrees and certificates at the University</td>
<td>394</td>
</tr>
<tr>
<td>Instructions for granting a Bachelor Degree</td>
<td>396</td>
</tr>
<tr>
<td>Master Programs Instructions at the University</td>
<td>427</td>
</tr>
<tr>
<td>Foundations for the English language Proficiency Test for Master's studies students</td>
<td>447</td>
</tr>
<tr>
<td>Student Health Insurance Instructions</td>
<td>449</td>
</tr>
<tr>
<td>Student Union Instructions</td>
<td>451</td>
</tr>
<tr>
<td>Instruction</td>
<td>Page</td>
</tr>
<tr>
<td>-------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Student Clubs Instructions</td>
<td>467</td>
</tr>
<tr>
<td>Student Trips Instructions</td>
<td>474</td>
</tr>
<tr>
<td>Students Fund Instructions</td>
<td>481</td>
</tr>
<tr>
<td>Acceptance of Athletic Excelling Students</td>
<td>493</td>
</tr>
<tr>
<td>Acceptance of Art Excelling Student Instructions</td>
<td>497</td>
</tr>
<tr>
<td>Student Discipline Instructions</td>
<td>500</td>
</tr>
</tbody>
</table>
Law No. (17) for the Year 2018

Law of Higher Education and Scientific Research

| Article 1 | This Law shall be cited as (the Law of Higher Education and Scientific Research for the year 2018) 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 here under-unless the context states otherwise: |

**The Ministry:** Ministry of Higher Education and Scientific Research.

**Minister:** The Minister of Higher Education and Scientific Research.

**Higher Education:** Education where a student completes at least one full academic year of study after getting the General Secondary School Certificate or its equivalent.

**The Council:** The Higher Education Council formed by virtue of the provisions of this Law.

**Chairman:** The Chairman of the Council.

**Institutions of Higher Education:** Institutions which take on the responsibility of the higher education whether Universities, Community Colleges, or others.

**Field of specialization:** A set of educational subjects and training skills that require at least one full academic year of study at any of the institutions of higher education, where the successful completion of studies leads to receiving a scientific degree or certificate in that field.

**The Fund:** The Scientific Research Support Fund and Innovation established under the provisions of this Act.

| Article 3 | 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 and are in line with the overall development goals and plans.

**B.** Deepening the Islamic faith, its ethics and spiritual values, and enhancing the sense of the national belonging and patriotism.

**C.** Patronizing the democratic approach and enhancing it to ensure
academic freedom, the right of expression, and respect of other opinions, teamwork, and accountability. In addition to following critical scientific thinking.

D. Providing an academic, research, psychological and social environment that supports creativity and excellence and enhances skills and innovation.

E. Increasing interest in national heritage, national culture, and world cultures.

F. Accrediting the Arabic language as the scientific and educational language in all stages of higher education. Encouraging the use of Arabic in scientific writing and in translating from and into Arabic, and considering any international language as a supporting language to Arabic.

G. Contributing to the development of knowledge in the areas of science, literature, arts and others. Building a national and technical scientific hub that connects research realms. Directing scientific research and enhancing it towards generating knowledge and industrial and technological production.

H. Developing the capabilities of students who study at least one foreign language in their majors and enable them to gain suitable information technology skills needed in their fields of study.

I. Encouraging, supporting, and upgrading scientific research and innovation, especially applied scientific research aimed at serving and developing society.

J. Developing the performance level of Higher Education institutions and their output quality. Increasing their competitive capabilities at an international level through enhancing academic and administrative staff skills by keeping up with the latest technological information and communications and therefore incorporating them in the teaching and research and receiving international accreditation for institutions and programs.

K. Encouraging diversity and excellence among higher education institutions to enable them to focus on scientific research and recruit scientifically competent individuals and on the other hand teach in order to graduate necessary human resources to meet the job market needs.

L. Creating a coherent institutional link between the public and private sectors on one hand, and on the other hand the institutions of higher education in order to take advantage of the qualified human resources in
these institutions and thus develop these two sectors through consultation and applied scientific research.

M. Enhancing 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, and thus widen its fields to follow modern and developed directions.

Article 4

The Ministry shall assume the following duties and powers:

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

B. Coordinating between institutions of higher education and the consultation centers in the Kingdom, both public and private to optimally take advantage of educational, research and advisory resources available at these institutions and centers.

C. Forming scientific and cultural agreements related to higher education and scientific research with concerned institutions in Arab, Islamic, and foreign countries, in addition to regional and international commissions.

D. Representing the Kingdom at conferences and seminars related to higher education, both locally and abroad.

E. Recognizing 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 educational scholarships for the Ministry’s employees who are granted scholarships to study at institutions of higher education in the Kingdom and abroad, in addition to the management of scholarships and supervision thereon.

G. Following-up on Jordanian student affairs 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 cooperation and coordination with relevant parties.

I. Preparing and providing the Council with qualified administrative and technical staff capable to carry out its functions and following-up affairs thereto.
J. Providing the Council with any studies, information and available data related to higher education and scientific research.

K. Managing the offices that provide services to students of higher education such as: Liaison offices and foreign university branches that are not affiliated to the higher education institutions. Setting license fees and violation costs according to a regulation issued for this purpose.

L. Granting scholarships and student loans at official universities according to a regulation issued for this purpose.

M. Executing academic exchange programs through forming agreements between the Kingdom and other countries and institutions according to a regulation issued for this purpose.

Article 5

A. A council is formed and it is called (The Higher Education Council), headed by the Minister and the following members:

1. Secretary General of the Ministry.
2. Secretary General of the Ministry of Education appointed by the Minister of Education.
4. Three academics with ample experience and expertise and are full academic professors.
5. Two experienced and professional individuals from the private sector.
6. Director of the Education, Military and Culture Directorate at the Jordanian Armed Forces.

B. 1- The appointment of the members stated in items (4) and (5) of paragraph (a) of this Article, where membership of any of them shall be terminated by virtue of a resolution by the Cabinet, upon a recommendation of the Minister, provided that the appointment decision is issued by a Royal Decree.

2- The membership period of each member mentioned in the provisions of item (1) of this paragraph is three years and is subject to a one-time renewal.

3- 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, president or vice president or an employee of an academic institute, Chairman of the Board of Trustees of an academic institute or a
member or partner of it, or an owner of a private or virtual academic institute thereof.

C. The council selects a Vice-Chairman from among its members.

D. The council forms specialized permanent committees headed by one of its members and thus should include the academic, administrative and financial committees.

E. The council shall form any temporary committees to study topics referred to it, and thus offer recommendations regarding them to the council according to the specialization of each committee.

<table>
<thead>
<tr>
<th>Article 6</th>
<th>A) The Council shall assume the following duties and powers:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1. Establishing the policy of higher education in the Kingdom and refer it to the Cabinet to make the necessary decision thereon.</td>
</tr>
<tr>
<td></td>
<td>2. Setting regulatory controls that guarantee the independence of higher education institutions and work on improving them. These institutions will therefore coordinate among each other to achieve their goals within a framework of participatory, accountability and transparency that will ensure their freedom, sanctity, reputation, and safeguard their properties.</td>
</tr>
<tr>
<td></td>
<td>3. 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, or modifying or eliminating any of them in accordance with the requirements and variables that do not refute with the Higher Education Accreditation Commission law while ensuring its quality.</td>
</tr>
<tr>
<td></td>
<td>4. Distributing government subsidies and additional fees on public universities according to the principles accredited by the Council for this purpose.</td>
</tr>
<tr>
<td></td>
<td>5. Encouraging higher education institutes to find attractive and smart academic investment environments, and follow the e-learning method of teaching.</td>
</tr>
<tr>
<td></td>
<td>6. 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 while supervising its execution.</td>
</tr>
<tr>
<td></td>
<td>7. Recommending to the Prime Minister to appoint the board of trustees of official Jordanian universities and its members.</td>
</tr>
<tr>
<td></td>
<td>8. Recommend the appointment of the presidents of official Jordanian Universities in accordance with the current Jordanian Universities Law.</td>
</tr>
</tbody>
</table>
9. Appointing the presidents and members of the board of trustees of private universities in accordance with the current Jordanian Universities Law.
10. Appointing the presidents of private universities based on the recommendation of the board of trustees and in accordance with the current Jordanian Universities Law.
11. Approving conducting scientific, academic, technical memorandums of understanding with Jordanian and non-Jordanian higher education institutes that generate mutual programs and lead to achieving scientific degrees given that if they are higher education institutes accredited by the ministry.
12. Issuing the necessary financial and administrative instructions required for the operation of the council, its committees, the committees created from it, and the units related to the ministry and linked to the council’s work.
13. Discussing the draft regulations proposed by the institutions of higher education and turning them to the Ministers Council to complete the constitutional procedures thereon.
14. Approving the annual budgets and end of year financial statements of the higher education institutes, and discuss their annual reports and issue the necessary decisions concerning them.
15. Approving the annual certified accountant’s report at private higher education institutes, the annual report prepared by the regulatory unit responsible for internal supervision and auditing at official universities.
16. Reviewing the annual audit bureau report concerning official universities and take suitable procedures regarding it.

B) Upon the recommendation of the Higher Education Accreditation Commission and in accordance with the provisions of its law, the Council shall assume the following duties and powers:

1. Canceling the license of one specialization or more.
2. Suspending admission to higher education institutes permanently or temporarily.
3. Closing down the Higher Education temporarily or permanently.
4. Establishing a committee to directly supervise Higher Education.

**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. With the presence of equal votes, the side voted by the president gets chosen.

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, and analyzing to measure primary performance indicators for higher education institutes.  
2- Conducting research studies necessary for the development of the higher education sector.  
3- Identifying the financial and administrative 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 assigned by the council. |
| Article 9 | A. A fund called (the Scientific Research & Innovation Support Fund) is established at the Ministry aimed at encouraging and supporting the scientific research & innovation in the Kingdom.  
B. Organizing all the affairs related to the fund including the financial and administrative ones in accordance with the provisions issued for this purpose. |
| 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 four 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 council if the source is Jordanian and if such money came from a non-Jordanian source then it should be approved by the cabinet.  
B. 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. (23), for the year 2009. All movable and immovable assets, rights and liabilities shall be transferred to this Fund, and shall incur all obligations linked to it. |
| 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, for authenticating certificates of courses, and recommendation letters for academic staff members issued by institutions of higher education. The amount of fees, herein, shall be determined in accordance with instructions issued by the Minister for this purpose.

<table>
<thead>
<tr>
<th>Article</th>
<th>Provision</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Article 13</strong></td>
<td>The Cabinet shall issue the necessary regulations to put the provisions of this Law into practice.</td>
</tr>
<tr>
<td><strong>Article 14</strong></td>
<td>The Law of Higher Education and Scientific Research No. (23), for the year 2009 and its amendments shall be cancelled provided that the regulations issued pursuant thereto stay effective until amended, cancelled or replaced by others in accordance with the provisions of this Act.</td>
</tr>
<tr>
<td><strong>Article 15</strong></td>
<td>The Prime Minister and Ministers shall be responsible for the implementation of the provisions of this Law.</td>
</tr>
</tbody>
</table>
The Amended Law of Jordanian Universities of 2019  
Jordanian Universities Law (18) for year 2018

| Article 1 | This law is called (The Amended Law of Jordanian Universities of 2019) and it is read with Law No. (18) of 2018 referred to hereinafter as one of the original law, and it shall come into effect from the date of its publication in the Official Gazette. |
| Article 2 | Unless the context indicates otherwise, the following terms and expressions, wherever mentioned herein, shall have the following designated meanings:  
University: Public or private higher-education institution offering university degrees.  
Council: Council of Higher Education  
Board of trustees: The university’s board of trustees appointed under this law.  
President: University’s president.  
Dean: The dean of a faculty or institute, or the dean of university activities.  
Owner: Any company or association that owns a private university and is registered according to the regulations in force.  
Board: The company’s council board or its board of directors or an administrative board of an association or institute that owns the private university. |
| Article 3 | A public university has a legal personality and is financially and administratively independent. As such, it may own movable and immovable assets 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. The owner has ownership rights to movable and immovable assets and the right to borrow, mortgage and accept mortgage.  
C. Subject to paragraph (B) 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 upon approval by the Cabinet.  
D. The relationship between the Board and the university is governed by regulations that ensure the academic and administrative sovereignty of the university’s administration. |
<table>
<thead>
<tr>
<th>Article 5</th>
<th>The provisions herein are applicable to any university established before or after such provisions have come into effect.</th>
</tr>
</thead>
</table>
| Article 6 | A. A university is an independent academic institution endeavors to achieve the objectives and policies of the Higher Education and Scientific Research and will 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 the positions it needs in its scientific, art, administrative structures and others, and shall appoint applicants pursuant to the regulations in force.  
  2- A private university has its own organizational structure that runs its, administrative, technical and financial divisions where the administration of such divisions is directly supervised by the president. The creation of jobs shall be based on the university’s need of such jobs and in compliance with its budget designated by the specialized councils. |
| 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 service centers or the establishment of schools or any private programs on or off the university’s premises.  
 B. 1- The university may open branches, centers and liaison 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 considered an administratively and academically independent unit for the purpose of applying the public and private accreditation standards.  
  3- The public university branch is considered a financially independent unit for the purpose of the budget and closing financial statements.  
  4- Representation of the university branch is restricted to the president of the branch in the University Council and Deans Council.  
 C. The regulations and rules of the university shall apply to its branches. |
| Article 8 | A. Each university shall have a “board of trustees” consisting of a president and twelve members who at a minimum hold a first-level university degree.  
 B. Considering the provisions of article (9) of this law, the Board of Trustees president and its members shall be appointed for a four-year term subject to renewal.  
 C. The board of trustees shall nominate a member as a deputy president to 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. It is not permissible for the president or ex-president of the university to
be appointed as the president of the board of trustees before a period of at least 5 years has passed since leaving his position. In addition, it is not permissible for an academic member or employee at the university to be a member of its board of trustees.

F. It is not permissible for the president or vice president or branch president of any university to be a member of the board of trustees of another university.

G. 1. The board of trustees shall establish an academic committee, administrative committee, financial committee and any other permanent committee it deems necessary to study issues it has been entrusted with by the board of trustees and such based on the specialization of each committee.

2. Each committee from the ones mentioned in item (1) from this paragraph shall be headed by a member from its board of trustees.

H. The board of trustees shall hold its meetings at least once a month at the university’s premises and whenever necessary. The university shall designate a suitable place on its campus for the board of trustees and its administrative support to carry out their tasks and to hold their meetings. An allowance shall be paid to the board president and its members which its amount shall be determined as per the instructions issued by the official universities council and issued by the private universities commission.

I. 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 is formed as follows:
1- President of the board of trustees.
2- Four academic members holding a degree of professorship from another university.
3- Three members from the trade and industry sector.
4- Four expert members.
5- University president.

B. The board of trustees of the private university is formed as follows:
1- President of the board of trustees assigned by the commission.
2- Four academic members holding a degree of professorship from another university and are chosen by the council.
3- Two members from the trade and industry sector assigned by the commission.
4- Two expert members that are non-academic staff members assigned by the commission given that one them should be from the local community.
5- Three members assigned by the commission from among its members.
6- University president.

C. 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 based on the recommendation of the Board.
D. The service of the Chairman of the Board of Trustees and any member thereof shall be terminated in any of the following cases:
1. The termination of his appointment or acceptance of his resignation from the Board.
2. His dismissal from his post by a decision of the council based on a justified placement by the council at the public university and a decision by the council based on a justified placement from the council or commission, each according to his specialization in the private university.
E. Subject to the provisions of Clause (2) of Paragraph (B) of this Article, the chairperson and members of the Board of Trustees of the Private University shall be appointed and their resignations accepted and relieved of their positions by a decision of the Board based on the Commission’s placement.
F. If the position of the chairperson of the university’s board of trustees or any member thereof becomes vacant for any reason, a replacement shall be appointed in the same manner.
G. The membership of the Board of Trustees shall automatically terminate in the event that the member is absent from attending three consecutive meetings or five separate meetings without an excuse acceptable to the Chairman of the Board of Trustees.

<table>
<thead>
<tr>
<th>Article 10</th>
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<tbody>
<tr>
<td>The board of trustees shall assume the following tasks and powers:</td>
</tr>
<tr>
<td>A- Drafting the university’s general policies.</td>
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<tr>
<td>B- Approving the university’s annual and strategic plan according to the university council’s recommendation, and following up on its implementation and evaluation.</td>
</tr>
<tr>
<td>C- Evaluating the university’s performance and leadership from all aspects including: academic, administrative, financial, and infrastructure and periodically discussing the self-evaluation reports presented by it.</td>
</tr>
<tr>
<td>D- Delivering an annual report about the university and its president’s performance to the council as per the criteria stipulated by the council for this purpose.</td>
</tr>
<tr>
<td>E- The university president shall appoint vice presidents and deans at the university and the university’s branch presidents.</td>
</tr>
<tr>
<td>F- Recommending to the council the establishment of schools, departments, institutes, and scientific centers pursuant to it inside and outside of the Kingdom.</td>
</tr>
<tr>
<td>G- Recommending to the council the establishment of academic programs and majors and merge them with others or cancel them.</td>
</tr>
<tr>
<td>H- Determining the university’s tuition fees for students from all majors.</td>
</tr>
<tr>
<td>I. Determining the numbers of admissions in the fields of various specializations in accordance with the accreditation and quality control standards, upon the recommendation of the Council of Deans within the general policy approved by the Council.</td>
</tr>
<tr>
<td>J.1. Discussing the university’s annual budget, financial data, and final accounts, and approving them after being approved by the University Council, and submitted to the Council for approval, provided that it is</td>
</tr>
</tbody>
</table>
accompanied by the report of the chartered accountant of the private university.
2. Reviewing the reports and inquiries of the Internal Control Unit and the Audit Bureau and the answers and measures taken in their regard at the official university, and submitting them to the council.
K. Seeking to support the university's financial resources and organizing its investment affairs.
L. Accepting aids, donations, donations, grants, bequests, and endowments, subject to the approval of the Cabinet if they are from a non-Jordanian source.
M. 1. Agreeing to conclude cultural, scientific and technological cooperation agreements and other agreements between the university and its counterparts inside and outside the Kingdom.
2. Recommending to the Council approval to conclude cooperation agreements between the university and its counterparts inside and outside the Kingdom, or in the programs and specializations that lead to obtaining academic degrees, provided that they obtain special accreditation.
N. Discussing regulation proposals and raising them to the council to complete their procedures and disclose them as it is accustomed.
O. Appointing an external certified accountant to audit the university’s closing financial accounts and set his fees based on the university council’s approval.
P. Any other issues concerning the university and which are not part of the jurisdiction of the parties mentioned in this law and the regulations followed by the university, shall be presented by the president to the board of trustees.

Article 11

A- Each university shall have a full-time president appointed for a one-time renewable term of four years provided that he/she is a Jordanian national and has held a post of a professor as an academic staff member.
B- The president of a public university is appointed by a royal decree based on the Council’s recommendation where is has been chosen from a list of three candidates recommend by its board of trustees.
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 or shareholder in the ownership or a board member. His/her salary, all his/her 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. The end of his/her term or his/her accepted resignation by the council or his/her death.
   2. If he/ she is discharged by a Council’s decision in the case of a public university) or by a decision from the board based on a
**plausible recommendation from the board of trustees in the case of a private university).**

**E-** 1. The president shall exhibit his duties considering that he /she is an academic member at the university and is affiliated to one of the schools or academic departments in it.
   2. Once the president reaches the legal resignation age for ending his services as an academic staff member at the university, he shall continue to head the university as its president until he finishes his/her stipulated term of appointment as mentioned in paragraph (A) of this article.

**F-** It is not permissible for the university’s presidency continuation without the presence of a president to hold this position for a period of four months where the council takes the decision it sees suitable in case the period extends.

**G-** The president of a public university appointed at another public university other than his/her home university shall get compensates an end of service reward from his/her home university based on his/her service term. The earned financial rights shall be calculated for his/her duration of work at the president of a public university he/she was appointed at and therefore shall be paid by it.

**H-** The president who finishes his/her term of service at a public university shall retain his professorship status at the public university he/ she was president at or at his/her home university to the furthest extent as per the provisions in paragraph (D) of this article unless he/she wishes to not continue at the university.

**I-** The president’s appointment shall be renewed by a decision of the Council.

<table>
<thead>
<tr>
<th>Article 12</th>
<th>The president is accountable to the board of trustees regarding the management of the university’s affairs. Moreover, he/she is the paymaster and exercises the following powers:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-</td>
<td>Representing the university before all official and judicial authorities, bodies and individuals, and signing contracts as per the authority granted to him by the provisions of this law and the legislations followed by the university which don’t go against the Higher Education and Scientific Research Law in force.</td>
</tr>
<tr>
<td>2-</td>
<td>Managing the university’s academic, scientific, financial and administrative affairs according to the provisions herein and according to the regulations, instructions and decisions issued by its virtue.</td>
</tr>
<tr>
<td>3-</td>
<td>Calling the university council and the deans council to meet and head all their meetings, supervise that all their decisions are documented, and follow up on their execution.</td>
</tr>
<tr>
<td>4-</td>
<td>Submitting the university’s annual work plan to the university council in order for it to study it and then send it to the board of trustees.</td>
</tr>
<tr>
<td>5-</td>
<td>In the case of a private university, the annual budget proposal shall be submitted and presented to the commission for approval and in the case of a public university it shall be submitted to the university council as a</td>
</tr>
</tbody>
</table>
preliminary step before sending it in both cases to the concerned board of trustees.

6- Submitting annual reports on the university’s performance to the university council where the universal indicators are clearly shown in the higher education fields and scientific research, community service and other activities, and any suggestions the council sees suitable in enhancing the university as per the system approved for that purpose under the condition that the university council discusses it and sends it to the board of trustees.

7- Suspending studies completely or partially in cases he/she deems appropriate to do so. However, if the suspension period exceeds one week, the president shall present the matter to the board of trustees for it to give the appropriate decision on this matter.

8- Recommending to the board of trustees to appoint deputy presidents, deans, and branch presidents 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 or the university’s branch president according to their fields of specialization provided that this delegation must be specific and in written form.

C- If absent, the president shall select one of his/her deputies to carry out his/her duties and powers. Moreover, if the president’s post is vacant, the president of the board of trustees shall delegate one of the president’s deputies or deans in case no deputy is present to carry out his/her duties and exercise his/her powers until a new president is appointed as per the provisions of this law.

**Article 13**

A- Based on the president’s recommendation, the deputy presidents and branch 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 his/her death or after being discharged in the same manner.

B- It is required that university’s vice-president be a Jordanian national and has held the post of a professor. In certain exceptional cases the council approves that the one of the vice presidents be a non-Jordanian national.

C- The president issues a decision in which he/she determines the tasks and powers of his/her deputies and of the presidents of the branches.

**Article 14**

A- Each university shall have a “university council” presided by the president and consists of the following members:

1- Deputy Presidents.

2- Three Deans assigned by the president for a one-year term who substitute among each other.
3- An academic staff member from each school or two members from each school where the number of academic staff is more than 15 and are therefore elected by the academic staff members in their schools at the beginning of each academic year provided that the representation from each academic department in the school is considered in case there is more than one representative.
4- Three directors of the academic, technical, administrative and financial departments in the university.
5- Two members from the local community.
6- Two student representatives.
7- One University graduate.

B- The council members mentioned in articles (4), (5), (6) and (7) of paragraph (A) of this article are appointed by the president for a one-year term subject for a one-time renewal.

**Article 15**
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 to issue a decision regarding them. In case of a private university, the examination will be submitted to the commission for approval before being sent to the board of trustees.

C- Discussing the university’s draft regulations and instructions to complete the necessary procedures regarding them.

D- Approving the university’s annual budget draft and its annual closing financial accounts and financial statements and approve them before sending them to the board of trustees.

E- Approving university’s performance reports, activities and accomplishments in before sending them to the board of trustees.

F- Examining any other matters presented by the president regarding the university.

**Article 16**

A- Each university shall have a “Deans Council” presided by the president and consists of the following members:

1- President Deputies.
2- Deans of faculties, institutes and university activity.

B- The Deans Council assumes the following tasks and powers:

1- Recommending the board of trustees to establish schools, institutes, departments, and scientific faculties in the Kingdom.

2- Recommending the board of trustees to establish programs, academic majors and integrate them with others or stop enrollment in them or cancel them.

3- Appointing academic staff at the university and promoting them, granting them tenure, transferring them, granting them sabbatical, granting them leaves (including scientific dedication
leaves and unpaid leaves), accepting their resignation and end of service, and transferring them from one faculty to another in the university.

4- Evaluating the members of the teaching staff regarding their academic activities, teaching methods and scientific researches, and making the appropriate decisions concerning these criteria.

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- (A) Examining, discussing and issuing decisions concerning the draft study-plans submitted by the councils of faculties, institutes and centers.

(B) Establishing internal control standards to monitor the quality and level of programs and university graduates at the university and then send them to the board of trustees for approval.

7- Evaluating the academic and administrative performance and scientific achievement at the university according to specific standards and criteria by using certified forms and data for development. Thereafter, the findings are reported to the board of trustees through periodic reports.

8- Making recommendations to the board of the trustees about the standards used in accepting new students annually in the majors according to the general and private capacities approved by the accreditation commission of higher education institutes to ensure their quality and therefore abide by them.

9- Granting scientific and honorary degrees and certificates.

10- Establishing professorship ranks.

11- Suggesting to board of trustees the amount of fees charged by 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.

13- Establishing the necessary instructions to execute the regulatory provisions related to academic work at the university.

**Article 17**

**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 from the president and in special cases, the board of trustees may appoint a member of the teaching staff as an acting faculty dean. His/her term ends when his term expires, or by accepting his/her resignation or appointing a substitute for him/her.

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 for a period that doesn’t exceed three months.

**Article 18**

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 the university, and they shall be appointed pursuant to the provisions of article (17) herein.

**Article 19**

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 one time 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 deanship of higher studies in appointing supervisors for scientific theses and establishing thesis defense committees.
4- Organizing and supervising procedures for faculty exams, discussing their results issued from the specialized departments and then taking the appropriate decisions regarding them.
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 deanships of scientific research and higher studies.
7- Making recommendations about academic staff and others teaching at the faculty in terms of: appointment, promotion, transfer, delegation, sabbatical, granting study leaves, accepting resignation and other university matters in accordance with the regulations in force.
8- Preparing annual faculty budget draft.
9- Deciding on matters referred to by the dean.

**Article 20**

A- Each faculty department shall have a council consisting of a head and all members of the teaching staff.
B- The department council shall assume the following duties, powers, and responsibilities:
  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 applications regarding the following matters: appointment, promotion, transfer from one category to another, tenure, transfer, delegation, leaves, and resignation, and then issuing its recommendation regarding such matters according to the effective legislations. However, academic staff member shall not participate in any of the above mentioned unless he/she has a similar or higher rank.
  6- Preparing department’s annual draft report.
  7- Proposing any subject that serves the best interest of the department, faculty or university.
  8- Examining any matter referred by the dean or presented by the department head.
C- The head of department is responsible for administering the departing
and ensuring the smooth flow of teaching, encouraging scientific research, evaluating employee performance as long as they don’t go against the provisions of the legislations in force.

D- As per the president’s decision and the dean’s recommendation, a department professor shall be appointed as the head of a department for a one-year renewable term. However, in special cases considered by the president and based on the dean’s recommendation, a member of the teaching staff shall be appointed as an acting head of a department. Moreover, if the department head is absent or his/her post is vacant, the dean shall appoint an academic staff member to carry out his/her duties until he/she returns back or a new head shall be appointed according the provisions herein.

<table>
<thead>
<tr>
<th>Article 21</th>
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<tbody>
<tr>
<td>A- Despite what was mentioned in any other legislation, academic staff members are permitted to combine both their retirement salaries and their current university salaries.</td>
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<tr>
<td>B- 1. It is permissible for any academic staff member to transfer from one public university to another public university provided they get approval from the Deans Council of both universities concerned. In this case, all the member’s rights at the transferred university shall be considered operative as was the case in the previous university. Furthermore, his or her financial right shall immediately be transferred from their previous university to the university they transferred to once they have ended their work there.</td>
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<tr>
<td>C- 2. The service membership of an academic staff members appointed at a public university is considered ongoing unless he or she is appointed in another public university.</td>
</tr>
<tr>
<td>D- 1. It is not permissible for the age of an academic staff member to exceed 70 years old.</td>
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<tr>
<td>D- 2. Despite what was mentioned in article (1) from this paragraph; and based on the recommendation of the responsible councils in the University, it is permissible for an academic staff member with a professorship rank to get and extension of his service for another 5 years provided that he or she is in good health to conduct his or her academic work.</td>
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<tr>
<th>Article 22</th>
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<tr>
<td>A member of academic staff is:</td>
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<tr>
<td>A- Professor</td>
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<td>B- Associate Professor</td>
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<td>C- Assistant Professor</td>
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<tr>
<td>D- Professor</td>
</tr>
<tr>
<td>E- Instructor</td>
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<tr>
<td>F- Assistant Instructor</td>
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<tr>
<td>G- Practicing Professor</td>
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<tr>
<th>Article 23</th>
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<tr>
<td>A- A public university has its own independent budget prepared by the</td>
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</table>
### Article 24

**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 Country’s Public Budget shall be added to the financial resources of the public university.

**C.**

1. The university shall have an internal monitoring and audit unit, and its director is appointed upon a decision by the board of trustees.
2. The unit is directly accountable in front of the board of trustees, and shall supervise administrative and financial affairs at the university and shall therefore submit quarterly, semi-annual, and annual reports to the board of trustees.
3. The head of the board of trustees shall submit a copy of the semi-annual report and the annual report to the council for approval.

### Article 25

**A.** The university shall allocate at least (5%) from its annual budget and financial resources mentioned in article (24) of this law for scientific research, innovation, publication and scientific conferences, and for delegating candidates to continue MA and PhD degrees. Provided that the allocated percentage for scientific research, innovation and publications, and scientific conferences doesn’t exceed (3%) and the percentage allocated for delegation is at least (1%).
| Article 26 | A- The funds of a public university are considered public funds and are collected according to the effective public funds collection law.  
B- The public university enjoys all exempts and facilities enjoyed by ministries and government directorates. In addition, the public university shall also be exempted from any taxes or government or municipality fees of any form. |
| --- | --- |
| Article 27 | A- Regardless to was mentioned in any other legislation, a public university shall carry out all its 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 establishing the necessary buildings and installations according to the planning and designs it deems appropriates.  
B- Employees delegated in written form by the president to protect the public university, its branches, buildings, and work to ensure its internal security are considered to have a judicial control role as per their scope of their expertise. |
| Article 28 | Regardless of what was mentioned in the Companies Law or in any other legislation:  
A- The board is directly responsible for spending, capitalist construction projects, buildings, amenities, necessary maintenance for the private university which is approved by commission and shall manage its funding as per the approved plan by the board of trustees.  
B- The Board shall not intervene in the management of the private university’s academic affairs in any form.  
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 commission. |
| Article 29 | A- Each council mentioned herein shall hold meetings as per 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 except the board of trustees.  
C- At least half of the members of any council may submit a request to its president to conduct a meeting; 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 a request.

**Article 30**
The legal quorum for a meeting by any council mentioned in this law consists of the presence of the majority of its members, and the decisions shall be made by the majority votes of present members.

**Article 31**
The decisions made by any council may be subject to objection and submitted to a higher-ranking council, whose decision shall be deemed final.

**Article 32**
Public universities may establish funds for housing, saving, investment, donations, students and other funds related to the academic 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 for this purpose.

**Article 33**
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 that offers higher education in the Kingdom regardless of its legal status.

**Article 34**
A- The board of trustees of a private university may prepare its internal regulation drafts and submit them to the council for approval, provided that they incorporate the accredited academic staff regulations applied at public universities except the salary ladder, if found.  
B- Until the adoption of the regulations referred to in Paragraph (A) of this Article, the regulations in force at the University of Jordan shall be applied in the event that the private university does not adopt a system of its own.

**Article 35**
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, granting tenure to academic staff members, lecturers, research and teaching assistants, delegates, pensioners, employees and all workers in the university. In addition, granting them leaves (including the scientific research leaves and 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- Appointing University Presidents.  
C- Transfer, travel and health insurance affairs.  
D- Evaluating academic leaders’ performance at higher education institutes.  
E- Exercising academic work at universities and university colleges.  
F- Financial matters, supplies and public work affairs.  
G- Granting degrees and certificates and determining their conditions, rules and procedures.  
H- Scientific delegations, their costs and conditions.  
I- Scientific research matters.
| Article 36 | University council shall issue the instructions related to academic staff, employee, and student clubs, student dormitories and any other matters related to social and cultural activities for students. |
| Article 37 | Any article mentioned in any other public university law and refutes the provisions of this law shall not be followed. |
| Article 38 | The following law shall be abolished: [Jordanian Universities Law no. (20) of 2009, and its amendments], provided that the regulations and instructions issued for it are to be followed until they are amended or canceled or replaced as per the provisions of this law. |
| Article 39 | The Prime Minister and the ministers are entrusted with the implementation of the provisions of this law. |
# German Jordanian University Law

**No. 33 of 2006**

<table>
<thead>
<tr>
<th>Article (1)</th>
<th>This Law is called (German Jordanian University Law of 2006) and is validated upon publish in the Official Gazette.</th>
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<tbody>
<tr>
<td>Article (2)</td>
<td>The following words and expressions, wherever appearing in this Law, shall have the meaning assigned thereto unless the context indicates otherwise:</td>
</tr>
<tr>
<td></td>
<td>The University: German Jordanian University</td>
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<tr>
<td></td>
<td>Board of Trustees: University Board of Trustees.</td>
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<tr>
<td></td>
<td>The President: President of the University.</td>
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<tr>
<td>Article (3)</td>
<td>A. A university shall be established in the Kingdom under the name (The German Jordanian University) and shall have a legal entity with financial and administrative independence, and as such shall own all movable and immovable assets and to do all the necessary legal acts to reach its goals including concluding contracts and agreements, borrowing and acceptance of donations, gifts, grants, bequests and endowments. It shall also have the right to prosecute and delegate the civil attorney general, or any attorney it entrusts for such purposes.</td>
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<td></td>
<td>B. Since the University is a public national establishment for higher education, it shall aim to reach the goals stipulated in the Law of Universities.</td>
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<td></td>
<td>C. The University shall adopt the German approach in applied science education.</td>
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<td>D. The University may open branches in the Kingdom.</td>
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<td>Article (4)</td>
<td>The Board of Trustees shall comprise of the President and ten members holding as a minimum a first university degree, who possess the experience and capability to undertake the responsibilities assigned thereto. Four of which should hold the German citizenship and shall be nominated by the government of the Federal Republic of Germany.</td>
</tr>
</tbody>
</table>
| Article (5) | A. The University Council and the Deans council shall be established for the first time pursuant to the decision of the Board of Trustees. The two aforementioned council and board shall exercise the powers entrusted in them pursuant to the applicable legislations.  
B. The Board of Trustees shall exercise the powers of the university councils until the Deans council exercises the powers of the faculty council. The faculty council shall exercise the powers of the department councils till the formation of such councils. |
| Article (6) | A. The President shall be responsible for managing the University affairs and may exercise all rights assigned to him as a President to fulfill this duty. Pursuant to the Universities Law, the Chairman of the Board of Trustees shall exercise the powers of the President until the appointment of a President.  
B. A German vice President may be assigned, despite what is mentioned in the universities law. |
| Article (7) | A. The University shall have its own budget prepared by the President, approved by the Deans council, and by the Board of Trustees according to the university council’s recommendation and should be approved by the Higher Education Council.  
B. University financial resources are made up of the following:  
1. University fees.  
2. The University share of taxes and assigned fees for public Jordanian universities.  
3. The annual grant offered for the University from the general
governmental budget.

4. Grants specified by the German government and German institutions pursuant to agreements and memoranda made between the Jordanian and German governments.

5. Income of movable and immovable assets.

6. Grants, donations, aid and any other resources, as long as the Council of Ministers approves of foreign ones.

| Article (8) | The teaching language in the university is English. Courses in German or Arabic may be taught by a decision of the University Deans council. |
| Article (9) | Despite of what is provided in the Universities Law, a faculty member at the university is |
|             | A. A professor |
|             | B. Associate professor. |
|             | C. Assistant professor. |
|             | D. Instructor. |
|             | E. Assistant Instructor. |
|             | F. Practicing professor. |
| Article (10) | University money is considered to be public and shall be collected pursuant to the State Property Collection law in force. For this, the President shall exercise the powers of State Property Collecting Committee and the administrative governor stipulated in the aforementioned law. |
| Article (11) | The University shall be exempted of all taxes, fees and revenues, weather governmental, municipal or other, and shall also be exempted from any other exemptions not mentioned in the agreements between the government of the Hashemite Kingdom of Jordan and the government of the Federal Republic of Germany. |
| Article (12) | In cases not mentioned in this Law, the Law of Universities shall apply. |
| Article (13) | The Cabinet shall issue necessary regulations to execute the provisions of this Law. Until the aforementioned regulations are issued, the University shall apply the Regulations and Instructions applicable in Al-Hussein Bin Talal University for a maximum period of six months, starting from the date of this Law coming into force. |
| Article (14) | The Prime Minister and Ministers shall be responsible for the execution of the provisions of this Law. |
## Academic Staff Regulation at

### The German-Jordanian University

### Regulation No. (96) of 2009 and its Amendments

<table>
<thead>
<tr>
<th>Article (1)</th>
<th>This Regulation shall be called (Academic Staff Regulation at the German Jordanian University of 2009) and it shall come into force from the date of its publication in the Official Gazette.</th>
</tr>
</thead>
</table>
| Article (2) | The following words and expressions, whenever they appear in this Regulation, shall have the meaning appointed thereto unless the context indicates otherwise:  
The University: the German-Jordanian University  
Board of Trustees: The University’s Board of Trustees  
The Board: the Deans Council |
| Article (3) | The academic staff in the University is one of the following:  
A. Professor  
B. Associate professor  
C. Assistant professor  
D. Practicing professor  
E. Lecturer  
F. Teaching assistant |
| Article (4) | **Appointment and Tenure**  
A faculty member shall be appointed in the University, promoted, to a higher rank, placed to a full-time job, transferred to a different category, seconded, delegated and granted sabbatical and unpaid leaves and accepting his resignation upon the Council’s decision. |
| Article (5) | A faculty member, to be appointed at the University, must meet the following conditions, in addition to other conditions and requirements stipulated in this Regulation:  
A. He should have an academic degree or a vocational certificate in a |
A teaching assistant should hold a bachelor’s degree or an equivalent with fulltime attendance from a recognized university in the area of specialization of his work. He should also have five years of experience in the field of specialty or any related industrial or vocational experience after obtaining the bachelor’s degree.

A lecturer at the University should:
A. Hold a master’s degree or an equivalent in the field of his major.
B. Have at least three years of working experience after obtaining the master’s degree in the field of his major, either in teaching, research or practical specialty.

A. A practitioner in the University should:
1. Have obtained a bachelor’s degree or an equivalent in the field of specialty.
2. Have at least ten years of working experience after obtaining the bachelor’s degree or its equivalent in an industrial or vocational field, and have conducted distinguished works that led to a cognitive tangible progress or achieved an unprecedented invention, innovation or development for his field of study.
B. The Council, pursuant to instructions it issues, shall determine other conditions for hiring a practitioner.
| Article (9) | An assistant professor to be appointed at the University should hold a PhD or an equivalent from a recognized University, or hold a specialized certificate equivalent to a PhD from a recognized academic or vocational institute. |
| Article (10) | A. An associate professor to be appointed at the University should:  
1. Hold the educational qualification stipulated in Article (9) in this Regulation.  
2. Have an experience of no less than four years as an assistant professor at a university or an institute of a recognized University level.  
3. Have published a scientific work, which resulted in academic progress after obtaining the educational qualification stipulated in Article (9) of this Regulation. This work should fulfill the University’s requirements for promotion to an associate professor.  
B. A Person who has not worked before as an associate professor can be appointed as an associate professor if he has held the education qualification stipulated in Article (9) of this Regulation for at least seven years during which he has published valuable scientific production recognized by the international scientific reference, or worked during these years in research, industrial or applied vocational field in which he achieved technical excellence through an invention or scientific innovation that led to the development of the field he works in; and such achievement or excellence should be outstanding according to all known international standards recognized for evaluating scientists’ achievements. |
| Article (11) | A. A person may be appointed as full professor at the University should have:  
1. Obtained the education qualification stipulated in Article (9) of this Regulation.  
2. Had experience in working as an associate professor for a period of no less than four years at a university or an academic institute |
on a recognized university level.

3. Published work while an associate professor which led to tangible educational progress in the field of knowledge.

B. A person who has not worked as an associate professor can appointed as a full professor if he has obtained the educational qualification stipulated in Article (9) of this Regulation for fourteen years at least and has, during these years, published scientific production that led to the progress of knowledge according to the recognized scientific resource, and has worked in an industrial or an applied vocational field, where he has achieved a scientific or a technical breakthrough where he was awarded local or international rewards for an invention which is outstanding according to the global standards recognized and known for evaluating scientists, or a scientific innovation which led to the progress in the field he is working in.

| Article (12) | A. A visiting professor, with a contract or a monthly remuneration, may be appointed if he:
|             | 1. Holds a rank from a university recognized by the University.
|             | 2. Holds the academic qualification stipulated in this Regulation.
|             | B. The time period of appointing the academic staff member stipulated in paragraph (A) of this Article does not serve the purpose for promotion, end of service remuneration or the benefit from housing projects and funds. |

| Article (13) | A. Upon the appointment of a faculty member, each year of his experience in fields other than teaching may be counted as one year for rank, seniority and salary purposes. The rank he held while working at a different yet recognized university may be counted, on the condition that he has had the educational qualification stipulated in this Regulation.
|             | B. Upon the appointment of a faculty member, a previous experience that exceed six-months at a different university may be counted as one year, but the experience gained before obtaining the minimum
required educational qualification for the current position is not counted.

<table>
<thead>
<tr>
<th>Article (14)</th>
<th>A. A academic staff member shall be appointed at the University after a probation period if he meets the following requirements:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1. Holding the Jordanian nationality.</td>
</tr>
<tr>
<td></td>
<td>2. Having worked for a minimum of four consecutive years at the University.</td>
</tr>
<tr>
<td></td>
<td>3. Having proved merit in developing University connections with industrial and productive entities inside and outside the country.</td>
</tr>
<tr>
<td></td>
<td>4. Having been promoted to a higher academic position in the University, unless he was appointed as a professor. In this case he may be tenured after a minimum period of four continuous years of working at the University. If he has not been tenured, his service shall automatically terminate.</td>
</tr>
<tr>
<td>B.</td>
<td>A lecturer or a lecturer assistant is tenured if he has spent a minimum period of four continuous years of working at the University and has been promoted to rank (A).</td>
</tr>
<tr>
<td>C.</td>
<td>A teaching faculty’s probation period is considered to be a part of his actual working period.</td>
</tr>
<tr>
<td>D.</td>
<td>Taking clause (4) of paragraph (A) of this Article into consideration, the maximum probationary period is ten years, commencing the date of appointment in his rank for the first time. If he is not tenured during this time, his service shall automatically terminate.</td>
</tr>
<tr>
<td>E.</td>
<td>The council, upon a justified recommendation from the President based on the recommendation of the faculty council, may terminate a faculty member’s contract during his probation period, provided that a one-month notice at least is given from the date of notification. The Council does not have to abide by this condition if it finds justifications not to.</td>
</tr>
<tr>
<td>F.</td>
<td>A faculty member may be reappointed at the University. In such a case, this member shall be on probation period again pursuant to the</td>
</tr>
</tbody>
</table>
provisions of this Article, with the exception of a academic staff member whose service at the University has ended and was reappointed during the first year after end of service. In such a case, the faculty member shall be automatically tenured, provided that this takes place before the end of his service.

**Article (15)**

A faculty member appointed in any of the academic departments of any of the University's schools may be jointly appointed in another department of the same school or any other school, provided that the two departments are related in field. Conditions and bases of joint appointment shall be determined pursuant to instructions issued by the Council for such a purpose.

**Article (16)**

**Salaries**

Basic salaries, salary grades, salary categories and salary increases of academic staff of the German-Jordanian University shall be determined pursuant to the following salary scale:

A. Faculty members:

<table>
<thead>
<tr>
<th>Rank</th>
<th>Category</th>
<th>Salary From</th>
<th>Salary To</th>
<th>Annual increase in JOD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor</td>
<td></td>
<td>401</td>
<td>851</td>
<td>15</td>
</tr>
<tr>
<td>Associate Professor</td>
<td>A</td>
<td>391</td>
<td>439</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>B</td>
<td>306</td>
<td>354</td>
<td>12</td>
</tr>
<tr>
<td>Assistant Professor</td>
<td>A</td>
<td>301</td>
<td>341</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>B</td>
<td>248</td>
<td>288</td>
<td>10</td>
</tr>
<tr>
<td>Practicing professor</td>
<td>A</td>
<td>300</td>
<td>340</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>B</td>
<td>228</td>
<td>268</td>
<td>10</td>
</tr>
<tr>
<td>Lecturer</td>
<td>A</td>
<td>222</td>
<td>264</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>B</td>
<td>163</td>
<td>205</td>
<td>7</td>
</tr>
<tr>
<td>Assistant Lecturer</td>
<td></td>
<td>95</td>
<td>191</td>
<td>6</td>
</tr>
</tbody>
</table>
B. A faculty member shall receive the annual increase when it is due. The University President’s basic salary shall be determined according to the highest salary of a professor.

**Article No. (16) was amended in Regulation No. (40) of 2013**

<table>
<thead>
<tr>
<th>Article (17)</th>
<th>A. A full-time lecturer shall receive the fees stated below for each actual teaching hour:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1. As a professor or an equivalent: 25 JOD.</td>
</tr>
<tr>
<td></td>
<td>2. As an associate professor or an equivalent: 20 JOD</td>
</tr>
<tr>
<td></td>
<td>3. As an assistant professor or a practicing professor or an equivalent or holds a PhD: 15 JOD.</td>
</tr>
<tr>
<td></td>
<td>4. As a instructor or an equivalent: 15 JOD.</td>
</tr>
<tr>
<td></td>
<td>5. As a instructor assistant or an equivalent, or a lecturer who holds a master’s degree: 12 JOD.</td>
</tr>
<tr>
<td></td>
<td>6. A lecturer who holds a bachelor’s degree: 10 JOD.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Article (17)</th>
<th>B. In cases where it is necessary to assign experienced members who hold no academic degrees or university ranks, the President may assign a reward ranging between ten to twenty-five JOD per lecture.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Article (17)</td>
<td>C. An hour of practical hours at labs, workshops or internships shall count as a half teaching hour.</td>
</tr>
<tr>
<td>Article (17)</td>
<td>D. Any lecturer in technical or rare vocational or unavailable academic fields may be granted pursuant to the President’s and Dean’s recommendation an award that does not exceed 50% of the fees mentioned in Article (A) as a bonus.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Article (18)</th>
<th>Bonuses</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A. Members in administrative positions are granted an (administrative bonus) as follows:</td>
</tr>
<tr>
<td></td>
<td>1. President 300 JOD</td>
</tr>
<tr>
<td></td>
<td>2. Vice President 175 JOD</td>
</tr>
<tr>
<td></td>
<td>3. Department or University activity dean 125 JOD</td>
</tr>
<tr>
<td></td>
<td>4. Vice dean, President assistant and head of the academic department 75 JOD</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>5.</td>
<td>Dean assistant</td>
</tr>
<tr>
<td>6.</td>
<td>Section supervisor</td>
</tr>
</tbody>
</table>

**B.** It is not allowed for one member to receive more than one bonus pursuant to Paragraph (A) of this Article.

**Article (19)**

**A.** Academic staff members are granted University bonuses as follows:

1. Professor | 850 JOD |
2. Associate professor | 625 JOD |
3. Assistant professor | 465 JOD |
4. Practicing professor | 380 JOD |
5. Lecturer | 280 JOD |
6. Lecturer assistant | 230 JOD |

**B.** Faculty members not mentioned in Paragraph (A) of this Article and assigned upon contracts and base salaries are treated as their counterparts, but not as those who are assigned with holistic contracts that include all bonuses.

**Article No. 19 was amended in Law No. 16 of the year 2012**

**Article (20)**

A specialization bonus of 135% (one hundred thirty five percent) of basic salaries is granted for faculty members. This bonus shall not be valid for faculty members with holistic contracts that include all bonuses.

**Article (21)**

**A.** Transportation bonus shall be granted to faculty members at the University as follows:

1. President | 170 JOD |
2. Vice President and dean | 100 JOD |
3. Vice dean and President assistant of the faculty members | 90 JOD |
4. faculty member | 80 JOD |

**B.** Faculty members assigned with contracts are granted transportation bonus that is equal to staff receiving with the same salary pursuant to Paragraph (A) of this Article.

**C.** It is not allowed for one faculty member to receive more than one bonus stipulated in this Article.
D. Bonuses stipulated in paragraph (A) of this Article are not granted to those who have a vehicle dedicated to them from the University or it always provides them with transportation.

E. Transportation bonus shall not be granted to staff delegated on training courses of period that exceeds thirty days, or those on sabbatical leave.

**Article 21 was amended in Regulation No. 40 of 2013**

| Article (22) | Faculty members shall receive for a period of five years from the date of enforcement of the provisions of this Regulation a bonus called “the German-Jordanian Bonus” and is equal to 100% of their basic salaries. |
| Article (23) | The Board of Trustees may grant a special bonus that shall not exceed three-hundred (300) JODs per month, pursuant to the President’s recommendation for a part-time faculty member teaching a rare subject. This shall be applicable when necessary. The Cabinet may extend this bonus to five-hundred (500) JODs pursuant to the Board of Trustees’ recommendation, and only for faculty members teaching rare subjects. |
| Article (24) | A faculty member may, pursuant to a written consent from the President, execute tasks that exceed his assigned duties at the University, or tasks outside the University pursuant to the following terms and conditions:

A. Performing extra paid work or within the University or receiving a reward from it, upon its assignment in situations not mentioned in Article (28) of this Regulation, weather University facilities are used or not. In this case, the faculty member and whoever takes part with him from the University shall receive either remuneration or get paid out of the net income of the job done, all pursuant to this paragraph and instructions issued by the Council for such a case.

B. 1- Working for a wage or remuneration outside the University. The load and time allowed to get the job done outside the University are determined by the President, on the condition that such work does not affect any of the University duties assigned to him.

2- The Council shall issue the decision of dividing the revenue of any
off-campus task between the faculty member who performs it and the University.

| Article (25) | A. The President may grant a foreign faculty member a cost of living allowance that does not exceed twenty percent (20%) of his basic salary pursuant to the salary scale in Article (16) of this Law.  
B. The President shall receive an annual cost of living allowance just like Presidents of public universities, if the University does not provide a suitable furnished housing. |
| Article (26) | A. Faculty members at the University shall receive the following family bonuses:  

<table>
<thead>
<tr>
<th></th>
<th>JOD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wife</td>
<td>7</td>
</tr>
<tr>
<td>First child</td>
<td>2</td>
</tr>
<tr>
<td>Second child</td>
<td>2</td>
</tr>
<tr>
<td>Third child</td>
<td>2</td>
</tr>
<tr>
<td>Fourth child</td>
<td>2</td>
</tr>
</tbody>
</table>
B. In case of polygamy, the bonus shall be given for the first wife only, if he receives a bonus for four children. If he has less than four children, then the rest of the child bonuses shall be granted to other wives in addition to the first wife, under the condition that the total number of additional wives and children does not exceed four.  
C. This bonus shall not be granted in the following cases:  
1. Children older than eighteen years of age, except those who are still at high school, or reading for first higher education degree or disabled.  
2. The wife who receives a monthly salary from a private or public institution for a job. |
| Article (27) | A personal allowance of forty-five (45) JODs shall be granted for faculty members whose basic salaries are 130 JODs or over, and thirty-one (31) JODs for those whose basic salary is less than 130 JODs.  

**Article (27) was amended in Regulation No. 40 of 2013**
A. The President may assign any of the University faculty members to teach or do a scientific research or any other task during or after work hours or during a vacation or to be summoned to fulfill those tasks pursuant to this Article, in return for a financial remuneration, the amount of which is determined by the President.

B.

1. The Board of Trustees may, with the approval of the Higher Education Council, assign a percentage from irregular programs as bonuses for the faculty members, pursuant to instructions the University Council issues for this purpose.

2. The amount of increase of the total salaries, resulting from the application of the provisions of this amended Regulation shall be deducted from the incentives that are spent pursuant the provisions of clause (1) of this Paragraph; if the these incentives fall short from covering this increase, the Ministry of Higher Education and Scientific Research shall cover the difference from the money allocated for the support of universities.

**Article (21) was amended in Regulation No. 27 of 2012, and in Regulation No. 40 of 2013**

**Article (29)**

The President may assign a financial remuneration for any non-staff person who is assigned to do work for the University, or provide a service for its interest.

**Article (30)  Transfer and Promotion**

A. A professor, assistant professor, or an associate professor shall be transferred from a category to a higher one, if he has served for a period of no less than four years in the category he applies to be promoted from, has published a work or a scientific production which meets the conditions and descriptions assigned by the University, and has introduced a scientific research to the University.

B. A lecturer or an assistant lecturer shall be transferred from a category to a higher one, if he has served for a period of no less than seven
years in the category he applies to be promoted from, has published a scientific research, which meets the conditions and descriptions assigned by the University, and has substantially developed the University’s relation with the industrial, vocational, and other production sectors.

| Article (31) | Those to be promoted to associate professor or professor ranks should meet the following conditions:

A. He has served for four years at least in the previous rank in the University. If a previous academic service in another university, recognized by the University, is to be counted, he should have served for eighteen months at least in the previous rank from the time of his appointment in the University.

B. He has already, while at the previous rank, published valuable research or scientific production, which resulted in knowledge development in his field of specialization, has done valuable vocational and technical works, and has established successful relationships with industrial and production entities and with entities that use developed technology, and any other conditions determined by the University. |

| Article (32) | Taking Articles (30) and (31) of this Regulation into consideration, the Council shall determine, by instructions it issues, the other conditions to transfer a faculty member from a category to a higher one within the same rank, to promote him from a rank to a higher one, including the number of scientific researches, and the terms of their publication, evaluation style, the amount of extramural financial aid received by the faculty member to develop the scientific research, his effectiveness in teaching and other educational activities, and his relationship within and without the University, in addition to other conditions. |

| Article (33) | A. Pursuant to the President’s recommendation, which is based on the recommendation of the faculty council and the department council, the Council may grant a faculty member seniority of no more than two |
years and an increase in salary thereof in one rank, on the condition
that he has achieved significant work in the field of scientific research,
and has received extramural financial support to fund these scientific
researches, or has achieved an unprecedented invention or innovation
in his field, according to the global scientific scale.

B. The bases and conditions of granting the aforementioned seniority
stipulated in paragraph (A) of this Article shall be determined
pursuant to instructions issued by the Council.

| Article (34) | The Council shall determine, by means of instructions it issues, the
| conditions required for the following:
| | A. Grant financial or moral incentives or both by presenting rewards as
| | gifts, one-time financial awards, or special titles of excellence, or all
| | of them to outstanding faculty members, who have served the
| | University for long periods of time, are recognized with their
| | outstanding contribution and have a role in the reputation of the
| | University or have contributed in raising the status of the University.
| | B. Grant honorary titles--professor, associate or practitioner, or assistant
| | professor--to non-University outstanding people, who hold bachelor
| | degrees minimum, and have achieved a significant excellence in
| | engineering, technical, applied, technological, or industrial fields.

| Article (35) | **Academic staff duties:**
| A faculty member shall enjoy the full freedom to think, express, publish
| and exchange opinions in the University in fields germane to teaching,
| scientific research and other University activities, within valid laws. They
| must also abide by values, University regulations and instructions issued
| thereunder.

| Article (36) | Faculty member duties:
| A. Teaching and conducting examinations.
| B. Doing creative research and studies and associating them with
| industry and applied fields.
| C. Supervising University theses, student reports, researches, scientific
and social activities, and providing them with moral and scientific orientation.

D. Providing Academic supervision

E. Participating in University councils and committees, and those in which the University participates.

F. Carrying out any act that promotes the University and leads it to progress.

G. Devoting all his work time to his University duties, exerting efforts to promote the University's educational message and sustaining its decent status in research, teaching, orientation, and management fields.

H. Servicing and developing the community by being open to industrial, vocational and technical sectors, and linking theory with application.

| Article (37) | A. Each faculty member should submit an annual report to the head of his department or section supervisor about his academic activities in teaching, supervising and scientific research, and non-academic activities in the field of community service and development and committees and anything else. The section supervisor should submit a consolidated report about his section to the head of department. |
| A. | B. 1. The head of department must submit a report, stating his opinion of the department to the dean.  
2. The dean shall prepare a report stating his opinion of the department and activities and transmits it to the President by the end of the second semester of each academic year. |

| Article (38) | The department council may establish a section for a major that has more than one academic staff under the consent of the faculty council. A supervisor from the academic staff of that major shall be assigned by the dean to manage the section, pursuant to the recommendation of the head of department. |

| Article (39) | A. A weekly hour load of a academic staff member shall be (40) hours allocated as follows: |
1. Teaching.
2. Theses Supervision.
3. Scientific research.
4. Academic supervision.
5. Office hours for meeting with students.
6. Participation in councils and committees.
7. Community service and development.
8. Other University duties.

B. 1. The teaching load shall be (9) credit hours for a professor, (12) credit hours for the associate and assistant professors, and (15) credit hours for the lecturer and assistant lecturer.
2. The Council shall determine the teaching load for a practitioner pursuant to instructions it issues for this purpose.

C. The President may, if needed, reduce the teaching load of a faculty member who undertakes administrative tasks or coordination tasks with the industry and production sectors.

| Article (40) | No remunerations shall be granted for a faculty member for any additional lectures within the University, unless he has fulfilled his assigned load, pursuant to paragraph (B) of Article (39) of this Regulation. |
| Article (41) | Pursuant to a written consent from the President and the dean’s recommendation and head of department, a faculty member may give lectures or carry out tasks off campus of no more than six credit hours weekly per semester. |
| Article (42) | Vacations, mandates, scholarships, and secondment
A. The annual vacation for faculty members at the University shall be as follows:
   1. Eight weeks for faculty members who assume administrative tasks.
   2. Eleven weeks for the other faculty members.
B. The annual vacation stipulated in paragraph (A) of this Article shall be divided between semesters, pursuant to instructions issued by the |
President, unless the nature of work of a school requires otherwise. In all cases, the vacation shall be spent annually, and it may not be postponed to the next year.

C. The President may assign a faculty member to work during his annual vacation against remuneration.

| Article (43) | The President, after consulting with the head of the department and the dean, may grant an academic staff member a leave that does not exceed three weeks for Hajj. This leave shall be granted only once during his service at the University. |
| Article (44) | Sick and emergency leaves and their conditions shall be determined pursuant to instructions issued by the Council. |
| Article (45) | A. A professor or an associate professor may be granted a sabbatical leave for a year, or a year divided into two semesters or more for every six years of service at the University, under the condition of submitting a plan for the research(s) that will be prepared during this leave.  
B. Any period taken from the sabbatical leave shall not be counted towards the next one.  
C. 1. A faculty member on a sabbatical leave shall receive all salaries and bonuses. This leave shall be counted as service at the University, for promotion, end of service remuneration, saving and fulfilling obligations. If the faculty member spends the sabbatical leave at a renowned University or outstanding global research centers or known industrial or technological centers abroad, a monthly bonus may be granted, which does not exceed (100%) of his salary and bonuses, pursuant to instructions issued by the Council for this matter, on the condition all his time is devoted to research.  
2. A faculty member on a sabbatical leave may work at universities, research centers, factories or firms in or abroad with the consent of the President.  
3. A faculty member may have his round trip travel expenses covered |
for him, his spouse, and children during the sabbatical year if it is spent abroad, pursuant to instructions issued by the Council, which regulate the expense, number of kids, etc.

D. The faculty member of a sabbatical leave should provide the dean of his department with a full report of the research(s) at the end of his leave to be evaluated by a specialized committee formed pursuant to the President’s decision upon the recommendation of the dean. The report shall be transmitted to the Presidency for approbation. If the report is not approved, all expenses granted pursuant to paragraph (C) of this Article shall be refunded to the University.

E. The resignation of the faculty member shall not be accepted during the sabbatical leave, or before he serves an equivalent time to that of the sabbatical leave, unless the funds granted to him pursuant to paragraph (C) of this Article are refunded. A faculty member who spends the leave at a Jordanian university or an official research center in the country recognized by the University may be an exception, as long as he serves an equivalent time there after the leave is over.

| Article (46) | A. A faculty member who has served for five continuous years may have a one-semester or one-year unpaid renewable leave for a total of three years maximum. Those who have been in service for more than ten years may extend the leave for a fourth year, provided that he shall not receive a second leave pursuant to the provisions of this Article, until he actually serves for twice the period.
B. An unpaid leave shall not be considered a part of the faculty member’s service at the University for promotion, end of service remuneration, and savings purposes. It is, though, considered as part of his seniority at the University for salary purposes, if he taught or worked in technical, industrial or production fields during the leave. |
| Article (47) | In special cases estimated by the President, an emergency, unpaid leave may be granted to a faculty member for a period that shall not exceed one semester, renewable once during his time of service at the University. |
| Article (48) | A. After consultation with the faculty and department councils, the President may delegate a faculty member on scientific missions outside the University. All financial and other issues are regulated pursuant to regulations issued by the Council for this matter.  
B. A delegation period shall be considered a part of the faculty member’s service at the University for promotion, end of service remuneration and savings purposes. |
| Article (49) | A. Pursuant to the recommendation of the faculty council and on the basis of the recommendation of the department council, a academic staff member may be delegated to undertake other tasks within the University, or one outside the University which serves its interest. This will be valid for a renewable year, as long as the delegation period does not exceed three years during his service at the University.  
B. A delegation period is considered to be actual service for the academic staff member for promotions, end of service remuneration, savings, fulfilling an obligation, and social security purposes. |
| Article (50) | A. The Council, pursuant to a placement from the faculty council based on the recommendation of the department council, may second a tenured faculty member to any governmental, regional or global entity to work for a semester or more, for an aggregate period of three years, and he shall not be seconded again until he serves for twice the time of that period.  
B. Secondment period is considered to be actual service for the faculty member, for promotions, end of service remuneration, savings, fulfilling obligations, and social security purposes. |
| Article (51) | Full-time Lecturers  
A. Pursuant to a placement from the faculty council based on a recommendation of the department council, the President may sign contracts with full-time lecturers qualified to teach certain courses. |
The assignment of this category is by means of a contract. Job descriptions, conditions and rights of this category shall be assigned pursuant to instructions issued by the Council.

B. The entire period of service or any part of it of a full-time lecturer appointed as a faculty member shall be counted for promotion purposes. All or some researches he has published during his work time at the University or any other university, as a lecturer with a Ph. D., or an equivalent are approbated.

| Article (52) | A. Pursuant to the recommendation of the faculty dean, and after obtaining the opinion of the department council, part-time lecturers may be assigned to teach or train at the University for one semester or more, pursuant to University principles.  
B. The President may invite people from outside the University to give lectures or do timely tasks, pursuant to bases determined by him. |
| --- | --- |

| Article (53) | **End of Service**  
The service of a faculty member ends on the date determined by a competent authority, or when any of the following actions takes place:  
A. Acceptance of resignation.  
B. End of service, due to untenured.  
C. Loss of job.  
D. Dispense of service or end of task or contract.  
E. Dismissal.  
F. Breach of one of the conditions of appointment stated in this Regulation.  
G. Turning seventy years of age. In this case, the end of service is due at the end of the academic year in which he turns seventy.  
H. Death. In this case, the University shall pay the current month’s salary and bonuses of the month if his decease, in addition to the salaries and bonuses of another three months. |
| --- | --- |

| Article (54) | A. A written resignation shall be submitted by the faculty member to the competent faculty dean three months ahead of the beginning of any |
semester. The Council may disregard this condition if necessary.

B. The faculty member shall receive the decision within eight weeks from the date of submitting and registering the resignation in the faculty records. If this time period is not met, the resignation shall be legally considered as accepted.

C. The faculty member who submitted his resignation should stay in service until he receives a response. Otherwise, he shall be considered to have lost his job.

**Article (55)**

The faculty member shall be considered to have lost his job if he is absent without an excuse accepted by the Council for a period of more than three consecutive weeks. He may not work again at the University unless pursuant to the Council’s decision.

**Article (56)**

Financial provisions resulting from resignation or loss of job shall be determined pursuant to the remuneration and compensation regulation and the savings fund applicable at the University.

**Article (57)**

**Disciplinary Procedures**

Each academic staff member should carry out his tasks and duties at the University, abide by the provisions of the applicable laws, regulations, instructions and decisions, and refrain from the following, culpable of disciplinary procedures set forth in this Regulation:

A. Conducting any action that conflicts with his tasks and duties at the University, or defaming the University, or the staff.

B. Conducting any prejudiced, sectarian or regional act within the University or using his job in advantage of such act.

C. Participating in the membership of any institution or company’s board of directors, unless he is assigned to by the President or upon his consent.

**Article (58)**

If any faculty member breaks any of the applicable laws, regulations or instructions, one of the following disciplines shall be imposed unto him:

A. Notification; if a person is notified twice in the course of three consecutive years, he shall be warned in the third time.
<table>
<thead>
<tr>
<th>Article (59)</th>
<th>Subject to Article (61) of this Regulation, disciplinary procedures stipulated in Article (58) of this Regulation shall apply according to the following powers:</th>
</tr>
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<tbody>
<tr>
<td>A. Head of the department may notify. The faculty member who has been notified may appeal the notification decision to the dean within seven (7) days from the date of notification.</td>
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<tr>
<td>B. Dean of a faculty may notify and warn. The faculty member who has been notified or warned may appeal the notification or warning to the President within seven (7) days. The dean may form an investigation committee of three faculty members to look into the alleged violations attributed to the faculty member before any further act is taken.</td>
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<tr>
<td>C. The President may notify, warn and issue a final warning.</td>
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<tr>
<td>D. The disciplinary board may apply any of the disciplines stipulated in Article (58) of this Regulation, according to its discern and according to the circumstances of disciplinary case submitted to it.</td>
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<tr>
<th>Article (60)</th>
<th>A. A person of a lower academic or administrative level may not impose a discipline upon another of higher academic or administrative level. In this case, a recommendation shall be transmitted to the higher rank holder who has the right to impose the discipline.</th>
</tr>
</thead>
<tbody>
<tr>
<td>B. Disciplinary acts may not be imposed, tightened, or reduced before</td>
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</table>
hearing the faculty member and giving him the opportunity to defend himself, unless he declines to deliver his statement or does not respond to such punishment within five working days from the date of notifying him in writing by the competent provost who is empowered to look into the disciplinary procedures taken against the faculty member.

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<tr>
<th>Article (61)</th>
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<tr>
<td>A. A primary disciplinary board of five faculty members who are either professors or associate professors shall be formed by the Council for a renewable year. The Council appoints a head for the board from among its members. The Council may relieve any member from the membership of the disciplinary board or may accept his request to be relieved.</td>
</tr>
<tr>
<td>B. Council shall form an appealing disciplinary board for a renewable year headed by one of the vice presidents in addition to four faculty members at the University who hold professorship rank. The Council may relieve any member from the membership of the disciplinary board or may accept a member’s request to be relieved.</td>
</tr>
<tr>
<td>C. One reserve member or more may be appointed by the Council in each disciplinary board to substitute any absent original member, for any reason.</td>
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<th>Article (62)</th>
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<tbody>
<tr>
<td>The two disciplinary boards hold a meeting pursuant to the President’s decision, where at least three members and the President are present. Decisions are taken pursuant to the majority of votes.</td>
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<tr>
<th>Article (63)</th>
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<tbody>
<tr>
<td>A. If any faculty member is accused of a violation or a complaint filed against him, and the dean thought it deserves a harsher disciplinary procedure than that within his power or the power of the head of department, the dean should transmit the violation or complaint to the President together with the investigations conducted about such a violation with his remarks or the head of the department’s remarks according to the case.</td>
</tr>
<tr>
<td>B. The President may take the procedures he deems necessary</td>
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</tbody>
</table>
concerning the violations transmitted to him, pursuant to the provisions of paragraph (A) of this Article and on the basis of the facts associated with this case including applying the appropriate disciplinary procedure within the President power on the violator or form a tripartite committee for investigation, headed by a professor from the faculty members. Then he can take the action he finds suitable according to the outcomes of the investigation either by keeping the results, applying the punishment within his power, or referring the case to the Disciplinary Board.

C. If the President decides to refer the violator to a disciplinary board, the head of the tripartite investigation committee mentioned in paragraph (B) of this Article shall undertake the task of defending the investigation committee report before the disciplinary board, including providing documents and pleadings.

| Article (64) | A. A faculty member transferred to a disciplinary board receives a list of his violations either while at the University or sent to his home address seven days at least before the date of the hearing, and he may respond in writing about this list during that period.  
B. A faculty member transferred to a disciplinary board may look into all the documents in the file of the disciplinary claim, and may attend the hearing or assign a representative from the University or outside the University to defend him.  
C. The President may suspend from working the faculty member referred to a disciplinary board, the general prosecutor, or the court. In this case, his salary and bonuses shall be suspended, but the President may allow half the amount to be released during the period of suspension. |
| Article (65) | A. The disciplinary board shall meet to look into disciplinary claims during a timeframe of two weeks from the date of referring the claim.  
B. The sessions of the two disciplinary councils shall be confidential, including the session where a verdict is issued. |
| Article (66) | During the two disciplinary sessions, witnesses or experts may be called |
in for statements under oath. Any board may form a committee from among its members to investigate the violation under consideration by the board, including personal sensory detection under the supervision of experts to enable the council of issuing the appropriate decision in such a disciplinary lawsuit.

**Article (67)**

If the referred faculty member does not show up to any of the sessions, disciplinary procedures shall be taken against him in absentia.

**Article (68)**

A. Those who are referred to a primary disciplinary board and have been sentenced to a punishment stipulated in paragraphs (D), (E), (F), or (G) of Article (58) of this Regulation may appeal this sentence within fifteen days from the date of being notified of the disciplinary board decision. The appeal shall be filed by means of a written statement in the President’s office in return of a receipt from the supervisor, and a statement of appeal shall be referred to the head of the disciplinary board for consideration.

B. The appellant shall receive a memo at his work or home address of the hearing date held by the disciplinary board, at least fifteen days earlier.

C. The decision of the primary disciplinary board shall be considered conclusive, if no appeal is filed during the legal time.

**Article (69)**

The University presidency shall be responsible for issuing all disciplinary memos stipulated in this Regulation.

**Article (70)**

A. If the President or either of the two disciplinary boards or any committee investigating a disciplinary violation finds that the violation subject matter under investigation is a crime, the President may refer it to the competent attorney general to take the legal procedures thereon. Disciplinary procedures shall be suspended until a final decision is issued in the criminal case.

B. Dropping the criminal charges attributed to the faculty member by court shall not prevent disciplinary procedures to be taken against him, pursuant to the provisions of this Regulation.
<table>
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<tr>
<th><strong>Article (71)</strong></th>
<th>Conclusive decisions issued in disciplinary claims shall be executed by the President’s decision.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Article (72)</strong></td>
<td>Provisions of disqualification of judges stipulated in the Civil Procedure Law in force are applicable to the head or any of the members of any disciplinary board.</td>
</tr>
<tr>
<td><strong>Article (73)</strong></td>
<td>The Council shall issue the necessary instructions to execute the provisions of this Regulation pursuant to the President’s placement, as long as they do not conflict with its provisions.</td>
</tr>
</tbody>
</table>
Academic Staff Instructions

Issued pursuant to Article (73) of the Academic Staff Regulation at the German Jordanian University No. (96) Of Year (2009)

| Article (1) | These instructions are called “Faculty Instructions at the German Jordanian University” for the year (2014), and they shall be enforced as of the date of their approval by the Deans' Council on 24/11/2014. The old instructions, in addition to these instructions regarding transfer and promotion, will remain in effect until the beginning of the First Semester of Academic Year 2015/2016. |
| Article (2) | The following words and expressions, wherever appearing in these Instructions, shall have the meaning assigned thereto unless the context indicates otherwise: The University: The German Jordanian University The Council: The Deans council of the University. The president: The University president. The Faculty: Faculties at the University. The Dean: The Dean of Faculty. The Department: The specialized academic department at the University. A Credit hour: A lecture for one hour weekly, for one semester. The Regulation: The Academic Staff Regulation at the German Jordanian University No. (96) Of (2009). |

Chapter One: Appointment and Tenure

| Article (3) | Subject to the conditions mentioned in Article (5) of the Regulation, the person who is appointed as a faculty member at the University should: a) Have obtained his/her Bachelor degree or Master degree if |
applicable by regular study. In all cases, the certificates must be equated by the Ministry of Higher Education and Scientific Research. Any first University degree should be preceded by a high school certificate or an equivalent.

b) As for the PhD, it should be obtained by regular study. The duration of study should be:

- Two years at least for the person who obtained his/her PhD directly after obtaining the Bachelor degree.
- One year at least for the person who obtained his/her PhD after obtaining the Master degree.

| Article (4) | When looking into the appointment of a faculty member, only faculty members who hold at least the same rank which the staff member is going to be appointed in shall be allowed to vote. |
| Article (5) | The head of department shall submit the opinion of the department council regarding the appointment to the Dean within a month from the date of the application. If the Dean has not received the opinion in writing within the legal period, he/she may present the issue directly for the faculty council. |
| Article (6) | Subject to the provisions stated in Article (10) and (11) of the regulation, when appointing a new academic member, whether as a professor or an associate professor based on his/her outstanding vocational or technical work in the field of specialization, these works have to be evaluated by committees of specialized and experienced professors in the field formed by the Deans council, all after taking the opinion of the department council, faculty council, appointment and promotion committee, provided that the applicant meets the promotion requirements applicable at the university at the time of application. The council may ask the opinion of specialized people from outside the University. |
| Article (7) | A. The date of appointing a faculty member is based on the Dean’s council decision. The appointed member should commence work as of the determined date. If he/she have to commence work prior to the |
foregoing date, a reward for him/her shall be assigned by the president. The president, upon his own discretion, may approve on postponing the commencement of work or delaying it, if necessary, for no longer than two semesters.

B. The faculty member should inform the head of department, in writing, when he commenced work, and the head of the department should inform the Dean in writing within a week at most. The Dean should inform the University presidency, within a week at most.

C. If the faculty member has not commenced his work within two weeks maximum from the determined date, he/she shall be considered refrained from work, and his appointment decision shall be considered invalid, unless he/she had an excuse accepted by the president.

| Article (8) | The president may, after consulting the faculty and the department closes a contract with a faculty member working at the University who has reached the retirement age of seventy years. |
| Article (9) | A. The practicing professor shall be appointed with a full time teaching load comprising twelve (12) credit hours provided that most of his/her practical and industrial experience is in the field of specialization relevant to the specific academic department in which he is going to be appointed. Furthermore, he/she must have the ability to teach the given courses through practical application and under at least one of the following conditions:

1. To be linked to the concerned industrial sector and willing to continue his/her relation with this sector.
2. She/he has previously worked in advanced administrative positions.
3. She/he has worked in institutions that influence the vocational industrial sector.
4. Preferably holds certificates or professional licenses which are related to the specific department.

B. It is possible to appoint who meets the conditions mentioned in
paragraph (A) of this article as a practicing professor with a part time teaching load and is granted a reward for his/her work.

| Article (10) | A. For the purposes of appointing a practicing professor, only practical experiences that exceed what was mentioned in Article 8 of the Faculty Regulation shall be counted, with one increase for every year of vocational experience with a maximum of four years within the same category. It shall be permissible to appoint a practicing professor in category (A), only if her/his years of experience exceeded fourteen years for the purpose of calculating the rank and the salary. |
| Article (11) | Practicing professors may be transferred from category (B) to category (A) of the same rank, if he/she has seniority in the rank which is not less than four years in category (B), and was able to develop the University's relations significantly with the industrial and professional sectors, as well as the various production sectors, based on the recommendation of the department and school councils and by a decision taken by the deans council. |
| Article (12) | A. The provisions of the faculty regulation related to practicing professors shall apply on those who work with a full time teaching load only.  
B. Terms of appointing a part timer practicing professor shall be determined in a special contract, in which the rights and duties of the practicing professor are stated. |
| Article (13) | Academic staff member will be on probation after appointment, and will be transferred to permanent service at the University, if he/she met the conditions set forth in article (14) of the university academic staff regulations. |
| Article (14) | A faculty member appointed by a contract may be transferred to appointment without contract(to hold a permanent job) if he/she meets the following requirements: |
a) To have at least one scientific research published in a scientific journal (or any creative work) where the faculty member is the lead researcher. The university name must appear on this research (or creative production).

b) In case that the applicant is not the main researcher then he/she must add at least one more research in an accredited scientific journal, and must have acquired an ‘overall performance’ of at least good.

c) She/he must have been employed at the university for at least one year.

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### Chapter Two: Transfer and Promotion

#### Article (15)

**A.** The following words and expressions, wherever appearing in these Instructions, shall have the meanings assigned thereto unless the context indicates otherwise:

- **Lead Researcher:** The researcher whose name is the first on the research.
- **First Degree Journal:** classified, accredited and listed in ISI THOMSON database or its equivalent in other fields of knowledge.
- **Second Degree Journals:** classified, accredited periodical, listed in SCOPUS database or any journal accredited by the council.
- **Creative production:** Any outstanding technical, architectural or graphical work.
- **Lead designer:** The designer who played the main role in the creative production in his/her field of specialization.

**B.** Subject to what is mentioned in Article (30) of the academic staff regulations in the University, a faculty member shall be transferred from a category to a higher one within the same rank as follows:

1. She/he has spent at least a year of actual service at the University.
2. She/he has completed at least one scientific production published in a first degree journal or creative production during his/her
The applicant must be the lead researcher. In the event the applicant is not the lead researcher then he/she must submit a scientific production in which he/she is the lead researcher or submit two researches published in second degree journals where he/she is the lead researcher in one of them. The publications must have the university name on them. The applicant must provide the university with a service that is approved by the Council.

3. The evaluation of the transferred applicant in any paragraph of the performance report shall not be less than "Good".

C. The procedures for submitting the application shall include:

1. The application should be submitted including copy of the scientific production.

2. The promoting procedures shall apply also on transferring with the exception of those related to the external evaluation of the scientific production.

D. The decision on transferring from a category to another within the same rank shall come into force from the date of the council's decision.

E. If the Council decides not to transfer a faculty member from a category to another within the same rank, then the council shall determine the duration that should elapse until the next new application. The new application should be in accordance with the specified procedures in these Instructions and after a period of time of not less than 6 months from the notification of the Council's decision.

F. The leave without pay given to the faculty member is not counted for the transferring purposes from a category to another within the same rank.

| Article (16) | A. An academic staff member is allowed to apply for a promotion to a higher rank six months prior to the completion of the legal period which has to be spent in the rank to be promoted from to the higher |
one if the faculty member meets the other legal requirements for the promotion.

B. If the promotion procedures were completed before the lapse of the legal period of the rank, then the promotion should be due on the date on which the legal period elapses.

C. 1- When a faculty member is transferred from one class to a higher one of the same rank, he is given the salary that follows his salary according to the scale of the class to which he was transferred, provided that the salary increase is not less than the amount of the annual increase in the rank to which he was transferred, and the date of transfer becomes the date of the annual increase.

2- When a faculty member is promoted from one rank to a higher level than it, he is given the salary that follows his salary according to the class scale to which he was promoted, provided that the increase in the salary is not less than the amount of the annual increase of the rank to which he was promoted, and the date of the promotion becomes the date of the annual increase and is not calculated. He has no seniority in the rank to which he was promoted.

Article (17) A scientific production either a research or a creative work shall be accepted for transfer or promotion based on the following principles:

A. Only the following scientific productions may be accepted without the need for preliminary assessment:

1. Researches that are published or accepted for publishing in first or second category journals.

2. Researches that are extracted from theses which was supervised by the applicant and that are published or accepted for publication in first or second category journals provided that the student name is appears on it.

3. Researches that are published in refereed and specialized conferences proceedings.
4. A “Case Report” or a legal, a financial, an administrative, an engineering or a medical consultancy, a short essay, a scientific note or a scientific or a technical review published or accepted for publication in a first or second category journal.
5. Patents registered internationally or locally.
6. Previously refereed books published by international publishing houses.
8. Creative production (executed or not executed) that has acquired one of the top three places or a creative production that has acquired an international award or first place in a local competition. A certified document approving role of the applicant in the work should be attached.

B. The following scientific productions shall be accepted after assessment by the deanship of scientific research and upon the recommendation of the research committees in the department and the faculty if:

1. A book which is authored, translated or investigated in the field of specialization published by a local publishing house.

| Article (18) | Only one work may be accepted from each of the following academic productions:
|--------------|-----------------------------------------------------------------------------------
|              | 1. Published researches in international, refereed, specialized conferences provided that it is a complete paper and not a summary. |
|              | 2. Case report, short articles, academic notes or review articles, which are published or accepted for publication in first of second category journals. |
3. Patents registered locally in the applicant’s field of specialization.

4. Chapters in books published by worldwide publishing houses (no need for an evaluation) or local publishing houses (needs an evaluation).

5. Authored, translated, or investigated books that are published, and that show original academic effort, or monographs, after being evaluated pursuant to paragraph (17/B) of these Instructions.

| Article (19) | In accordance with article (14) of the regulation, the following norms shall be followed in the performance report form for the purposes of transfer, extension of the probationary period, promotion, tenure, and contract renewal:
|             | A. Teaching.
|             | B. Scientific research.
|             | C. University service.
|             | D. Community service and the relation of the applicant with the industrial and production industries.
|             | E. Relations with students and colleagues in the department and faculty as well as university faculty. |

| Article (20) | **Promotion Terms**
|             | The following is required for promoting a faculty member from the rank of assistant professor to the rank of associated professor:
|             | A. Not less than four years of work in the rank of an assistant professor, at least two years of them should be spent at the university.
|             | B. Fulfilling the minimum required scientific production for promotion which is 5 scientific productions, of which at least:
|             |   1. Three researches in first category journals.
|             |   2. Three published researches.
|             |   3. Three researches in which the applicant is the lead researcher.
|             |   4. Three researches during his service at the University (stating the University's name on them).
|             |   5. Three researches in the academic, teaching or research specialty |
of the applicant.

6. Taking what is mentioned in this article into consideration, the maximum number of researched published in a single journal Must not exceed 50%.

C. For those applying for promotion in the artistic majors (Arts, design and architecture), they should fulfill the minimum which is at least 8 of the following scientific or creative production:
   1. Three researches in first category journals.
   2. Four scientific researches (production and/or creative researches) in which the applicant was the lead researcher/designer.
   3. Five published works or researches.
   4. Five scientific researched (production and/or creative researches) conducted while the applicant is employed at the university (must include the university name on the research).
   5. Five scientific researches (production and/or creative researches) in the academic, teaching or research specialty of the applicant.
   6. Taking what is mentioned in this article into consideration, the maximum number of researches published in a single journal must not exceed 50%.

D. Those applying for promotion in the humanitarian majors should fulfill the minimum which is at least seven of the following scientific or creative productions:
   1. Four researches in journals of the first or second category, provided that he is a principal researcher in at least two of them and separate in one of them.
   2. Two productions in which the applicant is the principal researcher or designer.
   3. Four published papers.
   4. Four of the research outputs in the applicant’s academic, teaching, or research specialty.
   5. Three papers during his service at the university (the name of the
university appears on it).
6. A maximum of two researches are accepted from accredited journals for each journal.
7. Subject to the provisions of this paragraph, the maximum number of research papers published in one journal may not exceed 50%.

E. During his service at the university and holding the rank of assistant professor, he must have obtained financial support for at least one scientific research or technical, architectural or planning project from inside or outside the university.
F. That his rating in any paragraph of the "Performance" report is at least good.

Article (21) The following shall be required for promoting a faculty member from the rank of associated professor to the rank of a professor:
A. Not less than four years in the rank of an associate professor with at least three years spent with actual service at the university.
B. Fulfilling the minimum required scientific production for promotion which is eight, of which at least:

1. Five researches in first category journals.
2. Five published researches.
3. Five researches in which the applicant was the principal researcher.
4. Four researches during his service at the University (stating the University's name on them).
5. Five researches in the academic specialty of the applicant or his teaching or research areas.
6. Taking what is mentioned in this article into consideration, the maximum number of researches published in a single journal must not exceed 50%.
C. For those applying for promotion in the artistic majors (Arts, design and architecture), they should fulfill the minimum which is eight scientific or creative production of which at least:
1. Three research papers in first category journals.
2. Four scientific productions (research and/or creative) in which the applicant is the principal researcher or designer.
3. Five research papers or published works.
4. Five of the scientific productions (research and/or creative) during his service at the university (the name of the university appears on them).
5. Five scientific productions (research and/or creative) in the applicant’s academic, teaching, or research major.
6. Subject to the provisions of this paragraph, the maximum number of research submitted published in one journal may not exceed 50%.

D. Those applying for promotion in the humanitarian fields may meet the minimum of ten research outputs, of which at least:

1. Six papers in journals of the first or second category.
2. Six of the research productions in which the applicant is the principal researcher.
3. Seven published papers.
4. Seven of the research productions while serving at the university (the name of the university appears on them).
5. Six of the scientific productions (research and/or creative) in the applicant’s academic, teaching, or research major.
6. Subject to the provisions of this paragraph, the maximum number of research submitted published in one journal may not exceed 50%.
7. Two researches are accepted from accredited journals for each journal.

E. That he has supervised or is supervising postgraduate students if there is a graduate program in his department, provided that at least three years have passed since the establishment of the program.

F. That the scientific production submitted has been published or accepted
for publication, or was prepared after the Deans ’Council’s decision to proceed with his previous promotion procedures.

G. That he has obtained, during his service at the university, while holding the rank of Associate Professor, financial support for at least one scientific, technical, architectural or planning project from inside or outside the university.

H. That his rating in any paragraph of the "Performance" report is at least good.

| Article (22) | A patent registered internationally is treated as a research published in a first category journal provided it is in the area of the applicant’s specialization. |
| Article (23) | The applicant may not enlist under his research and creative accomplishments any of the researches or productions that have been considered for a previous promotion, or that he/she used them to get an academic degree or an academic rank. |
| Article (24) | A faculty member who is on an unpaid leave while mandated or seconded may apply for promotion during his leave, provided that he/she fulfils the conditions of the promotion. |
| Article (25) | Any scientific production that a faculty member conducted during his leave, while mandated or seconded is accepted for promotion purposes provided that the name of the university appears on it. |

**Promotion Procedures**

A. Three hard copies and one soft copy of the promotion application shall be submitted to the head of the department. The department council shall review the application and submit its recommendation to the school’s dean during a maximum of four weeks. The application is then discussed in the school council in order to reach
an appropriate recommendation, and thereafter pass it to the President to continue the promotion procedures, provided that the application includes the following:


2. The promotion application form, filled as appropriate.

3. The curriculum vitae pursuant to the form used for this purpose.

4. Acceptance letters for publication of any unpublished work.

5. Service statement from the human resources department.

6. A copy of the master thesis (if applicable) and the PhD dissertation of the applicant.

7. A hardcopy of the promotion application form.

B. A list of reviewers is prepared by the concerned school dean and the head of the department. The list should contain at least fifteen names of professionals in the same area of specialization as that of the applicant with a professorship rank from outside Jordan, with their full addresses/information including their email addresses. This list is confidential, and the President may modify the list by adding or removing names. When selecting those professionals, the following shall be taken into consideration:

1. They should be known for their objectivity, and should be coming from universities other than the University from which the applicant graduated. These universities should have a respected academic level.

2. The list should contain a variety of countries and universities. It is preferred not to select more than two people from the same university and four people from the same
C. If the number of faculty members in a department with a rank higher than or equal to the rank to which the applicant is to be promoted is less than 3, the head of the department shall submit the application to the school’s dean who presents it directly to the school’s council in the presence of the concerned department members with a rank higher than or equal to the rank to which the applicant is to be promoted. If there were members in the council with a lower rank, they shall be entitled to participate in the discussion, however, they may not vote on it.

D. Subject to the provisions of paragraph (C) of this Article, if the number of faculty members in the school’s council who hold a rank higher than or equals to the rank to which the applicant is to be promoted is less than 3, the application is forwarded to the president who will form a committee to study the application and make an appropriate recommendation to be presented to the council.

E. Under all circumstances, only faculty members with a rank higher than or equals the rank to which the applicant is to be promoted have the right to vote on the promotion, whether in the department council, school council, or deans council.

| Article (27) | The concerned school dean and head of department (regardless of the academic rank) shall submit a joint report on the faculty member applying for the promotion pursuant to the approved form. |
| Article (28) | The Council shall consider the faculty member promotion application, as well as his academic production, the names of the evaluators, the recommendations of each of the department and school councils and the performance report. |
| Article (29) | The academic production shall be sent to four of the evaluators, with the |
# Academic Promotion Instructions

Table of Contents:

| Article (30) | A. The Council shall look into the promotion application from different aspects, after receiving the first two reports from the evaluators of an applicant for the promotion to the rank of an associate professor, and three reports for the promotion to a professorship rank.  
B. If the period specified in Article (29) ends without receiving any reports from the evaluators, then the academic production may be sent to new evaluators and the applicant shall be notified accordingly. |
| Article (31) | A. The Council shall decide on whether to promote a faculty member or not, through a secret voting session.  
B. If the council decides not to promote the applicant, then the council should define a period for which the applicant should wait before being able to submit a new application, provided that the period is not less the six months starting from the date of issuing the decision. In this case, the faculty should add a new production to his academic production, which is accepted by the council. The new promotion application shall be submitted pursuant to the procedures mentioned in these Instructions. |
| Article (32) | If a faculty member receives a warning penalty, then he/she shall not be allowed to apply for transfer or promotion until a year passes from the date of receiving the warning. |
| Article (33) | An applicant for transfer or promotion shall have the right to withdraw his application before it is reviewed by the Council. |
| Article (34) | For the purpose of assigning the date of promotion, the promotion date is |

The academic curriculum vitae of the applicant attached to it indicating the rank for which he/she is nominated. The evaluators are notified of the importance of submitting their reports within maximum two months from the date of receiving the academic production.
<table>
<thead>
<tr>
<th>Article (35)</th>
<th>Chapter Three: Extending the Period of Probation and Tenure.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Subject to the academic staff regulation at the university, the faculty member fills a special form annually on the information related to his accomplishments, activities and contributions. The form is submitted to the head of the department before the end of April every year, and the head of the department and the school dean shall give their opinion accordingly.</td>
</tr>
<tr>
<td>Article (36)</td>
<td>The Dean of the school shall send the names of the faculty members of who in the probation period, to the concerned departments in order to give feedback on whether to extend the probation period or terminate the service of the faculty member pursuant to the following:</td>
</tr>
<tr>
<td></td>
<td>A. The form referred to in Article (35) of these instructions.</td>
</tr>
<tr>
<td></td>
<td>B. Evaluating the teaching performance of the faculty member in at least one course during the academic semester, through a teaching performance evaluation form.</td>
</tr>
<tr>
<td></td>
<td>C. The performance report which is filled by the concerned school dean and head of department, despite of their academic rank.</td>
</tr>
<tr>
<td>Article (37)</td>
<td>A. The school dean presents the department council recommendation concerning the extension of the probation period to the school council.</td>
</tr>
<tr>
<td></td>
<td>B. The school dean submits the recommendation of the school council and the performance report to the president of the university at the</td>
</tr>
</tbody>
</table>
end of the second academic semester.

<table>
<thead>
<tr>
<th>Article (38)</th>
<th>The same procedures and reports required for prolonging the probation period apply to renewing contracts.</th>
</tr>
</thead>
</table>
| Article (39) | A. A faculty member shall submit a request to be placed in permanent service while working at the university.  

B. The department council shall consider the request of a faculty member who satisfied the required conditions to be placed in permanent service, and the recommendation of the department council shall be submitted to the dean of the school.  

C. The school’s dean presents the application to the school council and submits the recommendation of both (the department and the school) to the president.  

D. The school’s dean and the head of the department fill in the performance report, and attach it to the recommendation of the school council.  

E. Any of the faculty members, tenured or not, working under a rank lower than that of the faculty member to be tenured, may not give an opinion in the request application.  

F. If there is less than three faculty members who are entitled to give an opinion in the tenure of a faculty, then the head of the department shall submit the application to the dean in order to present it to the school council in presence of those who are entitled to give an opinion on it. However, if there are less than three people in the school council who are entitled to look into the application, then the dean shall forward the application to the presidency of the University to be presented to the dean’s council.
<table>
<thead>
<tr>
<th>Article (40)</th>
<th>Chapter Four: Academic Load</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Theoretical lectures.</td>
<td></td>
</tr>
<tr>
<td>B. Workshops and laboratories.</td>
<td></td>
</tr>
<tr>
<td>C. Supervising graduation projects.</td>
<td></td>
</tr>
<tr>
<td>D. Supervising student field training.</td>
<td></td>
</tr>
<tr>
<td>E. Supervising University Thesis.</td>
<td></td>
</tr>
<tr>
<td>F. Scientific research.</td>
<td></td>
</tr>
<tr>
<td>G. Academic supervision on the study and training of fourth year students in Germany.</td>
<td></td>
</tr>
<tr>
<td>H. Any tasks assigned for him/her by the President of the University.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Article (41)</th>
<th>A. Teaching load for a professor is (9) credit hours; (12) credit hours for the associate professor, the assistant professor and the practicing professor, (15) credit hours for the instructor, and assistant instructor.</th>
</tr>
</thead>
<tbody>
<tr>
<td>B.</td>
<td>The teaching load for a faculty member is computed as follows:</td>
</tr>
<tr>
<td>1.</td>
<td>One credit hour for any theoretical hour (Bachelor, Master, or PhD).</td>
</tr>
<tr>
<td>2.</td>
<td>Supervision: Master (1) credit hour * a maximum of (3) semesters. Doctoral (1) credit hour * a maximum of (5) semesters.</td>
</tr>
<tr>
<td>3.</td>
<td>Graduation project: half a credit hour shall be computed for a faculty member for each project he/she supervises. The maximum computed credit hours for supervising graduation projects is (3) credit hours.</td>
</tr>
<tr>
<td>In the school of Architecture and Built Environment, a faculty member is to have a half credit hour computed for each student in graduation project (1); and (1) credit hour for each student in graduation project (2) regardless of the number of participating students in each project. The maximum counted for credit hours for supervising graduation projects is (3) credit hours.</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>In any case, all types of academic supervision for a faculty</td>
</tr>
</tbody>
</table>
member must not exceed six credit hours.

5. Training: teaching load for supervising training is to be determined upon a decision from the President upon the recommendation of the respective schools.

In case of applied work such as laboratories, workshops, field work, studios, and ateliers, credit hours are to be determined upon a decision from the President after consulting the respective schools. In any case the teaching load must not fall under (half a credit hour) for each applied hour where a faculty member carries out his practical teaching duties throughout the applied work time.

C. The president is entitled to reduce the teaching load previously set in Article (A) of these regulations for the faculty members who fill administrative positions, and those who are assigned by him to perform tasks that require the reduction of his teaching load as follows:

1. The Dean with the rank of a Professor or an Associate Professor or Assistant Professor: (6) credit hours.
2. The head of the Academic Department, the Vice Dean or the Assistant to the Dean: (3) credit hours.
3. Should more than one administrative task be assigned to a faculty member, only the highest teaching load shall be reduced.
4. The President decides the amount of the teaching load that is to be reduced for the cases not mentioned in these Instructions.

Paragraph B / 5 was amended by Resolution of the Council of Deans No. 73/2015/2016 in Session No. (7) on 22/2/2016

| Article (42) | A. Subject to Article (18) of these Instructions, faculty members who are assigned the position of Center Director are treated the same as Department Heads in terms of administrative allowance. 
B. Subject to Paragraph (A) of Article (28) of these Instructions, the President may grant a financial remuneration for exchange coordinators |
which is equivalent to the administrative allowance granted to a Department Head.

| Article (43) | A. Each Department of every School in the University must prepare an academic schedule according to the study plan. The teaching load is distributed in such a manner that every faculty member fulfills, as possible, his/her full teaching load.  
B. After the registration period ends, all Departments shall submit a written form that is approved by the Admission and Registration Department to the Presidency of the University, whereby the said form indicates the faculty members and the teaching load of each member.  
C. The courses that will be offered in the summer semester shall be determined at least eight weeks before the said semester begins. The faculty members who shall be teaching the said courses must be stated. |
| Article (44) | The minimum number of students in a given section shall be determined by a decision from the President, based on a recommendation from the School Dean based on the concerned Department Council recommendation. |
Chapter Five: Leaves, Mandate, and Secondment

First: Annual Leaves

A. Taking the provisions of Article (42) of these regulations into consideration, annual leaves for faculty members shall be distributed as follows:

1. The annual leaves assigned for each faculty member is to be taken during the summer semester of each academic year, and it is permissible to take a part of the annual leave in the period between the first and the second semesters.

2. Leaves for the Deans, Vice-Presidents, and Centers Directors are to be granted upon a decision from the President according to the position each of them is holding. Leaves for Vice-deans, Dean Assistants, and Heads of the Departments are to be determined by the respective Dean.

B. Taking the provisions of Article (42) of the regulations into consideration, in the case a faculty member has been on vacation or secondment for one semester and worked at the University on the second semester, he/she is eligible to a five-week leave.

C. It is not permissible to pay allowance for the faculty member eligible leaves unless assigned previously by the President.

Second: Sabbaticals and Unpaid Leaves.

Taking the provisions of Article (45) of the Faculty Regulations into consideration:

A. Sabbaticals or unpaid leaves applications are to submitted five months before the beginning of the semester, in which a faculty member wishes to take the respective leave. The president shall be entitled not to abide by the time for applying and withdrawing the leave, all according to the following table:
<table>
<thead>
<tr>
<th>Applying period</th>
<th>Period of Discussing it in the department and school councils and forward it to the deans council</th>
<th>Period of presenting it to the Council to take the final decision</th>
<th>Deadline to cancel the leave application by the faculty member</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Period:</strong> leaves requested to start as of the beginning of the academic year</td>
<td>During April</td>
<td>During May</td>
<td>During June</td>
</tr>
<tr>
<td><strong>Second Period:</strong> Leaves requested to start as of the beginning of the second academic semester</td>
<td>During November</td>
<td>First half of December</td>
<td>Second half of January</td>
</tr>
</tbody>
</table>
B.1. Applications for sabbaticals shall include the proposal of researches and of creative work, the faculty member intends to do, filled in the appropriate forms and showing the location of spending the sabbatical. The proposal shall be evaluated by the scientific research committees at the department and the faculty and to be approved by the deanship of the scientific research. It is not permissible to change the research or the creative work without the approval of the University.

2. The unpaid leave application shall include the work that the faculty member shall conduct and the place of spending such leave if possible.

<table>
<thead>
<tr>
<th>Article (47)</th>
<th>A. It shall be taken into consideration when granting sabbaticals or unpaid leaves, the number of faculty members remaining in the Department to cover the teaching and supervising load.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>B. It is not permissible to grant leaves for more than (20%) of the faculty in each respective department, excluding those who have ministerial positions. It is permissible to exceed this percentage in special cases estimated by the Council. Secondment and mandate are not to be included in the set forth percentage.</td>
</tr>
<tr>
<td></td>
<td>C. It is permissible for a faculty member to combine more than one sabbatical with the condition that he/she had served at the University for a period consistent to the number of years required to take sabbatical leave.</td>
</tr>
<tr>
<td></td>
<td>D. Priorities for granting leaves for faculty members are to be determined as follows:</td>
</tr>
<tr>
<td></td>
<td>1. Faculty member who is spending his leave period outside the Kingdom for a period no longer than 4 years.</td>
</tr>
<tr>
<td></td>
<td>2. Sabbatical for the first time.</td>
</tr>
<tr>
<td></td>
<td>3. Sabbatical for the second and third times.</td>
</tr>
<tr>
<td></td>
<td>4. Unpaid leave for those who will be working outside the Kingdom.</td>
</tr>
<tr>
<td></td>
<td>5. Unpaid leave for those who will be working inside the Kingdom.</td>
</tr>
<tr>
<td>Article (48)</td>
<td>Subject to the provisions of Article (45 / d) of the system, the faculty member who was granted a sabbatical leave shall submit to his department head a report on the work or works prepared on his leave within six months from the date of the leave's expiration, to be approved by a decision of the president based on the recommendation of Scientific Research Council.</td>
</tr>
</tbody>
</table>
| Article (49) | Faculty member on sabbatical leave is to be granted the following:  
A. Two ways airplane tickets once for every sabbatical leave for him, his wife, and three of his children, in case no other institution paid for him and with the condition that the leave period is a full year, of which at least five months are spent outside the Kingdom. The decision of the leave approval is to include the travel destination and its schedule. In the occasion the faculty member wishes to change the scheduled flights that raises the cost of the tickets, he/she is to pay the difference.  
B. His salary and all of the allowances he/she used to receive, transportation allowance excluded.  
C. Four months’ salary in advance when his leave is spent outside the Kingdom, which is to be cashed at the time of travelling. |
| Article (50) | **Third: Secondment and Mandate**  
A. Taking the provisions of Article (49 and 50) of the Academic Staff Regulations into consideration, the deans council may grant any of these vacations on the condition that the person involved in this or the entity hosting him will be covering his expenses and all the cost the university spends for the purposes of Social Security, the provident fund and the end of service remuneration.  
B. Secondment leave may be granted to the faculty member to work in one of these positions:  
1- University president or vice-president or dean at public university. |
2. Secretary general or its equivalent in the ministries or government institutions.
3. The president of a private university.
4. An important position in international or regional institutions, entities, or organizations approved by the deans council with the aim of benefiting Jordan in general and the university in particular.

C. Mandate leave should be initiated by the university for its own benefit and is granted by a decision of the council.

**Article (51)**
The faculty member may combine between sabbatical leaves, leaves without payment, mandate or secondment for a period of maximum 5 years with the intention to go back to his service at the university unless he/she reached retirement age at the end of his vacation. It is not allowed to combine between mandate and secondment.

**Fourth: Sick and Emergency Leaves**

**Article (52)**
A. The Dean is entitled to grant a faculty member a sick leave for no longer than three days without submitting a medical report; with the condition that the faculty member informs the head of the department, in writing, of the sick leave mentioning the number of days, the dates, and the type of illness when possible.

B. The Dean is entitled to grant a faculty member a sick leave for no longer than 10 days based on a medical report approved by the University doctor. If the need for a longer leave period arises, the matter shall be presented to the Health Insurance Committee at the University which has the right to recommend the suitable sick leave period for no longer than a month.

C. In case the illness needs longer than a month, the matter is to be presented to a medical committee determined by the Council, which is to be entitled to recommend the president of giving a sick leave for a period no longer than three months. When the need arises for an even longer period, the sick leave is to be determined by the certified Health Committee at the University.
D. In all cases previously mentioned, a faculty member should inform the head of his department of his illness, which in his turn should reschedule the lectures assigned for the faculty member on the sick leave. The head of the department shall inform the dean and forward all the medical reports to him to be duly documented in the faculty member’s personal file at Human Resources Department.

E. In case, the number of separate leaves during the academic year has exceeded 30 days for one faculty member; the extra days assigned for sick leaves are to be deducted from his annual leave.

Article (53) A faculty member is to receive his salary and allowances during a sick leave as follows:

A. Full salary and allowances for the first six months of the sick leave.

B. (75%) of his salary and allowances for the following three months.

C. The Faculty member is to be examined after nine months of the beginning of the sick leave, if it was found that he/she would not be cured during the following three months, he/she is to receive (50%) of his salary and allowances. According to the previous Paragraphs, in case the faculty member has not been cured after 12 months from the beginning of his sick leave; his service shall be terminated by the competent authority for appointments.

D. If a faculty member got a disease during a mission outside the Kingdom, he/she must inform the University President of his/her case. The University President may grant him a sick leave for a maximum period of 10 days, according to a report from one doctor. However, it can be extended as needed for a maximum period of a month according to a report from two doctors.

E. If the disease referred to in Paragraph (D) necessitates absence, then the approval of the University President must be obtained based on a medical report from a hospital. In all cases, the medical reports referred to must be provided to the university up-to-date at the earliest opportunity after illness, to be viewed and approved by the competent
authority, as stated in clauses (B and C) of this article. The University’s financial commitments resulting from sick leaves are terminated for the contracted faculty members and full-time lecturers upon end of their contracts.

| Article (54) | A. A pregnant faculty member is entitled to a maternity leave before and after giving birth for a period of 10 connected weeks with a full salary, plus allowances according to a certified medical report from a specialized resource.  
B. The maternity leave may begin 2 weeks before the estimated date of birth.  
C. If the newborn passes away, the maternity leave ends at the last day of the sixth week after birth. |
| Article (55) | The president may grant a faculty member an emergency leave with a salary and bonuses, the total of which per year does not exceed (14) combined or separate days. |
| Article (56) | **Fifth : Leave Procedures**  
A. All requests for leave and responses to them should be in writing.  
B. The leave begins the day the member of faculty is absent from work and ends a day before the member resumes his/her place at work.  
C. Faculty member cannot leave work before receiving a written notice approving his leave unless there is an emergency case as estimated by the Dean.  
D. The specialized authorities determine the period of every approved leave.  
E. The leave cannot be reduced, postponed, cancelled or terminated after being approved and reported to the faculty member unless there are reasons in the interest of the work. |
| Article (57) | If a faculty member does not resume his work after his/her leave, then the period of absence, beginning from the day following the end of the leave is deducted from his salary and allowances. If this period exceeds three weeks without a legitimate excuse, the member is considered to have lost |
his job starting the date of absence at the end of his leave.

**Article (58)**
The head of the department is responsible for informing the Dean with a written report of the absence of any faculty member during three days of absence. The Dean must file a written report to the University’s presidency during a week, the same procedures are implemented upon the return of the absentee (from whichever leave) for resuming his/her work.

### Chapter 6: Sending faculty members to attend training courses

**Article (59)**

A. It is possible in certain cases decided by the University President and taking into consideration the opinion of the department and school council to enroll a faculty member in a training course for a period less than four months. If exceeded, the regulations of scholarships are implemented.

B. The salary of a faculty member enrolled in a training course shall be paid with all the allowances during the course. If the period of the course is more than 30 days, then the transportation allowance is not paid.

**Article (60)**

A. The University contributes to the health insurance expenses of a faculty member enrolled in a training course and covers up to 85% of the health insurance expenses, taking into account that the contribution does not exceed 250 JD per month.

B. A cash advance is paid to the enrolled member from the account of the medical insurance allocations and the member provides the department of finance with the receipts and documents necessary for settling the advance payment.

### Chapter 7: Visiting Professors and Full-time Lecturers

**Article (61)**

A. A faculty member may be appointed as a visiting professor or an associate visiting professor, or an assistant visiting professor with a rank from a University recognized by GJU. A contract shall be signed with the assigned professor in order for him to teach or to do research in the faculties and educational centers at the University for at least one semester, renewable.
<table>
<thead>
<tr>
<th>Article (62)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. A full-time lecturer in the University must have all the qualifications mentioned in Article (3) from these instructions except in some cases determined by the council.</td>
</tr>
<tr>
<td>B. Full-time lecturers may be appointed for the purpose of teaching and research in the faculties of the university and its scientific centers who are able to do so, according to the academic degrees they hold.</td>
</tr>
<tr>
<td>C. The full-time lecturers are appointed through contracts which determine work conditions, salary and other conditions agreed upon.</td>
</tr>
<tr>
<td>D. Voting for appointing a full-time lecturer depends on the rank he/she would get if selected as a faculty member.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Article (63)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. A full-time lecturer holding a PhD can be appointed as a faculty member, if he/she complies with the requirements for appointment mentioned in Article (5) of the regulation and only after he has spent a year at least as full time lecturer at the university, and had already published an accredited research during his work at the university. His service and his published researches while being a full-time lecturer at the University are taken into consideration for the purposes of promotion.</td>
</tr>
<tr>
<td>B. Returnee from scholarship studies holding a master degree is appointed as full time lecturer at the university and transferring him to a faculty member will be looked into after 3 years from his appointment.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Article (64)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time lecturers are evaluated through a special form prepared for this purpose according to the guidelines in Article (35) of these instructions by the head of the department and the faculty Dean at the beginning of the second semester of each academic year.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Article (65)</th>
</tr>
</thead>
<tbody>
<tr>
<td>It is possible to appoint full-time lecturers with degrees and certificates presented to the Council, with a salary determined according to their qualifications, and their appointment as faculty members is decided after</td>
</tr>
</tbody>
</table>
authenticating the level of their degrees and certificates.

**Chapter 8: Summer Semester**

<table>
<thead>
<tr>
<th>Article (66)</th>
<th>The period of the summer semester is 8 study weeks including the period of exams and the academic calendar in summer is decided by the Deans Council.</th>
</tr>
</thead>
</table>
| Article (67) | A. The concerned deanships coordinate the process of offering courses in the summer semester, in coordination with the admission and registration department.  
B. The study schedule during the summer semester should be announced to the student’s sufficient time before the beginning of registration for the summer semester.  
C. The summer semester is optional for the faculty members and students.  
D. The deanship can cancel sections and courses after being offered according to what it perceives as appropriate and serving the University Interest.  
E. The president determines the minimum and maximum number of students registering for the offered courses.  
F. Opening additional sections is done only after the class rooms and labs assigned for the sections already opened are full, unless the nature of the course demands otherwise and in this case the written approval of the Dean is required. |
| Article (68) | A. The credit hours for the offered courses in the summer semester are evaluated in a way that each credit hour is equivalent to 2 lectures per week, each for 50 minutes, for a period of 8 weeks.  
B. For the purpose of calculating the load of a faculty member, the summer semester is considered equivalent to a half of a regular semester. The president may assign a faculty member to an increase in the teaching load as he finds appropriate. |
| Article (69) | A. The faculty member assigned to teach in summer semester is granted |
a reward which equals the salary of two whole months including allowances (except for the transfer allowance), if he/she works a full-time load as stipulated in the regulations. If he/she, however, works less than the full time equivalent, the reward is calculated based on the percentage of the actual load to the full load award and in case of extra load he/she will be paid based on the additional hours.

B. The vice presidents are assigned to work during the summer semester without teaching and they are rewarded with a salary of two months (without transportation allowance) in case they worked for their whole vacation.

C. The Deans who have a professor rank are assigned 1.5 credit hours of teaching whereas the associate or assistant professors are assigned 3 credit hours. Their award is equal to their salary (except for the transfer allowance) pursuant to the period of their annual holidays, which is eight weeks.

D. The vice deans and assistants and the heads of the departments, the exchange officers and anyone with a professorship rank assigned to teach during summer semester with a work load of 3 credit hours, however, associate or assistant or practicing professors are assigned 4.5 credit hours, and they are given a financial reward equal to their salary (except for the transfer allowance) in accordance with their annual holidays which is 8 weeks.

E. The President assistants, the centers directors, their deputies, their assistants and anyone occupying the same functional level are assigned a workload of 3 to 4.5 credit hours according to a decision from the President.

F. The full-time language professors teaching in the summer semester shall be paid for each teaching hour the same as a part-time lecturer, as specified in the faculty regulation of the University provided that the actual teaching hours do not exceed double the credits hours assigned for each subject.
G. The President may exempt the deans from teaching during summer under special circumstances and for the interest of the University, and a financial reward equal to their salary (except for the transfer allowance) in accordance with the period of their annual holidays which is 8 weeks, is dispensed.

| Article (70) | A. A faculty member appointed at the beginning of the second semester shall be entitled to an additional month salary with the allowances (except for the transfer allowance) in return for working a full-time equivalent in the summer semester. A member assigned or returning from a sabbatical leave or an unpaid leave, mandate, or secondment at the end of the second semester is not entitled to any additional salary for teaching in the summer semester.  
B. A faculty member, who is hired at the beginning of the second semester and has not been assigned to teach in the summer semester, deserved a salary of five weeks only in the summer semester. |

**Chapter 9: Additional Load for Faculty Members**

| Article (71) | A. The President may assign additional load for faculty members, upon the recommendation of the head of the department and the school’s Dean, and after consulting the director of the admission and registration department. The additional credit hours assigned to the faculty member may not exceed six hours, within or outside the University, except for certain cases approved by the President, based on a recommendation from the school’s dean.  
B. Taking the provisions of Article (24/B/2) of the regulations into consideration, a certain percentage of the income earned from overtime of the staff member, whether consulting, training or other types of work, except additional teaching outside the university, is allocated to the university. This percentage should comply with the dean’s council decision regarding such percentage; except for additional teaching outside the university  
C. Faculty who are in charge of administrative positions may not do |
| Article (72) | A faculty member is entitled to a financial award for additional work if his/her workload in a semester exceeds the following:
Professor: (9) credit hours
Associate professor, Assistant professor and practicing professor: (12) credit hours
Instructor and assistant instructor: (15) credit hours
Taking into consideration the reduction of the teaching load mentioned in Clause (C) of Article (41) of these Instructions. |
| Article (73) | The teaching load consists of:
A. The total credit hours for courses taught individually.
B. As for the subjects that are taught by more than one member, their burden is distributed among them according to the hours they teach these subjects, and the remuneration is distributed among them on this basis.
C. An hour of practical work in the lab is calculated as half credit hour.
D. The calculation of load of graduate students supervision is as follows:
   Master: (1) credit hour - with a maximum of (3) semesters
   Doctorate: (1) credit hour - with a maximum of (5) semesters
E. Actual teaching hours for language teachers counts two-thirds of a credit hour. |
| Article (74) | The council decides on the cases which are not mentioned in these Instructions. |
| Article (75) | These Instructions shall nullify all the contradicting rules mentioned in any previous instructions or decisions issued by the Deans council at the University or the President, except for previous contracts signed before the issuing date of these regulations; these contracts shall stay applicable until expiration. |
Foundations for the Preparations of Contracts for Employees at the German Jordanian University

These bases of reference shall be cited as (Foundations for the Preparation of Contracts of Employees at the German Jordan University) and shall be effective as of the date of the Deans Council’s Decision no. 40/2014 dated 10/11/2014.

**First: Academic Staff Contracts:**

| A- | The start and end date of contracts: The Deans Council issues the decision pertaining to the name of the academic staff member, rank, and salary as per the classification ladder followed and based on a recommendation from the Human Resources Department where the maximum contract period is one year (12 months) and in accordance with the council’s decision. |
| B- | It is permissible for the contract to exceed one year only in special cases deemed necessary for the benefit of the university. |
| C- | The contract must have specified start and end dates stated at the end of the contract for example “End of 11/9/2013” where the contract must also include the date of birth. |
| D- | The start and end dates of contracts for academic staff member shall be as follows: |
|     | 1) An academic staff member appointed by the university and is eligible for contract renewal: |
|     | The start of the contract date shall be effective upon the end of the previous contract date for a period of one year regardless of the start of the next academic year. For example the contract ends on 10/9/2013 where the next contract starts on 11/9/2013 for a period of a maximum of one year. |
|     | 2) An academic staff member who is about to get appointed directly by the university and not recruited from another public university: |
|     | The start and end date of the contract is linked to the start and end date of the academic year stipulated by the Deans Council of that year. |
3) An academic staff member delegated or on loan from another university shall be appointed without a contract, in which the start and end of his or her appointment is based on the official letter of approval regarding his or her delegation or loan from his or her original university.

4) In case an academic staff member starts teaching right after the start of the first academic year, his or her contract shall start as of the start date of his or her work directly and shall end by the end of the academic year regardless whether he or she completes 12 months.

5) An academic staff member or full-time lecturer appointed at the beginning of the second semester of the academic year, the start of his or her contract shall be at the beginning of the second semester and shall end at the end of the academic year.

6) The vacation for an academic staff member or full-time lecturer who teaches one semester shall be five weeks and must be mentioned in the contract.

7) The salary or raises shall be calculated by the Human Resources Department as accustomed and then sent to the Council Affairs Department for a decision to be issued by the Deans Council where the rank and salary are both specified.

8) In case an academic staff member or full-time lecturer who completed his or her scholarship dispatch and starts teaching in the summer semester shall not be eligible for a vacation for the period of his or her work in the summer semester and shall be assigned courses for that semester with no financial reward for his overtime.

Note: Paragraph (4) from Article (D) was amended in accordance with the Deans Council decision no. 139/2015 dated 20/4/2015 and is as follows:

- The contracts of academic staff members appointed prior to the decision shall remain the same with not changes to the dates in which the will be prepared for one years as accustomed.

- The foundations pertaining to the unified contracts shall be implemented to those appointed thereon in which his or her contracts shall start as of the first semester of
the academic years of 2015/2016.

<table>
<thead>
<tr>
<th>E-</th>
<th>Cases of End of Service:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1. The unwillingness of the two parties to renew the contract:</td>
</tr>
<tr>
<td></td>
<td>The end of service date is the end date of the contract where that day is calculated with all its dues where social security is calculated as of the end of the contract date with the inclusion of due vacations.</td>
</tr>
<tr>
<td></td>
<td>2. The resignations of the second party (academic staff member) before the end of the contract:</td>
</tr>
<tr>
<td></td>
<td>In this case, the penalty condition and the provisions of the regulation shall be implemented where the date of resignation is not calculated with a salary and the academic staff member is no longer listed in the social security as of the date of resignation. For example if the date of resignation is 1/9/2013, then the salary is paid for the end of 31/8/2013 with no end of service reward.</td>
</tr>
<tr>
<td></td>
<td>3. If the second party leaves his or her work during the contract period, then the provisions of the contract and regulation shall be implemented.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>F-</th>
<th>The contract must include all rights and duties clearly. Some of the important rights are:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1) Deserved vacations.</td>
</tr>
<tr>
<td></td>
<td>2) End of service reward in case of eligibility and methods of calculating it, savings, and other funds.</td>
</tr>
<tr>
<td></td>
<td>3) The right to receive benefits or not.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>G-</th>
<th>Contract Types:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1) An academic staff member contract appointed based on his or her qualifications and experiences with a base salary and deserved raises as per the salary ladder. Moreover, all his or her rights are completely granted as per the academic commission regulation followed by the university.</td>
</tr>
<tr>
<td></td>
<td>2) A full-time lecturer contract where all his or her rights and duties</td>
</tr>
</tbody>
</table>
are specified as per the contract with an overall salary deducted and specified by the Deans Council. Furthermore, he or she is excluded from benefiting from all the funds, especially the end of service reward fund as followed by all the universities. As for the lectures with an academic rank, they are appointed as full-time lecturer with a base salary (specified according to the rank).

3) A partial contract like the ones for German lecturers who teach less than 21 hours are excluded from benefiting from all the funds, especially the end of service reward fund, and are eligible for social security as per the social security law where those who don’t wish to be listed in the social security are therefore appointed on a reward paid to them at the end of the academic semester. Hence, the monthly salary shall be calculated as follows:

<table>
<thead>
<tr>
<th>Number of Credit Hours</th>
<th>Reward Value/Dinar</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Master’s Holders</td>
</tr>
<tr>
<td>21 hours</td>
<td>1000</td>
</tr>
<tr>
<td>18 hours</td>
<td>860</td>
</tr>
<tr>
<td>15 hours</td>
<td>720</td>
</tr>
<tr>
<td>12 hours</td>
<td>580</td>
</tr>
</tbody>
</table>

The payment of these salaries shall be applied to lecturers who are appointed by the German Language Center regardless of the nationality. As for the language teachers, they are paid benefits by a percentage of the number of hours taught by each to the number of hours of a full-time lecturer with a full teaching load.

The vacations of academic staff members: each academic staff member must fill out a vacation request during the summer semester in order for the Human Resources Department to cross-check the vacations, especially that the academic years for the university are different.

The vacations shall be as follows:

1) An academic staff member that teaches in both the first and
second semesters of the academic year deserves one week
vacation between the semesters and (10) weeks in the summer semester.

2) An academic staff member who teaches one semester in the
academic year deserves (5) weeks of vacation in the summer semester.

3) In special cases, an academic staff member who teaches one
semesters and part of the second semester then his or her vacation
is calculated in approximation of teaching two whole semesters.

4) An academic staff member or a full-time lecturer who has not
completed his or her papers is appointed on a reward where his or
her service is not calculated for any purpose and will not receive
a vacation for that period.

<table>
<thead>
<tr>
<th>Benefits: It should be clear in the contract that the following categories shall not benefit from the international program:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Germans who receive salaries from DAAD.</td>
</tr>
<tr>
<td>2. Academic staff members over 70 years old.</td>
</tr>
<tr>
<td>3. Academic staff members on scientific research leave and get paid benefits from their original universities.</td>
</tr>
</tbody>
</table>

### Second: Administrate Staff Contracts:

**A-** Contract with a base salary and detailed raises based on qualifications and experiences, in which the provisions of the Employee Regulation at GJU are applied.

**B-** Contract with an overall salary that includes raises in which this contract is a private contract that specifies all the rights and duties of the employee, especially concerning the following:

1. Vacations.
2. Due end of service reward and other funds.

### Third: Professionals:

(Such as practicing lawyers registered at the lawyers syndicate) and appointed employees by the projects that are not subject to the Employees Regulation at the university.)
### Fourth: Overall Administrative Contracts:

<p>| | |</p>
<table>
<thead>
<tr>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A-</strong></td>
<td>Cancellation of the president’s decision regarding the payment of benefits by 7% from the overall salary.</td>
</tr>
<tr>
<td><strong>B-</strong></td>
<td>The inclusion of the value of benefits mentioned in paragraph (A) to the overall salaries of employees appointed before upon the renewal of their contracts.</td>
</tr>
<tr>
<td><strong>Fifth:</strong></td>
<td>These terms shall be reconsidered, amended and added whenever necessary as per the university’s best interest or what the university’s president deems appropriate.</td>
</tr>
<tr>
<td><strong>Sixth:</strong></td>
<td>The University President shall decide on cases that do not have an article in these terms.</td>
</tr>
<tr>
<td><strong>Seventh:</strong></td>
<td>The university president and the director of human resources are responsible for executing these terms.</td>
</tr>
</tbody>
</table>
# Foundations for Granting Faculty Members not on the Permanent Service Three-Year Contracts

<table>
<thead>
<tr>
<th>Article (1)</th>
<th>These criteria shall be named (Foundations for Granting Academic Staff not on the Permanent Service Three-Year Contracts) and shall be effective as of the date of its approval by the Deans Council.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Article (2)</td>
<td>The Deans Council has the right based on a recommendation from the department council and an approval from the school’s council, and based on the clear and justified recommendations by the concerned department head and school dean to renew the contracts of academic staff members, full time lecturers, and practicing teachers for a period of three years as per the conditions and criteria specified for this purpose.</td>
</tr>
</tbody>
</table>
| Article (3) | The academic staff member should have completed a minimum of one whole year from the day of his or her appointment and with a positive evaluation as follows:  
A- Academic performance evaluation by the concerned department head and school dean as long as the evaluation is not below very good.  
B- Academic performance evaluation by students during the academic semesters prior to the renewal of contract as long as the evaluation is not below good.  
C- The presence of scientific work or practical work or applied work attested by the university.  
D- Participation in the success of technical or applied projects with the industry under the university’s umbrella.  
E- To have good relations with colleagues at the university. |
| Article (4) | The Deans Council has the right to terminate the contract of an academic staff member before three years of its ending for any reasons; and based on a recommendation from the department council and approval from the school council regarding this matter. |
| Article (5) | The Deans Council issues the contract forms and forms pertaining to the renewal of contracts for three years based on a recommendation from the department council and approval by the school council. |
| Article (6) | It is permissible to fine an academic staff member (4000) JOD if he or she terminated the contract or stopped performing his or her tasks during the academic semester or prior to the end of the contract period. |
| Article (7) | The Deans Council decides in special cases that do not have an article regarding the renewal of academic staff members at the university. |
| Article (8) | The Foundations shall be considered as reference when preparing the contracts of staff at the German Jordanian University and are followed by the university. |
| Article (9) | The president, deans, department councils, school councils, human resources department are responsible for executing the provisions of these foundations. |
**Unpaid Leave Regulations for Faculty Members in Public Universities**  
for year 2017

| Article (1) | These regulation shall be named *(Unpaid Leave Regulations for Academic Staff Members at Public Universities for 2017)* and shall be effective as of the date of its publication in the official gazette. |
| Article (2) | The following words and phrases mentioned in this regulation shall have the meanings assigned to them below if not indicated otherwise:-  
Law: Jordanian Universities Law.  
University: Public University.  
President: President of Particular University.  
Academic Staff Member: Academic staff member on permanent service at the university as per the provisions of this law. |
| Article (3) | Despite what was mentioned in any other regulation, the provisions of this regulation shall be applied to the academic staff members at public universities. |
| Article (4) | **A-** 1- It is permissible to grant an academic staff member on the permanent service at the university and who has completed his or her actual service with no interruption for a minimum of five years an unpaid vacation for a semester or a year.  
2- An academic staff member is not granted a second vacations as per the provisions of Article (1) from this paragraph only if the vacation period upon the actual completion of the vacation period granted to him or her.  
B- Excluded from this fixed condition or the referred to period in paragraph (1) of this Article academic staff members appointed as a minister or president of a public Jordanian university.  
C- 1- It is prohibited that the number of academic staff members on unpaid vacation during the same time be (30%) from the number of academic staff members appointed in the academic department in which the academic staff member teaches at.  
2- The Deans Council at the university are permitted to exceed the percentage mentioned in item (1) of this paragraph in special and justified cases. |
Priority is for granting vacations according to the provisions of paragraph (1) of this Article for academic staff members on vacations before the coming into force of the provisions of this regulation in which the vacation period is deducted without granting them a salary for the period spent before the implementation of its provisions.

The unpaid vacation granted to an academic staff member is not considered part of his or her service at the university for the purpose of granting scientific leave, promotion, end of service reward, and saving. Meanwhile, it shall be calculated as seniority in terms of salary if he or she spent it at the university or at a recognized scientific institute at a university level and is attested by the university for this purpose.

| Article (5) | Granting an academic staff member an unpaid vacation shall not influence his right in being loaned or delegated as per the provisions of the regulation applied for this purpose by the his university. |
| Article (6) | It is permissible in certain cases deemed by the president to grant an academic staff member an urgent vacation without a salary for a period that does not exceed one academic year, and is only granted one time during his service at the university |
| Article (7) | In cases not mentioned in this regulation, the provisions of the previous regulations shall be applied to the academic staff member at his university. |
| Article (8) | The Higher Education Council shall issue the necessary instructions for executing the provisions of this regulation. |
## Employees Regulations at the German Jordanian University

**Regulation No. (95) Of 2009, and its Amendments**

| Article (1) | This Regulation is called “Employees Regulations at the German-Jordanian University of 2009” and it shall come into force from the date of its publication in the Official Gazette. |
| Article (2) | The following words and phrases wherever mentioned in this Regulation shall have the meanings assigned thereto unless the context indicates otherwise: |
|            | University: The German-Jordanian University. |
|            | Council: University Council. |
|            | President: President of the University. |
|            | Faculty: A faculty or a deanship within the University. |
|            | Dean: A faculty dean or the dean of an extracurricular activity within the University. |
|            | Unit: Organizational unit in the main structure of the administrative or technical or services within the University, which includes two or more departments. |
|            | Center: Any center established within the University. |
|            | Department: Part of a unit and encompasses over two divisions or more. |
|            | Section: Part of a department and encompasses two or more branches. |
|            | Branch: A part of a section. |
|            | Director: Director of any unit or center or department at the University |
|            | Committee: Employees Affairs Committee at the University formed pursuant of the provisions of this Regulation. |
|            | Employee: A person who is appointed in a classified or non-classified position listed in the University job structure, including an employee appointed by a contract but does not include the one appointed with a daily wage or remuneration. |
|            | Worker: Every person appointed according to the decision of the competent reference for a daily wage. |
| Job Positions Table: A chart that includes all jobs positions allocated to faculties, deanships, units, and departments at the University issued by the Council at the beginning of every fiscal year. |
| Category: A number of jobs with specific ranks, salaries, specifications and responsibilities pursuant to this Regulation. |
| Medical Reference: The competent medical committee approved by the University |

| Article (3) | The provisions of this Regulation shall apply to all employees at the University or in any institute, center, institution, or school affiliated to it. |

| Article (4) | The employees of the University are categorized as follows: |
| A. Classified staff: They are the ones who are appointed in classified and permanent jobs with outlined titles, categories, levels and salaries within the job structure. |
| B. Unclassified staff: They are the ones appointed with holistic fixed monthly salaries in specific jobs within the job structure. |
| C. Staff with contracts: They are the ones appointed for a fixed term under contracts concluded between them and the University, under the conditions set forth in their contracts in all matters relating to salaries, allowances, vacations, transfer, end of their services and others. They are subject to the provisions of this Regulation as long as it does not contradict with the terms and conditions their employment contracts. |

| Article (5) | A. The President may assign people to work for specific hours at the University or appoint them with specified daily wages for a specific period, within the allocations for this purpose in the University budget. |
| B. The President may assign people on a temporary basis at the expense of planned projects such as research projects, or trust accounts. Their financial dues are taken from those projects or from the trust accounts. Their services shall end with the end of these projects or their allocations. |
### Article (6)

**Job categories**

Job categories at the University are as following:

**Category One:** It includes leading administrative positions or highly specialized positions. Only employees with a bachelor degree minimum, in addition to the qualifications and experience shall be appointed in or promoted to this category positions. The tasks of this category positions include the following:

1. Propose the general policy for their units, centers, or departments.
2. Prepare plans for the programs, projects and services for their units, centers, or department, and follow-up and supervise their execution.

**Category Two:** It includes job positions which shall conduct specialized work in the field of applied, natural, and human sciences, such as medical, engineering, economic, agricultural, administrative, legal, educational, financial, and accounting professions, or the like, and supervise such works. Only employees with bachelor degrees minimum shall be appointed in this category.

**Category Three:** It includes job positions that shall conduct basic work in the administrative clerical, accounting, training and warehouses affairs, procurement, libraries, technical works, crafts, vocational fields, or the like, and supervise such works. Only employees with a minimum of diplomas from community colleges or an equivalent shall be appointed in this category.

**Category Four:** It includes job positions whose tasks shall be to conduct assistant vocational craftwork and supervising their execution or performing certain services.

### Article (7)

| A. | The job titles, categories, groups, qualifications, appointment conditions, ranks and salaries shall be determined pursuant to the job classification table issued by the Council. |
| B. | The job titles of the fourth category and their description, salaries, and annual raise shall be determined pursuant to instructions issued by the President upon the recommendation of the Committee. |
### Article (8)

**Appointing**

Whoever is appointed to any position at the University should meet these conditions:

A. Having the Jordanian nationality.

B. Being eighteen years of age or more according to an official document.

C. Having the qualifications and experience required for this position.

D. Being free of diseases and physical and mental impairments pursuant to the decision of the medical reference. The specialized reference may hire people who are not fully fit but qualified for the position, and not in conflict with the requirements of general safety.

E. Having decent conduct and reputation.

F. Not having been convicted of a misdemeanor involving moral turpitude, integrity or public morality or a felony.

### Article (9)

A non-Jordanian person may be appointed under a contract if there is no Jordanian who meets the qualifications required for the position, or upon agreements or memoranda of understanding concluded between the Government of the Hashemite Kingdom of Jordan and the Government of the Federal Republic of Germany on the condition that he meets the conditions set forth in paragraphs (b), (c), (d), (e) and (f) of Article (8) of this Regulation, also taking into consideration of appointment the legislations applicable in the Kingdom.

### Article (10)

A. A committee named Personnel Affairs Committee headed by the President or one of his deputies, or one of his assistants selected by the President, and the membership of:

1. Three of the staff of the University appointed by the President, provided that two of them shall be administrative employees of the first category.

2. The competent dean or director.

B. 1. The term of the committee shall be two renewable years.

2. The President may change any of the members referred to in
Clause (1) of paragraph (A) of this Article by appointing a replacement for the remaining period of his membership.

C. The committee shall recommend to the competent reference the appointment of the employee, placing him in permanent service, promoting him, modifying his employment condition, and any other issues germane to his job.

D. The Chair of the committee shall call for a meeting and it shall have a quorum if a majority of its members, including its head, are present. It takes its decisions by absolute majority. If there is tie, the vote of the head shall break it.

E. The Director of the Human Resources Department at the University shall be the secretary of the committee who shall prepare the agenda, take the minutes of its meetings and decisions, follow up their execution, and keep its documents and records.

| Article (11) | A. The first category employees shall be appointed upon the President’s decision, on the basis of the recommendation of the Committee. |
| B. The second and third category employees shall be appointed in their faculties, units, or administrative departments at the University upon the President’s decision based on the recommendation of the competent dean or the competent director, on the basis of the recommendation of the Committee. |
| C. The fourth category employees shall be appointed upon the President’s decision or whoever is authorized of such power, on the basis of the recommendation of the Committee. |
| D. Workers shall be appointed upon the decision of the President. |

| Article (12) | A. Each unit, center, or department at the University shall have a director appointed by the President. |
| B. The deputy director, his assistant, the head of the branch and head of the section shall be assigned by a decision from the President upon the recommendation of the competent dean or the relevant director. |
| C. The term of appointment of an employee in a managerial position
shall be for a period of no more than three renewal years.

D. The President, in special cases and upon his own discretion, may relieve any of the occupants of the administrative positions referred to in paragraphs (a), (b), and (c) of this Article from their positions. Whoever has been relieved from his position shall continue to be an employee at the University pursuant to the provisions of these Regulations.

| Article (13) | A. Subject to the provisions of paragraph (B) of this Article, an appointed employee shall be on probation for three years. His performance shall be evaluated once every six months, pursuant to the form prepared for this purpose, and he shall be tenured in service or dispensed from service before two months at least from the end of the duration of the probation period.

B. The employee appointed upon a contract under probation, and the one who was classified two years after his appointment is on probation for no more than one renewable year from the date of his classification. It is mandatory to review his tenure two months before the end of the second year of the probationary period. If he is not tenured, his service is legally considered terminated, on the condition that he must be notified of this two months before the termination of his service.

C. The competent reference may end the employee's service at any time during the probation period.

D. If an employee is reappointed at the University, he shall undergo probation again pursuant to the provisions of this Article.

E. The probation period shall count as actual service for the employee. |

| Article (14) | When an employee is appointed his years of experience may be counted for him as follows:

A. 1. One annual raise for each year of the first five years of service in the field of work in the position in which he is appointed, and which was achieved after obtaining the scientific qualification according to which he is appointed, on the condition that this period of experience |
shall not exceed ten years.

2. In special justified cases, the entire period of previous experience or any part of it may be counted for employees who are appointed in senior administrative positions by a decision from the Board of Trustees.

B. Any previous experience gained before obtaining the minimum qualification required for the position in which the employee was appointed shall not be counted.

C. If the rank which the applicant deserves is not available in the job classification table, the employee may be appointed at the highest salary of the immediate lower rank, provided that this is stated in the appointment decision. The employee shall get the deserved rank once it becomes vacant or created.

D. The experience which is more than 6 months may count as one year.

E. In exceptional cases, estimated by the council, the requirement for qualification for the purposes of appointment in professional and technical positions may be looked over, and suffice with the technical qualification, experience, or competence in the field of specialization, on the condition that they are stated pursuant to instructions issued by the Council.

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**Article (15)**

If an employee obtains a new university qualification with the consent of the University in his field of work from a university recognized by the University, it may be, and in the interest of the University, to amend his rank pursuant to the degree and salary upon the President’s decision and the recommendation of the Committee.

**Article (16)**

Regardless of the provisions of Article (14) of this Regulation, the President, upon the recommendation of the Committee may appoint persons with rare qualifications and experience with holistic salaries according contracts stating their rights and duties.

**Article (17)**

Salaries and bonuses:
The basic salary scale for staff at the University is defined as follows:
<table>
<thead>
<tr>
<th>Rank</th>
<th>Class</th>
<th>Salary</th>
<th>Annual Increase in Dinars</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>From</td>
<td>To</td>
<td></td>
</tr>
<tr>
<td>First</td>
<td>A</td>
<td>359</td>
<td>494</td>
</tr>
<tr>
<td></td>
<td>9</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td></td>
<td>B</td>
<td>279</td>
<td>315</td>
</tr>
<tr>
<td></td>
<td>9</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>Second</td>
<td>A</td>
<td>230</td>
<td>258</td>
</tr>
<tr>
<td></td>
<td>7</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td></td>
<td>B</td>
<td>186</td>
<td>214</td>
</tr>
<tr>
<td></td>
<td>7</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>Third</td>
<td>A</td>
<td>165</td>
<td>189</td>
</tr>
<tr>
<td></td>
<td>6</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td></td>
<td>B</td>
<td>133</td>
<td>157</td>
</tr>
<tr>
<td></td>
<td>6</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Fourth</td>
<td>A</td>
<td>121</td>
<td>145</td>
</tr>
<tr>
<td></td>
<td>6</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td></td>
<td>B</td>
<td>87</td>
<td>111</td>
</tr>
<tr>
<td></td>
<td>6</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Fifth</td>
<td></td>
<td>65</td>
<td>85</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Sixth</td>
<td></td>
<td>46</td>
<td>62</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Seventh</td>
<td></td>
<td>34</td>
<td>46</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

Article (17) was amended in Regulation No. (41) of 2013

Article (18)  
A. The employee shall be entitled to an annual raise on due date.  
B. The promotion of the employee at the University should not result in a decrease in his basic salary in any way.

Article (19)  
A. A monthly bonus for staff assuming administrative responsibilities as follows:  
1. Unit, department or center director.  
2. Deputy Director of the unit, his assistant, director and assistant director of the center.  
3. Assistant director of the department and head of the section and head of archives.  
4. Head of the administrative branch.  
B. No person may get more than one of bonuses stated in this Article.

Article (20)  
A. The monthly transportation allowance for staff at the University shall be as follows:  
a. unit, department and center director  90 dinars
b. employee of the first or second categories 70 dinars
c. employee of third or fourth categories 60 dinars
d. employee of the fifth or sixth categories 40 dinars
e. employee of seventh category 24 dinars

B. Employees working with holistic salaries or with contracts shall be granted a transportation bonuses equal to those determined to their equivalents in terms of rank and salary, according to paragraph (A) of this Article.

C. A person may not get more than one of the bonuses stipulated in paragraph (A) of this Article.

D. The bonus stipulated in paragraph (A) of this Article shall not be disbursed to any employee for whom the University has allocated a car or has provided him with transportation on a regular basis.

E. The bonus shall be stopped for employees during their training courses which exceed thirty days.

Article (20) was amended in Regulation No. (41) of 2013

Article (21)

A. 1. A monthly bonus is awarded for the staff at the University as follows:

Employee of the first rank 355 dinars
Employee from the second rank 280 dinars
Employee of the third rank 245 dinars
Employee of the fourth rank 225 dinars
Employee of the fifth rank 200 dinars
Employee of the sixth rank 190 dinars
Employee of the seventh rank 175 dinars

2. Employees, other than those mentioned in Clause (1) of this paragraph, who work upon monthly holistic salaries or upon contracts shall be treated according to the ranks and basic salaries of their counterparts, but shall not apply to employees appointed by contracts inclusive of all bonuses.
B. A monthly reward for the administrative staff at the University as follows:
   1. 25% of the basic salary for classified employees and employees with contracts, who have not completed two years in service at the University.
   2. 40% of the basic salary for classified employees and employees with contracts, who have served two years or more at the University.

C. A professional reward is given to employees of non-professional faculty members with bachelor degrees as follows:
   1. 95% of the basic salary for degree holders in engineering, together with an amount of five dinars monthly as specialty bonus.
   2. 110% of the basic salary for holders of degrees in medicine.
   3. 60% of the basic salary for holders of degrees in dentistry and pharmaceuticals.
   4. 35% of the basic salary for the category of nursing and agriculture.

D. It shall not be allowed to combine two bonuses stipulated in paragraphs (B) and (C) of this Article.

| Article (21) was amended in Regulation No. 27 of 2012 and in Regulation No. 41 of 2013 |
| Article (22) | A. The bonus of the German-Jordanian University shall be disbursed to staff for a period of five years commencing the date of enforcing the provisions of this Regulation as follows:
   1. First class 105 dinars
   2. Second class 85 dinars
   3. Third class of 70 dinars
   4. Fourth class 60 dinars
   5. Fifth class of 40 dinars
   6. Sixth Class 40 dinars
   7. Seventh class 30 dinars

B. The allowance stipulated in Paragraph A of this article is not granted to
employees who are appointed or re-appointed to the university after the provisions of this amended system come into effect and to those who are sent on scholarships from the university in accordance with the legislation in force.

C. Staff with contracts shall be treated on the basis of class and basic salary of their counterparts, but this does not apply to employees hired upon contracts inclusive of all bonuses.

<table>
<thead>
<tr>
<th>Article (22) was amended from the amended system No. 78 of the year 2015</th>
</tr>
</thead>
</table>
| **Article (23)** | A. A monthly family bonus of the 7 dinars for the wife and 2 dinars for each of the first four children shall be given to the University staff.  
B. If the employee has more than one wife, the bonus shall be given for only for one wife if he has four children. If his children are less than 4, the other wives will get the bonus, as long the total number of the wives and children shall not exceed four.  
C. The family bonus shall not be given in the following cases:  
1. For the children who have completed eighteen years of age, unless they are still in secondary school or undergraduate programs or with special needs.  
2. For the wife who is working at or getting paid monthly by a public or a private institution. |
| **Article (24)** | A personal allowance of (45 JD) is rewarded monthly to employees who are paid a basic salary of (145 JD) and higher, and thirty-one dinars to employees who earn a basic salary from (58-144 JD), and twenty-eight dinars to workers who earn a basic of (57 JD) or less. |

<table>
<thead>
<tr>
<th>Article (24) was amended in Regulation No. (41) of 2013</th>
</tr>
</thead>
</table>
| **Article (25)** | A. The President may assign any of the University employees to conduct any job therein after the end of the official working hours or during vacations, provided that such assignment shall be according to this Article in return for a financial reward determined by the President.  
B. 1. The Board of Trustees with the consent of the Council of Higher Education may determine the percentage of fees of irregular programs as |
incentives for the administrative staff, pursuant to instructions issued by the Council.

2. The amount of increase on the total of the salaries resulting from the implementation of the amended Regulation from the incentives which are disbursed pursuant to the provisions of Clause (1) of this Paragraph. If these incentives are enough to cover this increase, the Ministry of Higher Education and Research shall cover the difference from the money allocated for the support of universities.

<table>
<thead>
<tr>
<th>Article (25) was amended in Regulation No. (27) of 2012</th>
<th>and in Regulation No. (41) of 2013</th>
</tr>
</thead>
</table>

Article (26) The President may grant a financial remuneration to anyone from outside the University assigned to perform some work, or offers a service that requires encouragement and remuneration.

<table>
<thead>
<tr>
<th>Promotions and Incentives</th>
</tr>
</thead>
</table>

Article (27) A. Subject to the provisions of Article (6) of this Regulation, the promotion of an employee from the second category to the first category should be under the following conditions:

1. Obtaining a first University degree at least.
2. Serving at least five years in the second category at the University.
3. Successful participation in a training program in senior management, with the prior approval of the President.
4. Receiving an appreciation of Very Good at least on his annual evaluation report for the last two years.

B. The promotion of an employee from the third category to the second category should be under the following conditions:

1. Obtaining a first University degree at least.
2. Experience in the field of specialization of no less than five years, with three years at least at the University.
3. Successful participation in a training program approved by the University.
4. Receiving at least a Good merit on his annual evaluation report.
for the last two years.

| Article (28) | An employee may be promoted from a rank to a higher rank and from a category to a higher category within the same class pursuant to the salaries scale if the following conditions are met:
A. A vacant category in the job positions structure.
B. Receiving an appreciation of (Good) at least on his annual evaluation report for the past two years.
C. Not receiving any of the sanctions set forth in this Regulations during the past two years except for a warning. |
| Article (29) | An employee may be promoted pursuant to appointment procedures set forth in this Regulation. |
| Article (30) | The President may grant the distinguished employee an incentive in salary equal to an annual increase of one that does not result in the increase to be promoted, the employee shall not be given more than one incentive in the degree, granted to him when it is entitled to the annual increase in accordance with the special instructions issued by the Council. |
| Article (31) | **Transfer, mandate, proxy and secondment**
A. A director shall be transferred from one position to another by the of the President’s decision.
B. The director’s deputies and assistants shall be transferred from one position to another within the same unit, center, or department by the President decision upon the recommendation of the immediately higher provost, but if the transfer is outside the unit, department, or center. The decision shall be issued by the President upon the consent of both provosts of the employee.
C. An employee may be transferred from any faculty, unit, center, or department to another at the University by the President decision upon a joint recommendation of the competent provosts of both faculties, units, centers, or departments.
D. The transfer may not affect the employee’s class, rank, or salary he has achieved in any of the cases set forth in this Article in any way. |
<table>
<thead>
<tr>
<th>Article (32)</th>
<th><strong>Mandate</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>A. The President may, upon the recommendation of the dean or related director, mandate an employee to carry out another job inside the University for a period of no more than three years renewable year by year. Only after three years from the end of the previous mandate of this employee can he be mandated again to another job.</td>
<td></td>
</tr>
<tr>
<td>B. The President may, upon the recommendation of the competent dean or director, mandate an employee to carry out another job tasks outside the University for a period of three years maximum, on the condition that this employee has serviced at the University for five consecutive years, and has been tenured in service.</td>
<td></td>
</tr>
<tr>
<td>C. Regardless of what is set forth in paragraph (B) of this Article, the Deans Council may, upon the recommendation of the President and after consulting the competent provost, may mandate any employee to carry out another job outside the University for a period of three years maximum.</td>
<td></td>
</tr>
</tbody>
</table>

| Article (33) | The mandated employee within the University shall receive his salary and bonuses of position he is seconded from. If he is mandated outside the University, the host institution shall bear his salary and bonuses, unless there is an agreement between the University and that institution that states otherwise. The period of mandate shall be part of the employee’s actual service at the University for the purposes of promotion, seniority, and end of service benefits and savings, on the condition that the employee continues to pay his contribution to the savings fund. |

<table>
<thead>
<tr>
<th>Article (34)</th>
<th><strong>Proxy</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Proxy</td>
<td>If any job position becomes vacant or the occupant is absent for any reason, the competent provost may assign another employee to do the work and tasks of that position by proxy.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Article (35)</th>
<th><strong>Secondment</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>A. The President may, after consulting with the competent dean or</td>
<td></td>
</tr>
</tbody>
</table>
director, second any employee of first and second categories to work outside the University, provided that he is tenured and has spent five consecutive years in the actual service, and that the secondment period does not exceed three years.

B. Secondment period shall be considered part of the employee's actual service at the University for the purposes of promotion, seniority, remuneration and savings, provided that the employee continues to pay his contribution to the savings fund during the period of his secondment.

C. The same employee may only be seconded again after the lapse of at least five years from the end of the previous secondment.

D. The University shall not bear any salaries or bonuses during the secondment period of an employee.

<table>
<thead>
<tr>
<th>Article (36)</th>
<th>The University may borrow any employee to work in it from ministries, departments or governmental institutions. The provisions of Article (11) of this Regulation shall be applied to him.</th>
</tr>
</thead>
</table>

| Article (37) | **Leaves**

A. An employee shall be entitled to the following annual leaves:

1. (30) Days if he is an employee of the first and second categories.
2. (21) Days if he is an employees of the other categories.

B. The employee shall be granted an annual leave commencing the first of January after the date of assignment, provided that the employee is granted leave relative to the period between officially commencing work and the beginning of the following year; however, leaves may not be combined for more than two consecutive years.

C. The employee shall be granted a full annual leave; however, it may be divided depending on work circumstances. Furthermore, holidays and weekends are counted as a part of the leave if occurring the taken leave, and the employee shall be entitled to his salary and all the bonuses for the period of the annual leave.

D. The leave for language instructors at centers and instructors at schools
affiliated to the University shall be determined pursuant to instructions issued by the Council.

E. The President may assign an employee to work during his annual leave, if the University interest requires that against a reward, provided that the assignment period shall not exceed two thirds of the annual leave.

| Article (38) | If the service of an employee ends in other than dismissal from or loss of his job, he shall be paid the salary and the bonuses for the period of the annual leave he is entitled to at the end of his service. |
| Article (39) | Leaves are granted pursuant to the following:  
   A. By the decision of the President for first category employees.  
   B. By the decision of the dean and the relevant director for the employees of the other categories and daily paid employees, upon the recommendation of the immediate supervisor. |
| Article (40) | A. The President, upon the recommendation of the competent provost, may grant a tenured employee who has spent at least five consecutive years of service, an unpaid leave for a year renewable for three years maximum, and this employee shall only be granted another leave after 5 years from the date of returning to work from the previous leave.  
   B. An unpaid leave granted to any employee is not considered as part of his service under any circumstances including promotion, seniority, savings and annual raise. |
| Article (41) | A. The relevant dean or director may grant an employee who has consumed his annual leave an emergency paid leave that does not exceed five days once per year.  
   B. The relevant dean or director may grant an employee who has consumed his annual leave an emergency unpaid leave that does not exceed twenty-one days once per year.  
   C. The unpaid leave stipulated in paragraph (B) of this Article shall be considered accepted service for rewards, savings, promotion or annual raise purposes. |
D. The President, in cases he deems appropriate, may grant an employee an unpaid leave for a period of no more than three months. This leave shall not be considered as part of the accepted services for rewards, savings, promotion, or annual raise purposes. However, the President may grant an unpaid leave for no more than three months. His leave may not be counted for the purpose of reward, savings, promotion, and annual leave. However, and upon the approval of the President, the employee may still keep his participation in social security and saving fund, yet he must pay his and the University’s contribution dues monthly.

| Article (42) | The President may, upon the recommendation of the dean or the competent director, grant the employee a leave with a period of maximum twenty-one days for Hajj (Pilgrimage), provided that such leave may be granted only once during the period of his service at the University. |
| Article (43) | When granting the usual annual leave or an unpaid leave, the interest of work shall be taken into consideration, and the employee shall not leave work before attaining a prior approval for his leave. |
| Article (44) | An employee delegated on a scholarship, is on a long sick leave, or on secondment shall not be entitled to an annual leave for that period. |
| Article (45) | Sick leaves and their granting conditions shall be determined by instructions issued by the Council. |
| Article (46) | **Duties of employees:**  
An employee should perform his assigned missions and duties, and he must also abide by the provisions of laws, regulations, instructions and decisions applicable at the University. Furthermore, he should:  
A. Individually perform the requirements of the job and must accordingly devote all the working hours to them. It is possible to assign him additional working hours, even on the days of official holidays if required.  
B. Be polite and have good manners with his superiors, subordinates, and colleagues, in addition to faculty members, students, and citizens. |
<table>
<thead>
<tr>
<th>Article (47)</th>
<th>The employee shall be prohibited from doing any of the following actions:</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>Leaving or stopping work without permission from his superior.</td>
</tr>
<tr>
<td>B.</td>
<td>Disclosing any data or information deemed confidential and classified, or keeping in his possession an official stamp, any document or official paper, or copies or photocopies of them.</td>
</tr>
<tr>
<td>C.</td>
<td>Performing any actions in any way deemed harmful to the University or its employees.</td>
</tr>
<tr>
<td>D.</td>
<td>Exploiting his position and authorities for personal gain or benefits, or accepting gifts or tips from anyone who has a financial connection business with the University.</td>
</tr>
<tr>
<td>E.</td>
<td>Participating in any partisan, political, sectarian or regional activity inside or outside the campus of the University during any activity held by the University or it is participating in.</td>
</tr>
<tr>
<td>F.</td>
<td>Conducting any sort of business outside the scope of work at the University without the President’s written approval.</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Article (48)</th>
<th>Performance Evaluation and Annual Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>The performance of an employee shall be evaluated for all purposes stated in this Regulation, including promotion and encouraging incentives</td>
</tr>
</tbody>
</table>
by virtue of a special form approved by the Council.

B. The general performance of the employee shall be evaluated pursuant to the following scale (excellent, very good, good, satisfactory, poor) provided that the appreciation shall be justified.

C. Taking into consideration the administration hierarchy, the competent director or dean prepares the report about an employee with figures and writing and shows it to the employee if the evaluation is below (Very Good), a case in which the employee may appeal the evaluation within fifteen days from the second day he receives it. His immediate dean or director shall transmit the appeal to his superior for the appropriate decision.

Article (49) The annual reports of employees shall be prepared each year in November, and copies shall be sent to the Human Resource Department.

Article (50) A. Taking into consideration the powers stipulated in Article (53) of this Regulation, the following sanctions shall be imposed on employees:
1. A notice for an employee receiving satisfactory appreciation.
2. A first warning for an employee receiving poor rate appreciation.
3. A final warning for an employee receiving two consecutive poor appreciations.

B. The service of an employee receiving three consecutive reports with poor appreciation is automatically legally terminated even if the employee is tenured at the University pursuant to a decision by the appointing director.

Article (51) An annual report of an employee may not be withdrawn or modified after being sent to the Human Resource Department at the University.

**Disciplinary Procedures and Sanctions**

Article (52) A. If an employee violates any of the laws, regulations, instructions or decisions of the University, behaves in a way that is prejudice or hinders the responsibilities and powers assigned to him, offends the work ethics, breaches his work duties, or if he commits any of the actions mentioned in Article (47) of this Regulation, he shall be
subject to any of the following disciplinary sanctions:
1. A notice
2. A warning (first, second and final)
3. Deduction of no more than half of his primary salary for one month.
4. Ceasing the annual raise for one year maximum.
5. Scaling down the salary.
6. Scaling down the rank.
7. Laying the employee off and paying him all of his financial merits.
8. Dismissing him and depriving him from the remuneration and compensation, or the University’s share for saving, or both.

B. No more than one of the sanctions stipulated in paragraph (A) of this Article shall be imposed on an employee for more the one committed behavioral offense.

C. In the event of recurrence of an offence, the toughest sanction shall be imposed on the employee.

<table>
<thead>
<tr>
<th>Article (53)</th>
<th>The disciplinary sanctions stipulated in paragraph (A) of Article (52) of this Regulation are imposed, when an employee commits a behavioral offense, pursuant to the following powers:</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>The head of the unit can apply the sanctions in clauses (1) and (2) of paragraph (A) to the employees in his unit.</td>
</tr>
<tr>
<td>B.</td>
<td>The competent director or dean may, according to the case, impose the sanctions stipulated in clauses (1), (2) and (3) of paragraph (A) on the employees in his unit or school.</td>
</tr>
<tr>
<td>C.</td>
<td>The President may, pursuant to the placement of the competent director, impose the sanctions stipulated in the clauses (1-7) of paragraph (A) to all the employees at the University. The President may also refer an employee to the primary disciplinary board if he believes that the committed offense requires the services termination or the dismissal of that employee. The primary or appellate discipline</td>
</tr>
</tbody>
</table>
| Article (54) | A. Two disciplinary boards shall be formed at the University, one is primary and the other is appellative, and each consists of a head and two members assigned by the President for the period of one renewable year, and each board shall hold its meetings upon the request of its head.  
B. The President may appoint one reserve member or more for any of the two boards to substitute for an original absent member. |
| Article (55) | 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 him to the primary disciplinary board. The head of this committee is to defend its investigation report before of the disciplinary board. |
| Article (56) | Each of the disciplinary boards shall hold its meeting upon the request of its head and the presence of all of its members. The procedures of the meeting remain confidential, and its decisions shall be taken by the majority. |
| Article (57) | A. The employee referred to the disciplinary board is informed in writing of his offense to his University or residence address, at least seven days before the day assigned to look into his offense, and he may respond in writing to what he is attributed to him during this period.  
B. The employee referred to the disciplinary board has the right to study all of the papers in his offense file, attend all of his hearing sessions in person, and choose a substitute to attend the hearings to defend him.  
C. The primary disciplinary board shall meet to investigate the offense referred to it within two weeks from the date of the referral. |
| Article (58) | The primary disciplinary board may invite witnesses or experts, and hear their testimonies under the legal oath, and it may investigate the offense including personal physical inspection or the aid of experts, so as to issue the decision deemed appropriate for this offence. |
| Article (59) | If the employee who is referred to the primary disciplinary board is absent without an excuse accepted by the Council, the disciplinary sanction shall be taken in absentia. |
| Article (60) | A. If a decision to terminate the services or dismiss an employee is issued by the primary disciplinary board, the employee has the right to appeal it to the appellative disciplinary board within fifteen days from the date of informing him of the decision, and the appeal shall be submitted in a writing and handed to the President’s office against an official receipt.  
B. The appellative disciplinary board shall convene within fifteen days from the date of submitting the appeal to look into it and issue its decision. The board shall give the employee the opportunity to defend himself and present his evidence either in person or through a proxy and the University may choose its own representative before the board and provide it with testimonies and evidence. |
| Article (61) | It is not permissible to look into the promotion of the employee who is referred to the primary disciplinary board or accept his resignation until the final decision is issued. |
| Article (62) | A. If the President, or the head of the primary disciplinary board, or any committee investigating any disciplinary offense believe 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.  
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, disciplinary procedures against him may be carried out pursuant to this Regulation.  
C. If the employee is referred for investigation or to the primary disciplinary board or any judicial body, the President may suspend the employee from work during the investigation or trial period and hold |
his salary and bonuses fully or partially until a final verdict is reached. The resignation of the employee in this case may not be accepted until the final verdict on the disciplinary or judicial charges against him is reached.

Article (63)  
A. If the final decision of the disciplinary board or judicial verdict clears employee referred to any of these two bodies from the behavioral offense the accusation, he shall be entitled to his full salary with the bonuses for the period of his suspension.

B. However, if any of the two bodies stipulated in paragraph (A) of this Article convicts the employee and sentence him to a disciplinary sanction other than the terminating of his service or dismissing from his job, he shall be entitled to his full salary plus the bonuses for the period of his suspension from work no more than six months, if it does, however, he shall be entitled to half of his salary and half the bonuses for the period surpassing the six months.

C. If the decision was to terminate the services of the employee or dismiss him from his job, he is not entitled to any of his salaries or bonuses commencing the date of referring him to the disciplinary board, district attorney or the court for trial for the behavioral violation he commits or the offense which he is accused of provided that he shall not be required to return any of the money he earned from his salary or bonuses during the period of suspension pursuant to the provisions of paragraph (C) of Article (62) of this Regulation.

| Article (64) | The President, or whomever he authorizes, reports all of the notifications concerning the disciplinary procedures stipulated in this regulation and the final verdicts issued pursuant to the disciplinary offences to whom they may concern in writing. |
| Article (65) | The Council issues the required instructions to keep all of the papers concerning all the disciplinary procedures stipulated in this Regulation. |
| Article (66) | **Service Termination**  
The service of an employee is terminated in the following cases: |
A. Accepting his resignation.
B. Reaching the age of sixty for a male employee and the age of fifty five for a female employee. The Council may, pursuant to the placement of the President on basis of the recommendation of the dean or the competent director, extend the service year by year provided that it does not exceed five years.
C. The inability to continue working at the University for Medical Reasons, pursuant to a report from a medical reference.
D. Losing the Jordanian nationality.
E. Losing the job.
F. Laying off the employee.
G. Dismissing the employee from his job.
H. Losing a condition of the appointment conditions stipulated in this Regulation.
I. Death. The University pays his salary and bonuses for the month in which he passed away, in addition to the salary and bonuses of another month.

| Article (67) | A. The resignation of an employee shall be submitted in writing. It is accepted or refused by the concerned appointing reference during thirty days commencing the date of filing it, and if there is no response, the resignation is considered to be legally accepted.
B. The employee shall continue working until receiving a written statement of the acceptance of his resignation. If he leaves work before being informed of the acceptance of his resignation or the end of the period stipulated in paragraph (A) of this Article, he is deemed to have legally lost his job. |
| Article (68) | A. The employee is deemed to have lost his job if he is absent from work for a consecutive period of ten days without a legal leave or a legitimate excuse, and he does not inform his direct boss of his absence by any available means.
B. The decision that an employee has lost his job is issued by the |
competent appointing party, and the decision takes effect commencing the first day the employee was absent from work.

C. The employee who is deemed to have lost his job has the right to object to the decision within fifteen days from the date of the decision to the director who issued the decision, together with the reasons of his objection. If the competent director is convinced of his objection, the decision is cancelled and the employee returns to his job.

D. An employee who has lost his job may only be reassigned after at least three years of losing his job and getting a decision from the competent director of reappointment him.

| Article (69) | The employee shall be dismissed by the decision of the competent appointing party if he receives within five consecutive years three different sanctions from the those stipulated in clauses (2), (3), (4), (5) and (6) in paragraph (A) of Article (52) of this Regulation. |
| Article (70) | A. The employee shall be dismissed in any of the following cases:  
1. By a decision from the disciplinary or appellative board.  
2. By a decision of the competent director, assigning his equivalent in rank and salary, if his sanction was by downscaling his rank then he committed a behavioral offense which requires another downscaling of his degree or laying him off.  
3. If he is sentenced by a specialized court guilty of a crime which offends honor such as bribe, theft, robbery, forgery, misuse of trust, a false testimony and any other crime which offends general ethics, or sentenced to go to jail by a specialized court for a period of more than six months for committing any crime. The employee is considered in any of the cases stipulated in this Clause dismissed from service from the date of issuing the verdict.  
B. An employee who is dismissed from the University may not be reappointed. |
| Article (71) | The employee whose service is terminated for any reason should pay back any of his financial obligations to the University, and return all property |
| Article (72) | The President shall determine the work hours for the workers at the University. |
| Article (73) | The organizational structure of the University is determined by the Council pursuant to the placement of the President. |
| Article (74) | The President shall issue the structure concerning the employees pursuant to the job formation table. |
| Article (75) | No employee is entitled to any bonuses or recompenses no matter of their amount type, or name, or percentage other than what is determined to be disbursed for certain categories of these employees before the provisions of this Regulation coming into force, other than the bonuses and allowances stipulated in this Regulation. |
| Article (76) | The Council shall issue the required instructions to execute the provisions of this Regulation, provided that they do not contradict or violate its provisions. |
| Article (77) | Any decision issued by the Board of Trustees or Higher Education Council, as a case requires, which is related to the bonuses and rewards stipulated in this Regulation shall be cancelled. Any other provision mentioned in any other regulation, or a decision by the Board of Trustees or Higher Education Council related to salaries and bonuses for faculty member and employees at the University shall not be applicable. |
Executive Instructions for the Employees Regulations at the 
German Jordanian University issued by the University Council 
Pursuant to Article (76) of the Employees Regulations at the 
German Jordanian University No. (95) Of (2009) 

Amended

Article (1) | These Instructions shall be called “The Amended Executive Instructions for The Employees Regulations at the German Jordanian University” and are read with the Executive Instructions of the Employees Regulations at the German Jordanian University issued by the University Council pursuant to Article (76) of the Employees Regulations at the German Jordanian University No. (95) Of (2009), as amended, and it shall come into force as of 17/3/2013.

Article (1) was amended pursuant to the Decision of the University Council No. 29/2013 on 3/12/2013 in its Session No. 8/2013

Article (2) | In these Instructions, the definitions mentioned in Article (2) of the Employees Regulations at the German Jordanian University shall be adopted.

Article (3) | A. A person to be appointed at the university shall not begin work until completing all the appointment procedures and the issuing of the appointment decision.

B. The employee shall be officially informed of his appointment in writing and of the necessity to begin work by email or on the address written on his application. If he/she does not begin work within two weeks, the decision of appointment shall be cancelled unless he/she has an acceptable excuse, and under all circumstances the employee shall be considered refrain if he does not start work within a month of being appointed and the immediate director should notify the human resources department when the employee starts work.

C. The President of the University may postpone an employee
commencement of work for a period of two months from the date of
the appointment decision in case of the inability of the candidate to
begin work for reasons approved by the President.

Article (4)  Subject to the provisions of the two Articles (6,7) of the Employees
Regulation at the University, the jobs at the University shall be divided
into the following categories:

<table>
<thead>
<tr>
<th>Category</th>
<th>The job</th>
</tr>
</thead>
</table>
| First     | 1) Assistants and consultants to the President of the non-faculty members.
          | 2) Heads of units, centers, departments and the like and their assistants. |
| Second    | 1) Heads of sections and "diwans"
          | 2) Administrators, accountants, skilled workers and technicians. |
| Third     | Workers in the fields of administration, clerking, accounting and training, warehouse and supply affairs, libraries, technical, crafts and vocational works or the like and supervising such works. |
| Fourth    | Technical, craft and vocational assistants, or the like, and those supervising their execution and the performance of specific services. |

Article (5)  A. The President of the University can assign people pursuant to a recommendation from the concerned dean or director to work at the university for specific hours in return for a financial remuneration determined by the President, or appointing them with a daily pay for a specific period, to perform a specific task.

B. The President may hire employees upon a recommendation from the concerned dean or director with a daily pay or a monthly remuneration for a specific period within the temporary projects allocations such as scientific research projects or on the expense of provisional trust
funds. Their services shall be terminated with the end of the purpose for which they are hired or when the allocations for this purpose are all spent.

C. The provisions of the Labor Law shall apply to workers with daily pay or a monthly remuneration, as for what is applicable to the employees of the university concerning social security.

| Article (6) | Subject to the provisions of Article (5) of the Employees Regulation at the University, assigning part-time work at the University is pursuant to the following:

1. The decision of the President and the recommendation of the competent dean/director.
2. The working hours and the amount of the remuneration to be granted are determined with the assigning decision.
3. The financial remunerations granted for the people assigned part-time work shall rely on the actual work hours and their educational qualifications.
4. If the circumstances require assigning people who do not have the educational qualifications but have the technical and occupational expertise, then they are granted a remuneration, which is determined by the President.
5. The maximum limit of assigned hours is (25) hours per week.
6. In some special cases, assigning experts and specialists to work part-time is required; these are entitled to a gross monthly remunerations determined by the President for their work.
7. Before assigning part-time work, it is required to ensure the availability of financial allocations in the budget of the University. |

| Article (7) | Subject to the provisions of Article (14) of the employees Regulation at the University:

A. The expertise required in the field of work should be duly verified.
B. The objection of the employee to the appointment decision concerning the category, degree and salary shall be considered if he files his
A. Subject to Article (16) of the Employees Regulation, an annual raise may be granted for those who are appointed with package contracts pursuant to the decision of the President upon the recommendation of the committee.

Article (9)  
The salary of the employee shall be counted after issuing the appointment decision by the competent reference, starting from the day the employee begins work pursuant to a written letter from the immediate director.

Article (10)  
A. Subject to Article (15) of the employees Regulation, if the employee obtains a new educational qualification, his status shall be modified by granting him one annual raise or more to his basic salary pursuant to the obtained qualifications, in accordance with to the following:

1. **Bachelor degree - two annual raises.**
2. **Master degree or higher specialization - three annual raises.**
3. **PhD - four annual raises.**

B. The employees committee shall consider the cases not mentioned in paragraph (A) of this Article.

C. Amendments of paragraphs (A) and (B) shall not affect the due date of the annual raise.

Article (11)  
A. Subject to Article (17) of the Employees Regulations at the University, the holders of the experiences and qualifications shown
below shall be appointed pursuant to the following scale of salary:

1. **Administrators and Technicians**

<table>
<thead>
<tr>
<th>The Certificate</th>
<th>Appointment Degree</th>
<th>Primary Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>High school (Tawjihi)</td>
<td>Sixth</td>
<td>46</td>
</tr>
<tr>
<td>The certificate of a community college without a comprehensive exam</td>
<td>Sixth</td>
<td>54</td>
</tr>
<tr>
<td>A two-year diploma after high school with a comprehensive exam</td>
<td>Fifth</td>
<td>65</td>
</tr>
<tr>
<td>A three-year diploma after high school</td>
<td>Fifth</td>
<td>75</td>
</tr>
<tr>
<td>A bachelor degree through affiliation</td>
<td>Fifth</td>
<td>75</td>
</tr>
<tr>
<td>A bachelor degree through a regular program</td>
<td>Fourth (B)</td>
<td>87</td>
</tr>
<tr>
<td>Diploma after the bachelor degree</td>
<td>Fourth (B)</td>
<td>93</td>
</tr>
<tr>
<td>A master degree through affiliation</td>
<td>Fourth (B)</td>
<td>93</td>
</tr>
<tr>
<td>A master degree through a regular program</td>
<td>Fourth (B)</td>
<td>99</td>
</tr>
<tr>
<td>PhD</td>
<td>Second (B)</td>
<td>186</td>
</tr>
</tbody>
</table>

2. **Professionals**

<table>
<thead>
<tr>
<th>The Certificate</th>
<th>Appointment Degree</th>
<th>Primary Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>A nurse assistant, the period of study is eighteen months after high school</td>
<td>Sixth</td>
<td>62</td>
</tr>
<tr>
<td>A three-year diploma in nursing after high school</td>
<td>Fifth</td>
<td>80</td>
</tr>
<tr>
<td>A bachelor degree in architecture/ nursing/ pharmacy/ dentistry</td>
<td>Fourth (B)</td>
<td>99</td>
</tr>
<tr>
<td>A higher diploma after a bachelor</td>
<td>Fourth (B)</td>
<td>105</td>
</tr>
</tbody>
</table>
degree in architecture/ nursing/ pharmacy/ dentistry

A master degree in architecture/ nursing/ pharmacy/ dentistry | Fourth (B) | 111

A bachelor degree in medicine | Fourth (B) | 111

A diploma after a bachelor degree in medicine | Fourth (A) | 121

A master degree in medicine | Fourth (A) | 121

3. **Craftsmen**

<table>
<thead>
<tr>
<th>Job Title/ Expertise</th>
<th>Appointment type</th>
<th>Primary Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>A public driver fourth category/ a motorcycle driver/ a tractor driver</td>
<td>Contract or lump sum</td>
<td>65</td>
</tr>
<tr>
<td>A driver of a shipping vehicle with two axis fifth category</td>
<td>Contract or lump sum</td>
<td>75</td>
</tr>
<tr>
<td>All car driver</td>
<td>Contract or lump sum</td>
<td>85</td>
</tr>
<tr>
<td>A vocational diploma without an official exams (Tawjihi) certificate or secondary competency vocational certificate or he possesses five years of experience without an educational qualification.</td>
<td>Contract or lump sum</td>
<td>54</td>
</tr>
<tr>
<td>A two-year diploma without an official exams (Tawjihi) certificate plus five years’ experience or industrial high school certificate plus five years of experience or ten years of experience without an educational qualification.</td>
<td>Contract or lump sum</td>
<td>62</td>
</tr>
</tbody>
</table>
A two-year diploma without an official exams (Tawjihi) certificate plus ten years’ experience or industrial high school certificate plus ten years of experience or fifteen years of experience without an educational qualification.

<table>
<thead>
<tr>
<th>Description</th>
<th>Appointment Type</th>
<th>Daily wage</th>
<th>Decision</th>
</tr>
</thead>
<tbody>
<tr>
<td>A two-year diploma without an official exams (Tawjihi) certificate plus ten years’ experience or industrial high school certificate plus ten years of experience or fifteen years of experience without an educational qualification.</td>
<td>Contract or lump sum</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A craftsmen whose experience exceeds fifteen years</td>
<td>Contract or lump sum</td>
<td></td>
<td>Decided by the committee</td>
</tr>
<tr>
<td>A guard</td>
<td>Contract or lump sum</td>
<td></td>
<td>46</td>
</tr>
<tr>
<td>A retired guard</td>
<td>Contract or lump sum</td>
<td></td>
<td>54</td>
</tr>
<tr>
<td>Telephone exchange operator with an experience of at least three years</td>
<td>Contract or lump sum</td>
<td></td>
<td>46</td>
</tr>
<tr>
<td>A craftsman assistant</td>
<td>Contract or lump sum</td>
<td></td>
<td>46</td>
</tr>
<tr>
<td>Worker as office boy/ or worker in photocopying</td>
<td>Contract or lump sum</td>
<td></td>
<td>40</td>
</tr>
<tr>
<td>Other job titles</td>
<td>Contract or lump sum</td>
<td></td>
<td>Decided by the committee</td>
</tr>
</tbody>
</table>

B. Daily wages are determined pursuant to the following salary scale:

<table>
<thead>
<tr>
<th>Description</th>
<th>Appointment Type</th>
<th>Daily wage</th>
<th>Fils</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workers supervisor</td>
<td>On daily basis</td>
<td>9</td>
<td>550</td>
</tr>
<tr>
<td>Guard</td>
<td>On daily basis</td>
<td>9</td>
<td>550</td>
</tr>
<tr>
<td>Worker as office boys/or in photocopying</td>
<td>On daily basis</td>
<td>8</td>
<td>340</td>
</tr>
</tbody>
</table>
For any other job title, the daily salary shall be counted pursuant to the following equation:
A monthly gross salary times twelve divided by three hundred and sixty five.

Article (11) was modified by the University Council Decision No. 29/2013 on 3/12/2013 in its Session No. 8/2013

Article (12) The change of employment from one status to another is pursuant to the following conditions:

A. General Conditions:

1. Having a good conduct and behavior.
2. Not being sentenced to any disciplinary penalties except for receiving a notice during the last two years, and in case the employee receives a penalty, then the provisions of Article (31) of these instructions shall apply.
3. Having an evaluation not less than very good for the last two years of working at the University.
4. The existence of a job vacancy in the administrative formation schedule.

B. Special Conditions:

1. To change the appointment from a daily wage to an annual contract, it is required that the employee spends at least one year in service with a daily wage, and he should be literate.
2. To change the appointment from a contract to a job with a fixed salary for an employee appointed in any of the fourth category jobs, it is required that the employee has spent at least two years working at the University with a contract.
3. To change the appointment from an annual contract to the classified degree, it is required that the employee has spent at least two years in actual service at the University.
of three years, renewable, and in case he is exempted from his administrative position, he shall continue his work as an employee at the University and he shall be appointed at the category he deserves pursuant to his qualifications and the conditions of that category.

| Article (14) | Subject to the two Articles of (18/A) and (21/A/2) of the employees regulations, employees with a lump sum salary or contact are granted their annual raise each year. In case their basic salary reaches its maximum pursuant to their degree or category, the employee shall not be eligible for transferring to a higher degree or category, however he shall be granted an annual raise pursuant to the degree, and he shall be granted all the allowances available for the degree that his salary falls under. |

**Promotion and Incentives**

| Article (15) | A. A classified employee shall be promoted or transferred from one category to the other pursuant to a decision by the President upon the recommendation of the committee.  
B. Transfer or promotion recommendations for an employee shall be submitted by his immediate director to the appropriate competent authority.  
C. The employee shall be entitled to his annual raise in its determined date unless there is a decision to withhold it. |

| Article (16) | A. An outstanding employee shall be granted the incentive allowance mentioned in Article (30) of the employees’ Regulation pursuant to the following:  
1. The general evaluation should not be less than excellent in the annual report of the employee for the past two years.  
2. Having an actual consecutive service at the university for no less than five years.  
3. Not being sentenced to any penalty in the last five years.  
4. Has conducted work and activities upon his own initiative, or at the request of his directors (details should be attached) pursuant to |
a form prepared for such purposes by the Human Resources.

B. In case the employee is granted one incentive allowance in a certain degree, he shall be given another incentive allowance in the new degree only after four years.

C. The President shall form at the beginning of the academic year a special committee called (The Committee of Incentive Allowances for the Employees) which is headed by one of his vice presidents or assistants and the membership of:

- The director of the financial department.
- The director of the human resources department.
- The director of the internal auditing department.
- The concerned dean/director of the employee.

D. The committee looks into the recommendations passed to it by the President and chooses the outstanding employee who deserves such an allowance.

E. The committee shall submit its recommendations to the President for issuing the appropriate decision.

### Placement in Permanent Service

| Article (17) | Subject to article (13) of the employees Regulation, it shall be required for the placement in permanent service at the university that the employee has earned at least a good evaluation in the past two years of his service at the university. |

### Leaves

#### First : Annual and Daily Leaves

| Article (18) | Annual leaves and daily leaves are granted according to the following procedures and principles:

a. The leave application shall be submitted at least one day in advance according to the form prepared for this purpose.

B. In cases determined by the dean or director, leave may be granted upon request.

C. Subject to Paragraph (B) of this Article, the employee may not leave |
his job or enjoy his leave before it is approved.

D. Leaves are monitored in a special register with the dean or director, and a copy is sent to the human resources department at the university with a monthly statement and report of vacations and leave.

E. The employee is allowed to have a leave, provided that the departure period does not exceed three hours per day, and the total departures do not exceed fifteen hours during the month. Departure hours shall be deducted from his leave balance on the basis of every eight hours equal one working day.

F. Departures of more than three continuous hours in one day are counted as a full day leave and deducted from the annual leave. In all cases, a leave permit is not granted to the employee except after attending his workplace and submitting the request, then he can leave except for urgent cases estimated by his direct supervisor.

G. If the employee's total leaving hours exceeds fifteen hours per month, each departure, regardless of the duration, is counted as a working day.

H. The University President issues principles for attendance and absence.

**Paragraph E of Article 18 was amended and paragraphs G and H were added by University Council Decision No. 7/2014/2015 on 3/17/2015.**

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**Second: ( Sick Leaves)**

Article (19)  The President shall form a committee of experts and specialists whose task is to consider the sick leaves referred to it by the President. This committee shall be considered as the reliable medical reference at the University.

Article (20)  Subject to Article (45) of the employees Regulation, the sick leaves shall be granted according to the following:

A. The employee shall be entitled to separate sick leaves that shall not exceed ten days per year in its total, upon the recommendation of a doctor recognized by the university and the approval of the dean/competent director. Such leaves shall not be deducted from the annual leave of the employee.
B. If the period of the separate leaves exceeds ten days per year, the extra period shall be deducted from the annual leave which the employee is entitled to for that year. If the employee exhausts his annual leaves, then it shall be deducted from his salary.

C. A sick leave shall be granted to an employee for a period of seven or more days provided that it should not exceed a month pursuant to a report by the recognized medical reference only once per year. This leave shall not be deducted from the annual leaves.

D. If the period of the consecutive sick leaves mentioned in (C) of this Article exceeds thirty days, then the extra period shall be deducted from the annual leaves which the employee is entitled to for that year, and if he exhausts his annual leaves, it shall be deducted from his salary.

E. If the employee does not recover within thirty days from the date of his sick leave, then his sick leave shall be determined for the period, which the recognized medical reference believes necessary.

F. The medical reference should determine in its reports the period sufficient for the employee to recover and if he decides on reexamining the employee after the end of that period, then the employee may not be allowed to get back to work until the medical reference decides on that after reexamining.

Article (21)

A sick employee who is classified or who has a fixed salary shall be paid for a sick leave which exceeds a consecutive month the following:

A. A full salary with all the allowances for the first four months.

B. Half a salary with half the allowances for the following four months.

C. The employee shall be re-examined by the medical reference after the lapse of eight months from the beginning of his sickness, and if the result shows that the employee shall be cured within another four months, he shall be paid quarter of his salary with the allowances during such period.
| Article (22) | A. An employee appointed with a contract and got a sick leave which exceeds one month earns the following:
   1. The full salary and allowances of the first two months.
   2. Half the salary and allowances of the following two months.
   3. If the employee is not recovered within four months from the start of his sick leave, then he shall be referred to the medical committee, and the competent medical reference shall have the right to grant him a sick leave with a maximum period of two months without a salary and allowances, and if he has not recovered afterwards his contract shall be terminated by law.
   B. The annual sick leave stipulated in this Article shall be considered as a part of the actual service of the employee for the purpose of calculating the remuneration of the end of service, seniority and other remunerations. |
| Article (23) | If the medical reference decides that the employee got his disease while performing his job or because of it without any negligence on his side, then he shall be granted a sick leave with a full salary and all of the allowances for the full period needed for recovery provided that it should not exceed a full year. If he is not recovered during the year then his service shall be terminated by the reference authorized for appointments. |
| Article (24) | A. If the employee gets sick while he is on an official mission outside the Kingdom or while being out of the Kingdom with a legal excuse, then he shall be granted a sick leave which should not exceed ten days |
pursuant to a report from one doctor. In this case, the employee must inform his dean/director of his sickness and provide him/her with his medical report. This leave shall be dealt with pursuant to Article (20/A) of these Instructions.

B. If the period of sickness exceeded ten days, the employee should get a medical report signed by two doctors or a hospital. He must also inform his department of his situation and provide it with the medical reports as soon as possible in order to review them with the competent medical reference and decide if to accept or reject them, provided that he visits the medical reference once he returns to the Kingdom.

| Article (25) | A. A pregnant employee shall be entitled to a maternity leave before and after giving birth for a period of seventy days with a full salary and all of the allowances she deserves pursuant to a reliable medical report from the competent reference.  
B. The maternity leave shall not affect the entitlement of the employee to her annual leave.  
C. After the end of the maternity leave, the employee shall be entitled to one hour per day to breastfeed her newborn which shall be paid for. The employee shall determine in coordination with her director and with the approval of the dean/competent authority the time of that hour, which lasts for a year starting from the date of the end of the maternity leave. Under all circumstances, the employee may not compile or rotate those hours.  
D. Under all circumstances, the employee shall have the right to take an unpaid leave for this purpose for a period or periods of time that don’t exceed a year starting from the date of the end of her maternity leave. These leaves, however, shall not be calculated as part of her service for the purpose of remunerations, saving, promotion and annual raise. |

| Article (26) | The employees by contracts shall be subject to the rules of leaves mentioned in these instructions, and they shall be treated the same way as their equals concerning salary unless indicated otherwise in their |
## Overtime Work

### Article (27)

#### A. Subject to Article (25) of the Employees Regulations:

1. Overtime work means that the employee shall be assigned extra working hours in addition to his official working hours or during official holidays.

2. The employee shall be assigned to overtime pursuant to the decision of the President relying on the recommendation of the dean or competent director before starting overtime work.

3. The maximum limit of overtime is forty hours per month, and that excludes overtime on the expense of other institutions.

4. Every overtime hour shall be counted for one and a quarter hour if it occurs after the employee official working hours, and each overtime hour shall be counted for one and a half hour on the days of holidays and official holidays.

5. The fee of an overtime hour shall be counted pursuant to the total salary of the employee assigned to overtime according to the following equation:

   \[
   \text{Overtime payment} = \frac{\text{the total salary of the employee} \times \text{the number of overtime hours}}{240} \]

6. The employee shall not be entitled to a remuneration or an allowance for overtime for the same work he is assigned to.

7. If the employee is assigned to teach or train within his official working hours in return for a financial remuneration, then the hours he taught are deducted from his annual leaves. If his annual leaves are not enough, he shall be granted only half of the remuneration he is entitled to. The remuneration shall be granted pursuant to each teaching hour according to the following:

   - Holders of a bachelor: 10 Dinars
   - Holders of a master: 12 Dinars
   - Holders of a PhD: 15 Dinars
8. The President may assign any of the workers at the university extra tasks in addition to the work they are designated to within their job, in return for a financial remuneration determined by the President.

B. The President shall determine the payment for overtime to be as administrative hours. The administrative overtime shall be appropriated in the human resource department pursuant to a letter by the dean/director provided that it shall be reinforced with a prior assigning by the President or his delegate.

**Article (27) has been amended pursuant to the Decision of the University Council No. 29/2013 on 3/12/2013 in session No. 8/2013**

**Disciplinary Procedures and Penalties**

<table>
<thead>
<tr>
<th>Article</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Article (28)</td>
<td>The disciplinary penalties stipulated in the Regulation of the employees at the University may only be enforced after interrogating the employee or after forming an investigating committee as required by the situation, provided that seniority shall be taken into account when forming the committee.</td>
</tr>
<tr>
<td>Article (29)</td>
<td>For the purpose of enforcing the salary reduction penalty on an employee who committed a disciplinary offense, the sum of maximum two annual raises shall be deducted from his basic salary.</td>
</tr>
<tr>
<td>Article (30)</td>
<td>For the purpose of enforcing lowering the rank (degree) penalty on an employee who committed a disciplinary offense, his rank (degree) is lowered to the corresponding category and year in the lower rank (degree).</td>
</tr>
<tr>
<td>Article (31)</td>
<td>Subject to Article (61) of the employee Regulation, and in case the disciplinary penalties referred to the employee are withdrawn, because the employee is found not-guilty, the employee shall be transferred or promoted starting from the date he is entitled to.</td>
</tr>
<tr>
<td>Article (32)</td>
<td>All the documents related to the disciplinary procedures stipulated in the Regulation of the employees’ at the University shall be kept at the human resource department at the University.</td>
</tr>
<tr>
<td>-------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>General Provisions</strong></td>
<td></td>
</tr>
<tr>
<td>Article (33)</td>
<td>The President shall decide on cases that are not mentioned in these Instructions or for any complications that may result from applying them.</td>
</tr>
<tr>
<td>Article (34)</td>
<td>These Instructions shall delete all of the contradicting provisions mentioned in previous Instructions or decisions.</td>
</tr>
<tr>
<td>Article (35)</td>
<td>The President, the committee, the deans and the directors shall be responsible for applying the provisions of these Instructions.</td>
</tr>
</tbody>
</table>
Regulations of Scientific Scholarships in the German Jordanian University

Regulation No. 98 of 2009

| Article (1) | This Regulation shall be called “Regulations for Scientific Scholarships in the German Jordanian University of 2009” and shall come into force once it is published in the official Gazette. |
| Article (2) | The following words and phrases, wherever they appear in this Regulation, shall have the designated meanings below unless the context requires otherwise: |
| | University: The German Jordanian University |
| | President: The President of the University |
| | Council: The Deans Council of the University |
| | Dean: The dean of the school |
| | Chairman: The department chair where an employee works. |
| | Scholarship Holder: A person who is granted a scientific scholarship by the University. |
| | Scientific scholarship: A scholarship that is for one semester or more in the purpose of obtaining a scientific degree or a diploma in the area of specialization, or participating in a training course for four continuous months or more in order to gain particular knowledge or a skill that is beneficial for the scholarship holder in his work. |
| | Organization: The university or the institute where the scholarship holder is sent to. |
| Article (3) | The provisions of this Regulation applies to the scholarship holder whether |
he is an employee at the University or he is committed to work at the University, and also whether he was sponsored by the University or by others for the benefit of the University.

<table>
<thead>
<tr>
<th>Article (4)</th>
<th>The following are the requirements for scientific scholarship candidates:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A. The candidate must have Jordanian nationality.</td>
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<td>B. The candidate should have appropriate health condition according to a</td>
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<td></td>
<td>certificate from the medical committee approved by the University.</td>
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<td>C. The candidate should retain full civil capacity with no charge of any</td>
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<td>misconduct or violating honor or felony against public morals and norms.</td>
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<td></td>
<td>D. The candidate should possess the required educational qualifications and</td>
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<td>meets the preset conditions of the scientific scholarship offered by the</td>
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<td></td>
<td>university.</td>
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<td></td>
<td>E. To resign from the university for the purpose of the scholarship if he/she</td>
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<td>will be receiving a scientific degree from the scholarship.</td>
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<td></td>
<td>F. He/she should have a bachelor degree or a master degree with a minimum</td>
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<td>average of “very good”.</td>
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<tr>
<td></td>
<td>G. The age of the Bachelor degree holder may not exceed 33 and 35 for the</td>
</tr>
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<td></td>
<td>Master degree holders.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Article (5)</th>
<th>The procedures for granting a scholarship are as follows:</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>1. If the scholarship candidate is a teaching staff, a lecturer or a teaching</td>
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<td>assistant, the council would decide on the scholarship as recommended</td>
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<td>by the school council which is based on the recommendation of the</td>
</tr>
<tr>
<td></td>
<td>academic department council.</td>
</tr>
<tr>
<td></td>
<td>2. If the scholarship candidate works as an administrative or technical staff</td>
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<td></td>
<td>at the University, the council would decide on the scholarship as</td>
</tr>
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<td></td>
<td>recommended by the employee’s affair committee based upon the</td>
</tr>
</tbody>
</table>
recommendation of the school committee and the director of the concerned department.

<table>
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<tr>
<th>Article (6)</th>
<th>The scholarship decision must clarify the following points:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1. The area of specialization.</td>
</tr>
<tr>
<td></td>
<td>2. Scholarship duration.</td>
</tr>
<tr>
<td></td>
<td>3. The scientific degree or certificate or the training that is to be earned from the scholarship.</td>
</tr>
<tr>
<td></td>
<td>4. The organization where the scholarship is granted, and which must be recognized by the university.</td>
</tr>
<tr>
<td></td>
<td>5. Any other issues the council decides on as needed for the sake of the university.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Article (7)</th>
<th>A. The scholarship duration required to get a scientific degree is as follows:</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>1. Three years for the scholarship holders with Master degree to get a PhD degree.</td>
</tr>
<tr>
<td></td>
<td>2. Four years for the scholarship holders with Bachelor degree to get a PhD degree.</td>
</tr>
<tr>
<td></td>
<td>3. Two years for the scholarship holders with a Bachelor degree to get a Master degree.</td>
</tr>
</tbody>
</table>

B. The duration of the scholarship as mentioned in paragraph (A) is renewed yearly. Nevertheless, it may not exceed the scholarship duration which can be extended to no more than a year if the university in which the scholarship holder is studying justifies this extension based on reasonable ground and with the council approval.

C. While taking what is mentioned in paragraph (A) of this Article into consideration, the council must determine the scholarship duration in its
A. The scholarship holder is obliged to sign a contract with the Notary pledging to serve at the university for double the scholarship duration, a part of the year is counted as a year for the purpose of service at the University. The contract is to be organized with enough copies, for the university and the scholarship holder or his/her guarantor(s).

B. The scholarship holder must provide the university with one of the following guarantees based on what the council decides as recommended by the President:

1. Provide a guarantee from the Notary with two solvent guarantors who guarantee jointly and severally that the scholarship holder would abide by all the terms that he/she has pledged to. Both guarantors must be Traders or industrialists registered in the chamber of commerce or chamber of industry with excellent, first or second levels. They must also provide a certified solvency as required with a minimum of JD 50,000 (JD fifty thousand) and should be owners of real estate with the same value. The real estate of each guarantor shall be mortgaged for the benefit of the University as a first-degree mortgage to insure the scholarship expenses.

2. Provide a bank guarantee in favor of the University from one of the Jordanian banks covering the scholarship allowances and the commitment duration, adding to it 50% of the value of the scholarship.

3. Provide a guarantee from the Notary from a solvent guarantor. The scholarship holder or his/her guarantor must provide a real estate worth the costs, which shall be first degree mortgaged in favor of the University at the competent department. The University shall be also provided with a certificate of registration (koshan) from the Director
of the Department of Land and Survey where the real estate is located, such certificate shall include the estimated value of the real estate according to the official records of the Department of Lands and Survey, and shall be duly attested.

4. In exceptional and justifiable cases, the council may decrease the value of the mortgage or the guarantee to comply with the duration of the scholarship and the expenses that the University will defray.

| Article (9) | A. If the scholarship holder did not pledge to the undertaken terms according to the regulation, he/she along with his/her guarantor or guarantors must cooperate to pay back all what was spent on the scholarship holder in addition to 50% of the whole cost. Such expenses include: salary, allowances, travel expenses, study fees, living costs that are mentioned in Article (10). In addition to all allocations that were spent on the scholarship holder or were spent because of him/her during the scholarship whether those expenses were spent by the university or by any other source that is directed to the university, 50% of the total of these expenses will be added.

B. The scholarship holder and his guarantors are committed to the University decision regarding the expenses, as the case may be. This decision may not be objected to or demurred in any way.

| Article (10) | A. The scholarship holder shall be paid the following:

1. Travel fees (two way ticket, economy class) for him and his spouse along with four children under the age of eighteen to the location of the scholarship only once during the duration of the scholarship.

2. Tuition fees as set by the university where he is sent to.

3. Monthly payment set by the instructions set by the council to cover all living expenses and all tuition fees and supplies including: books
and other study requirements.

4. Health insurance fees coverage for the scholarship holder, spouse and children mentioned in Clause (1) of this paragraph, provided that the insurance fees are set by the council instructions.

5. Any other tuition fees the council finds necessary to fulfill the scholarship requirements by virtue of verified documents from the university where he/she is studying.

B. The payments to the scholarship holder of a training course should be specified by the council instructions regarding this matter.

| Article (11) | Supposing the funding of all the scholarship expenses that are mentioned in Article (10) of this Regulation came from a source other than the University, the University is still the one considered the payer. In case the funding was less than what was agreed on, then the University shall bear the difference. |
| Article (12) | The scholarship holder and his/her guarantors are jointly and severally liable about loyalty and fulfilling all the commitments they are responsible of to the University as described in the contract, no matter who the funder is. |
| Article (13) | A. The scholarship holder is prohibited from getting any paid job or to receive a salary during the duration of the scholarship unless the job is connected to his field of specialty and does not obstruct his/her studies. The scholarship holder must inform the President whether the job is in the university he/she is studying in or outside of it and an approval letter from the President regarding this matter is obligatory. |
| | B. If the scholarship holder got married during the scholarship duration, his/her status changes to “married scholarship holder” from the beginning of the next academic year following the marriage. |
| | If both spouses are scholarship holders at the University, they are treated as single scholarship holders. |
| Article (14) | A. The scholarship holder is committed to the scholarship duration as agreed on and is also committed to all the scholarship requirements such as: studying, research, or any training that are included in the scholarship and must abide by the rules, regulations and the instructions of the university he is studying in.  
B. The Dean or the Chairman follows up on the scholarship holder matters, who should submit to the University information and documents about progress in his/her studies and his/her compliance to the scholarship regulations and instructions applied at the university. |
| Article (15) | The scholarship holder may not change the university where he/she is studying, the subject of the study or training defined in his scholarship, or the degree that will be granted from the scholarship without the council approval. If any of these changes accrued, the obligation towards fulfilling the scholarship contract and the guarantee contract remain the same for the scholarship holder and his guarantors. |
| Article (16) | A. The scholarship holder has no more than one month after graduating to return to the kingdom and in the first two weeks of his/her return the scholarship holder must provide the President with a written request to work at the University.  
B. If the decision of appointing the scholarship holder who is not an employee at the University did not come out in the first six months of the job application, the scholarship holder and his/her guarantor or guarantors are detached from all commitments that are due as required by this regulation. |
| Article (17) | The council may decide on cancelling the scholarship in any of the following situations:  
A. If the results of the scholarship holder proved regressing or failing which prevents him/her from completing his/her studies. |
B. If the university decides to expel the scholarship holder and the president approves it.

C. If the duration exceeded the scholarship duration.

D. If the scholarship holder pauses his/her enrollment for a semester or more without an acceptable reason by the council.

E. If the scholarship holder did not oblige to any of the contract terms that was signed with the University.

F. If the scholarship holder was charged with a final and imperative misdemeanor against ethics and honor or was charged with a felony from a competent court inside or outside of the Kingdom.

G. If provided with proof that the scholarship holder offended the kingdom by any action whatsoever.

Article (18) If the scholarship holder while working at the University after the scholarship has ended breaches any of the contract terms, he/she or his/her guarantor or guarantors must pay, jointly and severally a percentage of the salary, the allowances and any other expenses that the University incurred. This percentage is calculated based on the remaining period that the scholarship holder must work at the University as agreed in the contract with 50% added to the whole cost especially in these two cases:

1. If the scholarship holder ended his work for disciplinary reasons while the contract is still active in accordance to the University’s regulations and instructions.

2. If the scholarship holder resigned from the University earlier than what was agreed on in the contract, even if the resignation was accepted.

Article (19) A. If the scholarship is terminated because of any of the mentioned reasons in Article (17) of this Regulation, the scholarship holder or his/her guarantor or guarantors are responsible of paying all the expenses that
the University incurred on the scholarship plus 50% of the total amount without the need to inform the scholarship holder or to provide him/her with extra time.

B. The council may take any of the following actions when the scholarship is terminated for reasons other than the ones mentioned in Article 17 of this Regulation:

1. Ask of the scholarship holder to pay all expenses as mentioned in Paragraph (A) of this Article.

2. Allow him/her to continue his/her studies at the University at his own expense until the end of the study duration set in the contract. He/she is required to pay back all expenses paid whether it was paid by the university or any other source through the University as mentioned in Article (10) of this regulation added to it 50% of the whole cost.

3. The scholarship holder is required to serve at the University double the time his scholarship was paid by the university.

C. Based on the President recommendation, the council may delay (for a reasonable period of time) the payments after the cancellation of the scholarship and the scholarship holder continues studying on his/her own expense.

| Article (20) | If the scholarship holder or his/her guarantor or guarantors are by any chance obliged to repay all expenses to the University based on the provisions of this regulation and were found incapable of the payments in one batch, the council may allow to pay it back by installment given that the full amount is paid before double the period of the scholarship duration has passed. |
| Article (21) | The scholarship holder can be exempted from all payments or any part of it and from any obligations that apply to this regulation if his/her health |
condition is not adequate enough to fulfill the service he/she is committed to at the University. In this case, medical reports from the recognized medical committee of the University must be provided. The council may still refuse of approve the exemption without the need to give any reasons. If the scholarship holder passes away, he/she is automatically relieved from all the payments.

<table>
<thead>
<tr>
<th>Article (22)</th>
<th>The scholarship holder commitment to work at the university may not be postponed unless in exceptional situations that the council approves and considers for the sake of the university.</th>
</tr>
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<tbody>
<tr>
<td>Article (23)</td>
<td>It is up to the council to decide on any matter that is not mentioned in this regulation.</td>
</tr>
<tr>
<td>Article (24)</td>
<td>It is up to the council to issue the needed instructions for the application of these provisions including the financial provisions of this regulation.</td>
</tr>
</tbody>
</table>
Instructions of Scientific Scholarships at the German Jordanian University

Issued by the University Deans Council by virtue of Article (24)
of the University Scientific Scholarship Instructions No. 98 of 2009

<table>
<thead>
<tr>
<th>Article (1)</th>
<th>These Instructions are called “Instructions for Scientific Scholarship in the German Jordanian University” and shall come into force as of the date of its issuance.</th>
</tr>
</thead>
</table>
| Article (2) | Unless the context indicates otherwise, The following words and phrases, wherever mentioned in these Instructions shall have the meanings assigned thereto below:  

University: The German Jordanian University  
President: The President of the German Jordanian university  
Council: The university Deans council  
Dean: The administering dean of a particular faculty  
Director: The department director of an employee  
Scholarship holder: A person who is granted a scientific scholarship by the university.  
Scientific Scholarship: A scholarship that is for one semester or more in the purpose of obtaining a scientific degree or a diploma in the area of specialization, or participating in a training course for four continuous months or more in order to gain a particular knowledge or skill that is beneficial for the scholarship holder work field.  
The organization: The university or the institute to where the scholarship holder is sent. |
| Article (3) | The nominations for the possible scholarship holders are carried through as needed by the University and in accordance with the University strategic plans. |
| Article (4) | In accordance with what was mentioned in Article (4/G) of the Regulations for Scientific Scholarships in the German Jordanian University, the age of the Bachelor graduates may not exceed 33 and 35 for the Master graduates starting from the date of the application which may not exceed two years. |
| Article (5) | In accordance what was mentioned in Article (4) of the Scientific Scholarship Regulations, the scholarship candidate must pass the TOEFL Test ((PBT), paper-based TOEFL) with 550 points or (IBT) Internet based TOEFL with 80 points or higher or the IELTS test with a 6 grade or higher or any equivalent test. |
| Article (6) | A. The candidate is granted the scholarship by a Dean’s Council decision based on the recommendation of the department and faculty councils.  
  
B. The scholarships for training or attending courses are granted by the President upon the recommendation of the Dean of the concerned school or the center director, as the situation may require. |
| Article (7) | A. If the scholarship holder is a University faculty Staff member and the duration of the scholarship was over one academic year for the purpose of gaining a scientific degree or a professional certificate, he/she shall be required to resign by virtue of Article (4) of the Scientific Scholarships Regulations.  
  
B. Full-time tenured administrative employee or technicians working at the university may be granted a scholarship for the purpose of getting a higher scientific degree based on the recommendation of the employer’s affairs committee and the recommendation of the department and the faculty councils. |
C. Teaching and research assistants can get a scholarship to enroll in one of the University programs for Graduate Studies, if found beneficial for the University. Such decision comes from the dean’s council with the recommendations of the concerned department and faculty councils. The scholarship regulations provisions concerning the duration of commitment and the guarantee are applied also in this case.

<table>
<thead>
<tr>
<th>Article (8)</th>
<th>With consideration to the provisions of Article (7) of the Regulation, a PhD scholarship is considered a continuation for a master degree scholarship if the scholarship holder did not comply with his commitment to the master scholarship.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Article (9)</td>
<td>With consideration of the provisions of Article (8) of the regulation, the guarantee for a Master scholarship is calculated based on two years, and the guarantee for the PhD degree is calculated based on a duration of five years for a bachelor degree holder and four years for a master degree holder.</td>
</tr>
<tr>
<td>Article (10)</td>
<td>The scholarship allowances are disbursed as stated in the financial provisions for scholarships in Article (10) of the scientific scholarship regulation.</td>
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<tr>
<td>Article (11)</td>
<td>Considering the provisions of Article (10) of the Regulation, the financial allowances for the scholarship are set as follows:</td>
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<td><strong>First:</strong> The external scholarship expenses are covered by the university or by another source or by a collaboration between the two, as follows:</td>
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<td></td>
<td><strong>A.</strong> The University is responsible for paying the enrollment fees to the university where the scholarship holder is studying.</td>
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<td></td>
<td><strong>B.</strong> Two hundred Jordanian dinars are allocated for the cost of printing of the Master thesis, and three hundred JDs for the PhD thesis.</td>
</tr>
<tr>
<td></td>
<td><strong>C.</strong> The monthly allowance for the scholarship holder in Arabic countries</td>
</tr>
</tbody>
</table>
is 300 Jordanian dinars for singles and JD 350 if married.

D. The book allowance is JD 350 (JD three hundred fifty) yearly. This amount will be given at the beginning of each academic year of the scholarship.

E. Health insurance allowance for scholarship holders outside of the kingdom is JD 750 (JD seven hundred fifty) for singles and JD 1500 (JD one thousand five hundred) for married. For those with scholarships in other Jordanian Universities, the scholarship holder can enjoy the University health insurance applied for other employees at the university and health insurance instructions are applied to him/her. These allowances will be given at the beginning of each academic year during the duration of the scholarship.

F. The monthly allowances for the scholarship holder that were mentioned in Clause (3) of paragraph (A) Article (10) of the Regulation, are set as follows:

1. Monthly allowances for scholarships inside the kingdom are JD 300 (JD three hundred) with no regards to the social status.

2. Monthly allowances for scholarship in the United Kingdom is GBP 940 (GBP nine hundred forty) for singles and GBP 1200 (GBP one thousand two hundred) for married. In the United States and Canada, the allowances are USD 1400 (USD one thousand four hundred) for singles and USD 1850 (USD one thousand eight hundred fifty) for married. The allowances in Germany are EUR 1000 (EUR one thousand) for singles and EUR 1450 (one thousand four hundred fifty) for married

G. The scholarship holder shall be paid for one extra month after finishing his/her studies. This payment is not included in the commitment duration.
| Article (12) | Considering what is mentioned in Article (13/B) of the Regulation, in order to alter the allowances specified for single scholarship holders to married scholarship holders, the value of the guarantee must be altered too to cover the difference between the allowances for singles and the allowances for those married. |
| Article (13) | Considering to what is mentioned in Article (7/B) of the scientific scholarship regulation: |
| | A. The scholarship is renewed yearly within the legal period of the scholarship by a decision of the council based on the recommendation of the department and the school councils or the recommendation of the center council, This renewal is based on the academic supervisor report and the transcript of that particular year –if available– |
| | B. The renewal procedure takes place at the end of the scholarship legal duration. The council makes the decision to extend the scholarship |

H. Scholarship holders outside of kingdom get allowances for costs of luggage and furniture shipments for no more than JD 1000.

Second: The expenses for internal scholarships cover the following:

A. University Fees

B. Minimum cost for printing the thesis as in the instructions of the university where the scholarship holder is studying.

C. Monthly payment of JD 300 with no regard to the social status.

D. Any other expenses related to the study after getting approval of the Deans Council.

E. The scholarship holder, his wife and kids can get health insurance, but must oblige to the health insurance instructions applied at the German Jordanian University. Single scholarship holders can choose between getting the student health insurance or the employee health insurance.
based on the recommendations of the department and faculty councils or the recommendation of the center council.

C. For the purpose of the scholarship yearly renewal, the department of human resources sends out the “scholarship renewal form” to the appointed Dean two months before the end of the academic year. Afterwards, the Dean is asked to provide the University President with a report from the appointed supervisor showing his studying status while providing a transcript of that year if available.

| Article (14) | Considering what is mentioned in paragraph (A) of Article (16) of the Regulation:
|             | A. After the return of the scholarship holder, he must hand in a written request to the school dean requesting to start working. The President will be informed afterwards of the date when the scholarship holder started working.
|             | B. The Faculty Dean sends the application to the department in order to begin with the employment procedure according to the applied instructions. |

| Article (15) | After the end of the scholarship and after all the requirements are completed and the scholarship holder got his/her degree, the commitment period is calculated starting the first day of work at the University and providing an evidence of receiving the degree. |

| Article (16) | In case the scholarship holder failed for any reason to get the degree he/she was meant to, he/she and his/her guarantor or guarantors must jointly pay back all expenses that the University incurred on his/her studies with and addition of 50% of these expenses. |

| Article (17) | The Deans Council decides on whatever matters that are not mentioned in these instructions. |
| Article (18) | The Deans Council and the departments in charge are responsible for executing the provisions of these instructions. |
| Article (19) | These instructions cancel the previous instructions issued by the University Council in session number 25/2010, decision number 227/2010 dated 13/12/2010. |
Regulations for Graduate Studies at the German Jordanian University Regulation No. 57 of 2008

<table>
<thead>
<tr>
<th>Article (1)</th>
<th>This is called “Regulations for Graduate Studies at the German Jordanian University of 2008” and it is implemented once published in the Official Gazette.</th>
</tr>
</thead>
</table>
| Article (2) | Unless the context indicates otherwise, the following words and phrases shall have the designated meanings below:  
University: The German Jordanian University  
Deanship: The deanship of Graduate Studies at the University  
Dean: Dean of Graduate Studies at the University  
Faculty: The faculty of the department that provides Graduate studies programs.  
Department: The academic department that provides the programs for Graduate Studies.  
Council: Council of Graduate Studies at the University  
Study plan: The study plan accredited by the Deans Council. |
| Article (3) | The Deanship contributes in achieving the University goals and the strategic view including the following:  
A. Development of knowledge and humanitarian skills.  
B. Development and support of the capabilities of the Graduate Studies students in perusing methods for scientific research in different majors specially in applied scientific research while encouraging innovation and creativity.  
C. Preparation of qualified and trained competences to meet with the |
needs of the society.

| Article (4) | A. A Council shall be established in the University under the title of “Council of Graduate Studies” headed by the Dean and with the membership of each of the following:

1. A representative from each faculty that provides programs for Graduate Studies. This representative will be chosen by the Deans Council with the recommendations of the Dean, after consultations with the appointed faculty dean for a renewable period of one year.

2. Two of the teaching staff members chosen by the Deans council for a renewable period of one year.

B. With the recommendation of the University Council, the University President may add two extra experienced and specialized members from the local community to the Council. |

| Article (5) | Programs for Graduate Studies are established to serve different majors and fields for Master degree and doctorate degree based on the decision of the Graduate Studies Council upon recommendations of the Deans Council decision |

| Article (6) | The Council has the following tasks and authorities:

A. Formation of the instruction projects that organize the matters for Graduate Studies in preparation for its issuing.

B. Establishing consistency in the Graduate Studies plans between different faculties

C. Recommending the formation of new programs for Graduate Studies to the Deans council based on the recommendation of the Faculty council with suggestions from the department council.

D. Recommending the number of the yearly accepted Graduate Studies |
students in each department to the Deans council with the recommendations of the faculty council with suggestions from the department council.

<table>
<thead>
<tr>
<th>Article (7)</th>
<th>The Dean has the following tasks and authorities:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A. Managing all matters of the deanship.</td>
</tr>
<tr>
<td></td>
<td>B. Organizing the Graduate Studies matters and coordinating with the other faculty deans.</td>
</tr>
<tr>
<td></td>
<td>C. Applying the regulations and the instructions regarding Graduate Studies.</td>
</tr>
<tr>
<td></td>
<td>D. Providing the University President with a report at the end of each academic year regarding the matters of Graduate Studies and the school’s activities in the University.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Article (8)</th>
<th>A. The council of the faculty that offers programs for Graduate Studies in its curriculum needs to establish a “Graduate Studies Committee” headed by the Faculty dean with the membership of each of the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1. Chairs of the departments that offer Graduate Studies.</td>
</tr>
<tr>
<td></td>
<td>2. Two of the teaching staff chosen by the Deans council for one year which is renewable.</td>
</tr>
<tr>
<td></td>
<td>B. The council of the department that offers programs for Graduate Studies in its curriculum needs to establish a “Graduate Studies Committee” headed by the Department chair and with the membership of four of the Department teaching staff members.</td>
</tr>
</tbody>
</table>

| Article (9) | The Deans council issues the necessary instructions to apply the provisions of this Regulation. |
Instructions of the Graduate Studies Deanship

Issued in accordance with Article (9) of the Regulations of Graduate Studies at the German Jordan University

No. 57 of 2008

| Article (1) | These instructions are called “The Instructions of the Graduate Studies Deanship at the German Jordanian University.” |
| Article (2) | Unless the context indicate otherwise, the following words and phrases wherever mentioned in these Instructions shall have the designated meanings below: University : The German Jordanian University Dean: The Dean of Graduate Studies at the University Deanship: The Deanship of Graduate Studies at the University Department: The academic department in which the student intends to study in. Council: Council of Graduate Studies at the University Faculty Committee: The Committee of Graduate Studies at the appointed faculty. Department Committee: The committee of Graduate Studies at the Department Study Plan: The study plan accredited by the Deans council. |
| Article (3) | The Deanship contributes in achieving the University goals and the strategic view, and aims to achieve these particular goals: 1. Developing graduate studies at the University, expanding its base, and enhancing its quality. 2. Increasing human knowledge through research in the master theses and PhD dissertations. |
3. Organizing and controlling the programs of Graduate Studies at the University while providing follow ups and evaluation.

4. Giving the chance for interaction between students of Graduate Studies from different majors through providing a number of shared educational programs between different departments at the University.

5. Giving attention to local and Arab countries applied problems and to fundamental research.

6. Contributing in meeting the increasing needs of education institutes for higher education graduates locally and in the Arab region.

7. Suggesting the executive instructions for Graduate Studies including the requirements for getting a Diploma, a Master, or a Doctorate degree.

8. Coordinating with the University scientific research Deanship regarding programs for Graduate Studies and the University approved research projects.

**Article (4)**

The Dean shall be responsible of managing educational administrative and financial matters of the Deanship. This means that the Dean has all rights and authorities to ensure the progress of the workflow in the Deanship as long as it does not interfere with University provisions law and its regulations. The Dean shall be officially responsible of the following tasks:

1. Managing the matters of Graduate Studies and coordinating with deans of the different Schools.

2. Following up with the implementation and application of the instructions and the regulations regarding graduate studies at the University.

3. Supporting the University relations with other institutes interested in graduate studies and scientific research inside and outside of the kingdom.

4. Providing the President of the University with a report regarding the Faculty matters and activities at the end of each academic year.
Article (5)  The formation of the Council is based on the decision of the President with the recommendations of the Dean. The Council is headed by the Dean and it includes the following members:

1. A representative from each school that offers programs for Graduate Studies. Each representative is chosen by the Dean after consultations with the Faculty dean for one year, renewable.

2. Two of the teaching staff chosen by the Deans council for one year, renewable.

3. Based on the recommendations of the Dean, the University President may add two extra specialized and experienced members from the local community to the Council.

Article (6)  The Council is in charge of the responsibilities and the authorities mentioned in the University’s law and the regulations issued by it, especially the following:

- Setting a plan for the expansion of starting Graduate Studies programs and developing it in order to meet with development plans.

- Providing constant control of the Graduate Studies programs in the University.

- Recommending the establishment, merging or cancelation of Graduate Studies through new regulations recommended by the faculties committees and the committees of the faculty departments.

- Approving study plans for the programs and the terms for granting scientific degrees and certificates.

- Suggesting instructions for granting certificates for diploma, master and doctorate degrees and all that contributes in organizing the Graduate Studies process at the University.

- Suggesting the students-acceptance conditions to the Graduate Studies programs and determining their number based on the recommendations of
different departments.

- Approving the assigned supervisors for educational thesis and forming the examination committee and appointing its dates based on the recommendation of the concerned faculty committees and the recommendation of the department committees.

- Determining the number of scholarships for Graduate Studies students in each major and the specified terms for each scholarship and approving it as recommended by the departments and the faculties committees.

- Making recommendations for granting scientific degrees and certificates to the Deans council.

- Preparing for the annual Budget proposal for the Deanship.

- Considering any other matter suggested by the Dean.

**Article (7)**

A. As recommended by the Faculty council, the Committee is formed as follows:

1. The faculty dean as chairman

   And the following members:

2. Heads of departments offering Graduate Studies programs

3. Two members of the Academic staff with the title of Professor or associate professor. If these were not available, an assistant professor may be chosen as recommended by the department Council.

4. The Faculty dean has the mandate to assign one of his/her deputies to the council.

B. The authorities entitled to the Faculty committee include:

1. Supervising the matters of Graduate Studies in the faculty

2. Going through the recommendations of the Graduate Studies committee
of the departments and recommending it to the Council, regarding the following matters:

- Establishing new programs for Graduate Studies
- Study plans
- Determine the number of accepted students and recommending the annual student to be admitted.
- Assigning the supervisors and the co-supervisors and the members of the Examination committees.
- University thesis proposals.
- Setting the date for thesis examinations.
- Organizing the matters related to the comprehensive exam.
- Scholarships.

**Article (8)**

A. The department committee is formed in the faculties by the concerned Faculty dean decision as follows:

1. The department head as chairman

   And the following members:

2. Four professors or associate professors, the committee may add teaching staff with the degree of assistant professor as recommended by the Department council.

B. The department committee has the following authorities:

1. Providing guidance plans showing the required and the elective subjects in consistency with the student’s choices regarding research and courses as required by the applied study plan.

2. Assigning the new students to the supervisors
3. Supervising the matters of Graduate Studies in the department

4. Providing recommendations and submitting it to the faculty committee regarding the following:
   - Establishing new programs for Graduate Studies
   - Study plans
   - Number of the new students and recommending the annual acceptance of new student.
   - Assigning the supervisors and the co-supervisors and the members of the examination committees.
   - The university thesis proposal.
   - Setting the date for Examinations.
   - Organizing the matters of the comprehensive exam.
   - Scholarships

<table>
<thead>
<tr>
<th>Article (9)</th>
<th>The University President, the deans, along with the head of admission and registration are all responsible for executing these instructions.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Article (10)</td>
<td>The instructions for granting Master degree are implemented so long its provisions do not conflict with the provisions of these instructions.</td>
</tr>
<tr>
<td>Article (11)</td>
<td>The Deans council decides on other matters that are not mentioned in these instructions.</td>
</tr>
</tbody>
</table>
Regulations for Scientific Research at the
German Jordanian University

Issued pursuant to paragraph (F) of Article (25) of the Public
Jordanian Universities Law No. (42) of 2001

| Article (1) | This regulation is called (Regulations for Scientific Research at the German Jordanian University of 2008) and is implemented once it is published in the Official Gazette. |
| Article (2) | Unless the context indicates otherwise, the following words and phrases wherever mentioned in this Regulation shall have the designated meanings below: University: The German Jordanian University. President: The President of the German Jordanian University. Scientific Research: Any scientific effort that serves human knowledge. Council: The council of scientific research that is established for this regulation. Dean: The Dean of scientific research at the University |
| Article (3) | A. The University shall organize, encourage and support the matters of scientific research through all financial, moral and human means as required by this regulation. B. Priority in support is given to applied scientific research and to development-related scientific research |
| Article (4) | A. A council with the name of “Scientific Research Council” is to be established at the University headed by the Dean and with the following members: |
1. Three of the teaching staff with the rank of a professor and other three members with a rank no less than associate professor are to be chosen to be members in the council by the Deans council with the recommendation of the President based on the recommendations of the Dean for two years renewable.

2. Two experienced and opinioned members from outside the University and are in contact with scientific research, chosen by the Deans council with the recommendation of the President which relies on the recommendations of the Dean for one year and is renewable only once.

B. The Council chooses one of its members as vice chair for the council chairman to fill in when absent.

**Article (5)**

The Council shall undertake the following tasks and authorities:

A. Applying the scientific research policy at the University in addition to organizing its matters and providing support and encouragement.

B. Tightening the relations of the researcher at the University with other Institutes of the public and private sectors especially with the productive and industrial sectors.

C. Giving approval to projects for scientific research and giving priority to joint projects with the productive and the industrial sectors.

D. Looking into giving authorization of translated and examined transcripts after correction and recommending the support of its publishing.

E. Suggesting the right incentives for outstanding researchers of the teaching staff in the University and providing the President with these incentives for approval.

F. Discussing annual budget for scientific research and recommending it
to the Deans council.

G. Following up the activities of the Deanship of Scientific Research and discussing the annual report presented by the Dean.

H. Discussing any other matters regarding scientific research pointed out by the Dean including searching for other funding resources for scientific research.

| Article (6) | A. The Council is to meet when called by the Chairman or by the Vice chairman if the chairman is absent. The meeting is considered legal with the attendance of the majority including the chair or the vice chair. Any decisions made in the meeting are issued by the votes of the majority of the members.
B. The council may invite one person or more that shows interest in scientific research to participate in the sessions but shall not be able to participate in any voting of any decisions.
C. The council sets the required basis to organize the sessions. |
| Article (7) | The Dean has the following tasks and authorities:
A. Following up with council decisions and the execution of its decisions and suggestions.
B. Following up with the scientific research activities inside and outside the University and collecting all data regarding the matter.
C. Preparing the annual budget proposal for scientific research and present it to the council. |
| Article (8) | A committee under the title of “scientific research committee” shall be established in every faculty and its departments in the University, as decided by the Faculty council or the department council as appropriate. Each committee handles the matters of scientific research according to its
| Article (9) | With the approval of the Council of Higher Education, the University may publish scientific journals according to the general national policy for scientific research in the Kingdom. |
| Article (10) | The council shall issue the required instructions to execute the provisions of this Regulation. |
| Article (11) | Pursuant to the provisions of this Regulation, the issued instructions and decisions that are worked by in the University before the enforcement of this Regulation remain valid until it is canceled or replaced by other. |
Instructions for Supporting and Organizing Scientific Research at the German Jordanian University

| Article (1) | These instructions are called Instructions No. (2) for the year 2016, “Instructions for Supporting and Organizing Scientific Research at the German Jordanian University” issued in accordance with Article No. (10) of the Scientific Research System at the German Jordanian University No. (56) for the year 2008, and it is in effect as of 4/4/2016. |
| Article (2) | Unless the context indicates otherwise, the following words and phrases wherever it is mentioned in this instruction shall have the designated meanings below: 
University: The German Jordanian University 
President: The President of the German Jordanian University 
Faculty: Any faculty at the German Jordanian University 
Dean: The Dean of Scientific Research at the University 
Deanship: The Deanship of Scientific Research 
Researcher: A teaching staff members who submits and executes a research project at the University 
Council: The council of Scientific Research 
Committee: Committee of scientific research of a faculty or a department |

Chapter One: Scientific Research Scholarships from the University Budget

| Article (3) | The support that the University provides for scientific research includes the following matters: 
A. Support for Seed Grants – This aims at opening new search lines for the researchers at the University, providing that there is a convincing possibility to get funding for these lines from outer sources in the future. |
B. Support for Supplementary Grants – This aims at the fulfillment of the commitments regarding projects primarily supported by outer sources.

C. Support for Stop-Gap-Grants – This aims at providing support for the researchers when the outer support is unavailable or has been reduced.

D. Support for student-projects which aims at supporting the Graduate Studies students’ projects and the graduation projects for bachelor students.

<table>
<thead>
<tr>
<th>Article (4)</th>
<th>Financial support for scientific research at the university comes from two main sources, namely:</th>
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<tbody>
<tr>
<td></td>
<td>a. The budget for scientific research at the university.</td>
</tr>
<tr>
<td></td>
<td>B. Special grants for scientific research from external sources which are duly approved.</td>
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</tbody>
</table>

<table>
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<tr>
<th>Article (5)</th>
<th>The budget lines distribution is approved after the approval of the budget allocated for scientific research. The council may reallocate between different budget lines whenever necessary.</th>
</tr>
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</table>

**Seed Grants Support**

<table>
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<tr>
<th>Article (6)</th>
<th>An application for preliminary research is submitted on a special form to be prepared for this purpose, including:</th>
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<tr>
<td></td>
<td>a. The name of the researcher, his academic department, his precise specialization, and the date of his appointment at the university.</td>
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<tr>
<td></td>
<td>B. A description of the research project that is intended to be carried out in terms of theory and practice.</td>
</tr>
<tr>
<td></td>
<td>C. A brief presentation of what researchers have achieved in the subject of this research and an explanation of what the researcher hopes to reach.</td>
</tr>
<tr>
<td></td>
<td>D. The researcher's experience in the field of the research project.</td>
</tr>
<tr>
<td></td>
<td>E. A detailed statement of the references, equipment, materials, facilities and</td>
</tr>
</tbody>
</table>
| Article (7) | A. The financial support for the project from the university scientific research budget includes the following:

1. Remuneration for Research Assistants and Postdoctoral Researchers.
2. The expenses of preparing manuscripts and publications.
3. Costs of technical services and analysis of samples and data.
4. Prices for references, software and equipment.
5. Prices of supplies and consumables.
6. Travel and accommodation expenses.

B. Transferring from one unit to another may be made according to justifications accepted by the Council.

C. The university bears, in addition to what is stated in Paragraph (A) of this article, the wages of assistants, services, references, equipment, supplies and other materials, provided by the departments of the university to members of the faculty and workers in the academic system within it, as part of its regular programs and services, without being included in the support referred to above.

| Article (8) | Applications are submitted to the committee that issues the appropriate directive regarding it and then they are submitted it to the Deanship.

| Article (9) | The maximum limit for the research project support is (70,000) dinars for a single research, unless the Council is convinced of a justified increase in the support, and priority is given to the researcher who did not receive such support previously. |
| Article (10) | The Council studies the requests received, and may consult experts in the field of research that is required to be supported. Researchers may be asked to provide an oral summary of their proposal to the Board and answer any inquiry or question. The council assigns support to projects that it deems to achieve the highest scientific and practical feasibility for the university within the budget allocated to support preliminary research. |
| Article (11) | The dean submits the council's recommendations to the president to approve the subsidized projects. |
| Article (12) | a. The maximum limit for preliminary research is three years. Reports are submitted to the Dean on the progress of work annually, and support will be suspended in case the reports are not delivered on time.  
B. The appropriations for the following year are disbursed after the annual report is submitted and duly approved.  
C. A final report is submitted at the end of the project period, including project results and final recommendations. |
| **Supplementary Grants Support** |
| Article (13) | Supplementary Grants are for researchers that receive outer projects that require partial support from the University. The application is handed to the manager of International Projects Unit which hands it to the Deanship with the appropriate recommendations. The application must be accompanied by a copy of the external funded project. |
| Article (14) | The council shall study the application and hands the recommendation to the President. |
| Article (15) | It is preferable to obtain supplementary support before signing the agreement with the external donor. |
| Article (16) | Supplementary Grants do not include any financial rewards for the researchers. |
## Stop-Gap-Grants Support

<table>
<thead>
<tr>
<th>Article (17)</th>
<th>Stop-gap-grants works as driving force for existing research lines that has been previously supported by external projects</th>
</tr>
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<tbody>
<tr>
<td>Article (18)</td>
<td>The application for Stop-gap-grants is handed to the Deanship on a form that includes information about the research line and its importance in addition to the activities that took or will take place to get a new external support.</td>
</tr>
<tr>
<td>Article (19)</td>
<td>Stop-gap-Grants may not exceed JD (20,000).</td>
</tr>
<tr>
<td>Article (20)</td>
<td>The duration of the support may not exceed one year. It is permitted to apply once again for the support after receiving support for a new external project and the delivery of the results as per the rules.</td>
</tr>
<tr>
<td>Article (21)</td>
<td>The council studies the applications and hands the appropriate recommendations to the President to approve its support.</td>
</tr>
</tbody>
</table>

## Student Projects Support

<table>
<thead>
<tr>
<th>Article (22)</th>
<th>Student projects are supported in accordance with the following:</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>A. With the help of the supervisor, the students fill in the form of the suggested research.</td>
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<tr>
<td></td>
<td>B. The supervisor hands the form to the scientific research committee through the department chairman. The supervisor is considered the primary researcher.</td>
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<tr>
<td></td>
<td>C. The committee shall study the suggestion and submit it to the Deanship with the appropriate recommendations.</td>
</tr>
<tr>
<td></td>
<td>D. The council shall study the proposal and submit it to the President with the appropriate recommendations.</td>
</tr>
<tr>
<td>Article (23)</td>
<td>The maximum limit for student projects support is (5,000) dinars, to purchase research materials that are not available at the university.</td>
</tr>
</tbody>
</table>
## Chapter Two: Grants for Scientific Research from Outside the University

### Budget

### Article (24)
This chapter includes grants obtained by the university from outside the university to support scientific research or development projects carried out by one or more researchers from the university. One or more researchers from outside the university may participate through the university or the institution in which he works as a partner in the project.

### Article (25)
The researcher submits a request for support directly or through the deanship to the donor according to the deadlines and procedures followed by this body. In the event that the support is approved, the Deanship will be notified and provided with the project proposal that has been approved for the purposes of documentation and financial and administrative follow-ups. The following is taken into consideration when submitting the support request:

A. That the university’s contribution does not exceed 20% of the total support value provided to the university.

B. The Council may approve an increase in the university’s contribution to more than 20% for convincing reasons and with the approval of the President.

C. The researcher may reduce the teaching load with the recommendation of the department head and the concerned faculty dean, provided that the reduced teaching burden allowance is paid to the university from the researcher’s allowance in rates determined by the council and approved by the president.

D. The percentages referred to in paragraph (C) of this article are calculated according to the annual salary of the faculty member and all the amounts contributed by the university for the purposes of social security, savings fund and end of service gratuity, according to the academic load referred to in Article (41) of the teaching staff instructions in force at the University.
### Article (26)
The value of the support is deposited in a special account in the Financial Department, where disbursement is made according to the allocations included in the approved support request and with the approval of the dean, and according to the procedures in force at the university and in line with the agreements signed between the donor and the university.

### Article (27)
No less than (10%) of the total support value is allocated for administrative expenses and the use of university facilities, with the exception of the donors whose instructions do not allow this, and the amount is deposited in the scientific research secretariats (provided that this does not conflict with the conditions of the donor approved by the university).

### Article (28)
The number of traveling trips for the researcher to attend external project meetings that cover all travel expenses is limited to two trips per semester, and no more than absenteeism for six combined or separate working days. The researcher is also not entitled to travel in the summer semester if he is teaching in it.

#### General Policies

### Article (29)
The decided support for the researcher shall be suspended or restored by a decision of the president upon the recommendation of the council in the following cases:

A. Failure to implement the research in its stages according to what is mentioned in the research project form without a justification acceptable to the council.

B. Proof of disbursement of the amount other than those determined for it.

### Article (30)
a. References, supplies and equipment purchased from scientific research support funds shall be the property of the university.

B. The researcher can use any of the supplies and equipment available at the university in coordination with the head of the concerned department for whose service these supplies and equipment are subject to.

C. The various-use resources that are purchased for the purpose of scientific research at the university using the university's funds are subject to the service of
The Deanship through the Projects Unit organizes and manages research resources in coordination with researchers in addition to developing a database of research resources at the university.

D. In the event that multiple-use resources are purchased from a supported research, the priority in making use of these resources will be for the researcher who receives the support.

**Article (31)**

The researcher shall spend from the amount determined for him in the scientific research form that has been approved by the president, as needed, provided that it is within the fields specified in the research project, and that the expenditure is with the approval of the dean and is subject to the regulations, instructions, and financial and administrative decisions in effect in the University.

**Article (32)**

A. Subject to the provisions of Articles (5 and 6) of the executive instructions for the personnel system in force at the German Jordanian University:

1. Based on the recommendation of the dean and the recommendation of the researcher, the president may appoint research assistants or post-doctoral researchers from outside the university with daily wages or a monthly bonus for a limited period within the allocations of one or more scientific research projects. Their services end with the termination of the capacity on which they were appointed or with the end of the allocations marked for this purpose.

2. The assignment decision determines the number of working hours and the amount of remuneration that will be paid for that.

3. Financial rewards are paid to research assistants on the basis of actual work hours and within the scope of their academic qualifications.

4. An amount of 7 dinars is disbursed per hour for a post-doctoral researcher who holds a bachelor’s degree, provided that it does not exceed 1120 dinars per month.

5. An amount of 5 dinars is spent per hour for a research assistant who holds a master’s degree, provided that it does not exceed 800 dinars per month.
6. An amount of 4 dinars is disbursed per hour for a research assistant who holds a bachelor’s degree, provided that it does not exceed 640 dinars per month.

B. Taking into account the provisions of Article (27) of the executive instructions for the personnel system at the German Jordanian University:

1. Based on the recommendation of the dean and on the recommendation of the researcher, the president may assign any of the university’s employees to work as a research assistant with daily wages or monthly remuneration for a limited period within the allocations for scientific research projects.

2. The maximum overtime hours are (40) hours per month outside the official working hours, and their rewards are determined by the donor. As for the research supported by the university’s budget, they are assigned according to the instructions of the employees in force at the university, and their remuneration is calculated according to the overtime instructions.

<table>
<thead>
<tr>
<th>Article (33)</th>
<th>The researcher sends a copy of the research results upon completion to the dean, and to both the department head and the concerned school dean.</th>
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<tbody>
<tr>
<td>Article (34)</td>
<td>In all cases of support, the researcher has the right to publish the results of his research in the way he deems appropriate, and he must indicate the university’s support for doing the research papers that arise from the implementation of the supported projects as follows (This project was supported by the German Jordanian University (Project No. ...) ...).</td>
</tr>
<tr>
<td>Article (35)</td>
<td>The dean submits to the council a yearly report on scientific research at the university and submits the final report approved by the council to the president.</td>
</tr>
<tr>
<td>Article (37)</td>
<td>The Dean and the President are responsible for implementing these instructions.</td>
</tr>
</tbody>
</table>
Instructions of Scientific Publication and Creative Work Incentives Granted to the Faculty Members of German Jordanian University

Issued pursuant to Article (3/A) of the Scientific Research Regulation at the German Jordanian University No. 56 (2008) by decision of the Deans Council No. (181/2016), and it shall be enforced as of (13/6/2016)

Article (1) These instructions shall be named as the Instructions of Incentives granted to the faculty members at the German Jordanian University who publish their scientific research in internationally ranked scientific journals in accordance with Thomas Reuters (ISI) classification which classifies journals according to the international reputation, steady reviews as well as the Impact Factor (IF); or in remarkable and deep-rooted journals such as (Nature or Science) or an equivalent; or those who write books that are published by a global publishing house; or those who are granted global patents; or those who produce a creative work that obtains an international and/or local prize.

Article (2) These incentives shall aim at enhancing scientific research at the university and local levels and improving the university level to be among the global universities as well as achieving the international presence of both the faculty members and the university

First: Incentives for scientific publishing, writing and patents

Article (3) The university, with a recommendation made by the Scientific Research Council of the university, shall pay a financial reward to the faculty members who are professors and publish their researches in internationally classified journals according to the classification regulations as follows:

A. The research published in international scientific journals according to the (ISI) Thomson Reuters classification is as follows:

<table>
<thead>
<tr>
<th>Reward Amount in JD</th>
<th>Published in</th>
</tr>
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<tbody>
<tr>
<td>5000 JD</td>
<td>Nature or Science</td>
</tr>
<tr>
<td>1500-2000 JD</td>
<td>Science Citation Index (SCI)</td>
</tr>
<tr>
<td>Reward in JD</td>
<td>Journal ranking by Thomson Reuters (ISI)</td>
</tr>
<tr>
<td>-------------</td>
<td>----------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>2000 JD</td>
<td>Quartile Score (Q1): That is, the journal ranked among the top 25% of magazines in the world in the field of specialization.</td>
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<tr>
<td>1750 JD</td>
<td>Quartile Score (Q2): That is, the journal ranked among the second 25% of magazines in the world in the field of specialization.</td>
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<tr>
<td>1500 JD</td>
<td>Quartile Score (Q3 + Q4): That is, the journal ranked among the world's journals listed on the Thomson Reuters list in the field of the researcher's specialization and is not ranked within the first 50% of the journals indexed in Thomson Reuters.</td>
</tr>
</tbody>
</table>
Or an equivalent in other cognitive fields (Human Sciences), after such cognitive rules are submitted by the relevant faculty board and approved by the Scientific Research Council.

<table>
<thead>
<tr>
<th>Second: Incentives for the Production of Creative Work that has Won an International and / or Local Award or Awards Approved by the Scientific Research Council at the University</th>
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<tbody>
<tr>
<td><strong>Article (4)</strong> The University, on the recommendation of the Scientific Research Council at the university and based on the placement of the school council to which the creators belong in the event of the production of a creative work that won an international prize or prizes, shall pay a reward of 3000 dinars for a single creative work in the event that it gets the first place, and 2000 dinars for the second place, 1000 dinars for the third place. As for the work that receives an Arab award and obtains the first place, a reward of 1,000 dinars is paid, and if the prize is local, then a reward of 500 dinars will be paid if it gets the first place.</td>
</tr>
</tbody>
</table>

**General Provisions**

<table>
<thead>
<tr>
<th><strong>Article (5)</strong> In case of having more than one faculty member or researcher involved in the paper submitted or the creative work, the financial rewards shall be distributed to the authors by giving 50% of the reward to the senior researcher and distributing the other 50% equally to the associate researchers.</th>
</tr>
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<tr>
<td><strong>Article (6)</strong> In case the scientific product is extracted from a postgraduate thesis or a graduation project, the postgraduates shall be dealt with as researchers from the university and the reward shall be distributed to the associate researchers as explained in Article (9) hereinabove.</td>
</tr>
<tr>
<td><strong>Article (7)</strong> The reward shall not be distributed to the researchers who do not belong to the university and shall only be distributed to the researchers who belong to the university, and the reward value of the other researchers shall be defined in accordance with the order of their names on the paper pursuant to Article (9).</td>
</tr>
<tr>
<td>Article (8)</td>
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<table>
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<tr>
<th>Article (9)</th>
<th>Mechanism for applying for incentives:</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>An application is submitted to the Deanship of Postgraduate Studies and Scientific Research by the researcher, including:</td>
</tr>
<tr>
<td></td>
<td>A. A copy of the researcher's scientific product.</td>
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<tr>
<td></td>
<td>B. The form for incentives found in the Deanship of Postgraduate Studies and Scientific Research duly completed.</td>
</tr>
</tbody>
</table>

| Article (10) | The rewards shall be paid from the funds at the Deanship of Postgraduate Studies and Scientific Research. |

| Article (11) | The President shall settle the cases which are not contained herein. |

| Article (12) | These instructions shall be valid for the productions approved for publishing before the approval of these instructions or after 1/1/2015. |
## Health Insurance Regulation for Employees at the German Jordanian University Regulation No. (55) Of 2008

<table>
<thead>
<tr>
<th>Article (1)</th>
<th>This regulation is called “the Health Insurance Regulation for employees at the German Jordanian University” and it shall come into force from the date of its publication in the Official Gazette.</th>
</tr>
</thead>
</table>
| Article (2) | Unless the context requires otherwise, the following words and phrases wherever mentioned in this Regulation shall have the designated meanings below:  
University: the German Jordanian University  
President: the President of the German Jordanian University  
Committee: committee of health insurance at the University  
Member: the faculty member, the part-time lecturer, the employee at the University who is subscribing in the health insurance.  
Beneficiary: he/she who is entitled to benefit from the health insurance according to the regulation provisions and the instructions issued by it.  
Treatment: the medical service that is provided to the beneficiary and the member, which includes: clinical radiological, and laboratory examination, physical and specialist treatment, surgical procedures, birth and staying in the hospital.  
Medical Committee: the approved medical committee of the University. |
| Article (3) | The health insurance aims to contribute in providing treatment to the members and the beneficiaries. According to the provisions of this regulation and the instructions issued by it. |
| Article (4) | A. Membership of the health insurance is optional for all employers at the University. |
B. The member may include the following beneficiaries in the Health insurance:

1. Spouse and parents
2. Children under the age of 18
3. Children enrolled in educational institutions, until the end of their study or until they reach the age of 25, whichever comes first.
4. Single females and unemployed divorced females.

**Article (5)**

A. According to the provisions of this regulation, the treatment does not include the following:

1. Dental treatment, except dental extraction, mouth and gum diseases, any case that results from accidents.
2. Plastic surgeries or prosthesis unless it is a necessity and is caused by an accident.
3. Treatment of infertility or contraceptives.
4. Any form of cosmetics, serum or vaccination.

B. Despite what is mentioned in paragraph (A) of this Article, the treatment may include any of these exceptions if the health insurance contract allowed it with the insurance provider.

**Article (6)**

A. A committee with the title of “health insurance committee” is to be formed at the University, headed by the President or anyone assigned by the President and it includes the following members:

1. Two of the academic staff.
2. Head of the financial department at the University.
3. Head of the human resources department at the University.
4. Approved doctor.

B. The President appoints one of the Committee members as vice chair of the committee.

<table>
<thead>
<tr>
<th>Article (7)</th>
<th>The committee has the following tasks and authorities:</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>Implementation of the provisions of the regulation and the instructions issued by it to assure achieving the goals of the health insurance.</td>
</tr>
<tr>
<td>B.</td>
<td>Establishing agreements with hospitals, health centers and health insurance companies in the kingdom.</td>
</tr>
<tr>
<td>C.</td>
<td>Decide the administrative actions to become a member in the health insurance or to withdraw from it.</td>
</tr>
<tr>
<td>D.</td>
<td>Auditing the financial requests regarding treatments as required by the President.</td>
</tr>
<tr>
<td>E.</td>
<td>Study any other matter related to the health insurance.</td>
</tr>
</tbody>
</table>

| Article (8) | The committee shall meet at least once every month upon a call by the chair or the vice chair. The meeting shall be considered legal with the attendance of the majority of its members including the chair or the vice chair. Any recommendations or decisions are decided by the majority of the attendees. |

<table>
<thead>
<tr>
<th>Article (9)</th>
<th>A. Any of the following is permitted to continue his/her membership in the health insurance:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>A member who resigned from the University due to health problems along with his/her spouse and children so long as the duration of the membership was no less than 10 continuous years as set by the provisions of the regulation.</td>
</tr>
</tbody>
</table>
| 2.         | A retired member due to reaching the legal age to which he/she is permitted to work as set by the provisions and the instructions of
the University along with his/her spouse and children so long the duration of the membership was no less than 10 continuous years.

3. A member whose service at the University has come to an end, unless it was for disciplinary reasons or was fired so long the duration of the membership was no less than 10 continuous years.

B. Unpaid vacations, sabbatical leaves, secondment and mandates for the employees are calculated as part of the service mentioned in Clause (3) paragraph (A) so long as the employees are committed to their membership in the health insurance and its payments throughout the whole duration.

C. The membership duration for each member at any other public University is calculated as part of the 10 continuous years

D. The following may continue to benefit from the health insurance of the deceased member:

1. Spouse of the deceased member if he/she did not remarry.

2. Children of the deceased member until completing the age of 18 or completing their study at any educational institution or completing the age of 25, whichever comes first.

| Article (10) | Considering the legislations of the University, the University has to allocate part of its budget for contributing in covering the health insurance expenses as set by the provisions of this regulation and the instructions issued by it. |
| Article (11) | The University council issues the required instructions as recommended by the President to execute the provisions of this regulation including the following: |
|             | A. Decide the grades of the membership, the member and the beneficiary contribution percentage, and also the maximum amount that the |
B. Decide the basics and the terms of membership in the health insurance and benefitting from it with regards to the provisions of the regulation.

| Article (12) | The implementation of the health insurance regulation applied in the University shall be suspended provided that the instructions, basis and the decisions issued pursuant thereto remain active and in effect until replaced or canceled. |
Instructions of the Health Insurance for Employees at the German Jordanian University

Issued by the University Council according to Article (11) of the Health Insurance Instructions for Employees at the German Jordanian University No. (55) Of 2008

| Article (1) | These instructions are called "The Executive Instructions for the Health Insurance Regulation for Employees at the German Jordanian University and shall come into force from the date of approval. |
| Article (2) | Unless the context requires otherwise, the following words and phrases mentioned in these Instructions shall have the designated meanings below: University : the German Jordanian University

Council: University Council

President: the President of the German Jordanian university

Regulation: Health Insurance Regulation for employees at the German Jordanian University.

Committee: the committee of health insurance established according to the Regulation.

Member: employees of the University who are members in the health insurance according to the Regulation and instructions.

Beneficiary: he/she who is entitled to benefit from the health insurance according to the regulation provisions and the instructions issued by it

Treatment: the approved medical treatments by the provisions of this regulation. |
| Article (3) | The department of human resources is in charge of receiving the financial claims regarding the treatment expenses and sends it to the approved company to be spent as duly required. |
| Article (4) | Membership of the health insurance is annual |
| A. | Health insurance is optional whether it was regarding membership or the level of insurance. The member is committed to provide the beneficiaries with the same insurance level as his/hers. In the event that the children are insured, it is not permissible to exclude any of them, subject to Article (4) of the system. |
| B. | The level of insurance for members and beneficiaries is as follows (private grade, first grade, second grade and third grade) |
| C. | For the purpose of executing Article (9) of the regulation, the |

Treatment Expenses: expenses of medical treatments mentioned in the treatments definition above.

Injury: Emergency physical (urgent)-non-judicial injury that the member or any of the beneficiaries suffers from. Providing that it shall be resulting from direct external emergency causes.

Hospital services: any medical services provided by an accredited hospital included in the insurance.

Bill (invoice): doctors payments in one of the accredited clinics by the university as long as it does not exceed the minimum limit of the (accredited or Jordan) Medical Association tariffs.

Out-patient: treatments in the hospital external clinics (outpatient clinics) or other accredited private clinics that include: doctors bill, medicine costs, lab costs and X-Rays for the same illness (Medical case).

The company: the health insurance company that is undertaken by the University.
following are allowed to continue their membership in the University health insurance:

1. Member of the Academic Staff along with the beneficiaries (in the kingdom) when he/she is on a sabbatical leave inside or outside the kingdom based on the percentage that the member covers from the health insurance costs just like any of the employees.

2. Any member who is on unpaid vacation or on secondment in Jordan along with the beneficiaries if the member is working in an institution that does not provide health insurance. The member may still benefit from the health insurance as long as the member continues to pay the same amount as regular employees for the health insurance, provided he pays the whole amount and the university does not contribute in the expenses. If the member is on unpaid vacation or on secondment outside of Jordan, then, only the beneficiaries who are in Jordan may benefit from the health insurance and are treated based on the amount that the member covers of the health insurance costs just like regular employees.

3. With consideration to Article (9) of the regulation, the member is to serve at the University no less than six years in order to calculate the 10 continuous years.

| Article (5) | A. The member starts to receive the benefits of the grade of his choice from the date of membership. The membership is automatically renewed under the same terms unless the member informs the department of human resources in the University to do otherwise not after one month before the contract ends. |
| B. Any time during the year, the following may be included in the health plan: |
| 1. Newly hired. |
2. Marriage, based on the date of the contract.

3. New born.

4. Return of the member to work at the University after sabbatical leave, secondment or unpaid vacation, if he is no longer a member in the health insurance; or as the case may be, if the member is switched from a monthly reward to a contract.

5. With showing of evidence, if the beneficiaries of the health insurance no longer benefit from any other health insurance.

C. Applications for the membership in the health insurance in the cases mentioned in paragraph (B) shall be handed in to the human resources before one month of the accruing of any of these situations. Here, the member should pay subscription fees from the date of the membership.

| Article (6) | A-The subscriber pays his contribution allowance and the benefit allowance of each of his beneficiaries with a specific percentage of the health insurance contribution according to the decision of the University Council, upon the recommendation of the Health Insurance Committee.  
B. The contribution allowance due from the subscriber and his beneficiaries shall be deducted on the basis of monthly installments from the subscriber's salary.  
C. The contribution fee is paid in full at the beginning of his participation in the health insurance or in three installments in the event that the subscriber requests this in writing to the subscriber and the beneficiaries with him from the categories referred to in Article (9) of the system at the beginning of his participation in the health insurance as required by the case except for a licensed faculty member My knowledge is discharged, and in the event that he is late for the payment date by more than a month, he loses his right to continue. |
| Article (7) | A. The University offers a tender to one insurance Company according to the tender regulations applicable at the University to close a deal with it for one year renewable based on a decision issued by the Central Tenders Committee pursuant to the recommendation of the Health Insurance Committee.  
B. Three months before the end of the health insurance contract, the Human Resources Department shall submit a request to the Department of supplies and tenders to offer a new insurance tender for the University employees, stating its conditions.  
The University shall pay for all the treatment expenses for an employer who has had an accident while on duty or as result of said duty, unless another party is to pay the expenses. |
| Article (8) | The health insurance is to be cancelled in any of the following circumstances:  
A. End of service, then the member has no right to remain insured according to the regulations.  
B. Death of the member, while the beneficiaries still have the right to remain insured according to the provisions of article 9/d of the regulations.  
C. Death of the beneficiary  
D. If there is a proof of misuse of the insurance card by the member or the beneficiaries, or presenting wrong information. In these cases, all installments are to be collected and the member shall be liable for all legal and administrative responsibilities, as well as the treatment expenses according to the committee’s recommendation.  
E. The demise of any condition of those mentioned in the definition Article, in this case, the member or the beneficiary are responsible to report the demise of these conditions. Subject to legal and financial liability, if the member or beneficiary fails to report this, he shall be liable for all of the treatment expenses doubled, notwithstanding its cause. |
<table>
<thead>
<tr>
<th>Article (9)</th>
<th>Unless covered in the health insurance contract, the University shall not handle the costs for treatment or service in the following cases:</th>
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<tbody>
<tr>
<td></td>
<td>1. Suicide, suicidal attempts, voluntary self-injury on purpose or attempt of it regardless of the mental health of the member.</td>
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<td></td>
<td>2. Injuries caused by the participation in a declared or undeclared war or any civil disturbance or riots, civil war, revolutions, or anything that is semi-war.</td>
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<td>3. All cases related to hazardous activities such as: motor racing, etc.</td>
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<td>4. Atomic radiation, radioactive contamination or chemical contamination. Members who work in departments or centers related to radioactive or chemical work are excluded from this point and the health insurance is to cover for those members.</td>
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<td>5. All cases resulting from addiction to Drugs or alcohol.</td>
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<td>6. Plastic surgeries, unless caused by an accident that the insurance covers and occurred while the insurance is still active.</td>
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<td>7. Recovery, spa treatments, mineral springs or any relaxation spots.</td>
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<td>8. Artificial limbs.</td>
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<td></td>
<td>9. Auxiliary external medical and artificial devices unless it was approved by the president upon the recommendation of the committee which covers part of the costs as agreed.</td>
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<tr>
<td></td>
<td>10. Dental treatment except extraction, oral and gum diseases, tooth fillings and cases that require treatment and was caused during working hours.</td>
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<td>11. Vitamins and mineral salts except in case of pregnancy and osteoporosis.</td>
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<td>12.</td>
<td>All kinds of Sexual stimulators.</td>
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<tr>
<td>13.</td>
<td>All kinds of infertility.</td>
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<tr>
<td>14.</td>
<td>Food outside of the hospital</td>
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<tr>
<td>15.</td>
<td>All cosmetics, serums, and vaccinations, soap and shampoo, tooth paste, sun-block and acne treatments with the exception of vaccinations for employees in the University.</td>
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<tr>
<td>16.</td>
<td>Home visits for patients (including medical examination bill).</td>
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<tr>
<td>17.</td>
<td>Medical procedure which is not scientifically identified as a treatment.</td>
</tr>
<tr>
<td>18.</td>
<td>Psychiatric sessions.</td>
</tr>
<tr>
<td>19.</td>
<td>All contraceptive and sexual hormones (medicine and examinations).</td>
</tr>
<tr>
<td>20.</td>
<td>Circumcision for males and earrings.</td>
</tr>
<tr>
<td>21.</td>
<td>Non-medical requirements (In-patient)</td>
</tr>
<tr>
<td>F.</td>
<td>Any other exceptions in the contract.</td>
</tr>
</tbody>
</table>

**Article (10)**

22. The president shall decide on any other problems that result from the implication of these Instructions based on the recommendations of the committee.

**Article (11)**

The Council shall decide on any matter that is not mentioned in these Instructions as recommended by the president.
Financial Regulations of the German Jordanian University

Regulation No. (97) of 2009

| Article (1) | This structure is called “the Financial Regulation of the German Jordanian University of 2009” and it shall come into force from the date of its publication in the Official Gazette. |
| Article (2) | Unless the context requires otherwise, The following words and phrases shall have the designated meanings in this form: University: The German Jordanian University Board: Board of Trustees President: The president of the German Jordanian university Dean: Any Dean at the University Manager: Manager of any department, unit or center in the University Financial employee: Any accountant, cashier, auditor or bookkeeper in the University or any employee of the university that is responsible of receiving, saving, payments and monitoring funds in the University. |
| Article (3) | The provisions of this Regulation shall apply on all of the University’s financial affairs. |

Duties and Responsibilities

| Article (4) | The president shall be responsible for all the University’s money and how it expends based on its budget and the decisions of the competent boards in it, the president may authorize any of his powers stipulated in this Regulation to any of the employees at the University, providing that the worker’s job is in consistency with such powers. The authorization needs to be written, specified and temporary |
| Article (5) | The Department of Financial Affairs at the University shall be responsible of all the financial operations including: receiving and collecting money, in addition to payments of the University’s financial commitments according to the University’s law, its regulations, |
| Article (6) | A. The Head of the Financial Department 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 this Regulation are being implemented.  
B. The financial employee is responsible of all the financial acts that are entrusted in him 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 is to suffer from, due to any mistakes or inadequacy or negligence. The University shall collect whatever loss from the financial employee in any way that is deemed appropriate according to the applicable legislations |

| Article (7) | A. The University’s annual budget consists of the estimated revenues and expenditures in one financial year which is to be organized in parts, chapters and articles  
B. The financial year begins on January 1<sup>st</sup> and ends on December 31<sup>st</sup> of the same year |

| Article (8) | A. As placed by the Head of the Financial Department, the president sets the needed instructions to determine the procedure for the annual budget preparation, its annexes, the date of issue and the data to be included.  
B. After the draft budget project is assisted by the competent authorities in the University, the president shall submit it to the Board to be adopted after being approved by the University’s Board  
C. If the University’s budget was not approved before the beginning of the financial year of the budget, expenses shall continue on the basis of monthly credits to which the president issues exchange |
orders rated (12:1) of last year’s annual financial budget 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 (9) A. 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  
B. No expenses are to be cashed if no allowances in the budget were decided for it

Article (10) Extra allowance may be balanced in The annual budget annexes during the financial year in cases the Board see necessary giving that they follow the same procedures and stages that take place in preparing the annual budget for the University including its organization and authentication except the provisions regarding the date of its submission

Article (11) Allowances may be transferred in the Budget based on the following powers:  
A. From one part to another based on the Board’s decision with the recommendation of the University’s Board  
B. From one chapter to another in the same part based on the University’s Board’s Decision with the recommendation of the president  
C. From one article to another in the same chapter based on the president’s decision with the recommendation of the dean or the competent manager  
D. In all the stipulated cases for transferring allowances in this Article the Head of the Financial Department’s opinion is to be taken in 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 (12) Any savings that results from any annual budget is considered a
| Article (13) | Any revenue of any of the previous financial years is balanced in the current financial year. Any bounding expenses of any of the previous financial years that were not yet paid is balanced as allowance in the current annual budget and to be titled “previous commitments” |
| Article (14) | Based on the President’s order for a financial payment, the allowances that are balanced in the budget may be spent |
| Article (15) | A. Upon the recommendation of the Head of the Financial Department the president shall decide on the required instructions for the cashing procedure, monitoring transactions, dividing the expenses and determining its nature while providing the confirming documents for the cashing in addition to how to organize and prepare the cashing bonds and its entries. 

B. Cashing is done based on the financial documents after its monitoring and approval with the signature of the Head of the Financial Department |
| Article (16) | No commitment may be present for any continuous expenses nor may it be cashed in any way different from how it was balanced in the allowances in the budget. Expenses for development projects are cashed and committed to on its account within its balance in the allowances fully or partially in the budget as long as any increase in the estimated or required expenses of any project that was contracted in the following financial budget is to be insured if the Board’s approval was granted regarding the commitment to balance any allowance in these years’ budgets before any agreements are made |
| Article (17) | A. Salaries, allowances and wages are to be cashed three days before the end of each month. The president may order to cash them earlier as he sees appropriate. 

B. Salaries and allowances for scholarship holders for scientific
scholarship or training courses outside of Jordan according to the instructions issued by the president for this matter

C. The president has the board of directors to approve cashing any salaries or allowances for any of the University’s employees for no more than two months during annual vacations, holiday vacations or sabbatical leaves

D. All earned salaries, allowances, rewards, compensations and leave allowances before the end of the vacation or any part of it, may be cashed for those who have a contract or secondment with the University at the beginning of the summer vacation or during providing that the secondment or the contract end with the end of that vacation and all earned commitments have been fulfilled to the University. Leave allowances may be cashed for those who have already ended their services.

| Article (18) | With the recommendation of the central tender committee, the President may approve to cash a loan on any tender account that has been forwarded with no more than 15% of its value. In return the contractor should provide an unconditional bank guarantee with the amount of the loan and mentioning his approval to the President’s right to confiscate the guarantee if any of the commitments were breached with no notification or warning and the President decides the method of the loan’s reclamation. |
| Article (19) | Value of purchases shall be paid with letters of credit or money transfer. All transfers should be paid at once to the account or on separate payments in advance. All guarantees for the delivery of the purchases should be within the prescribed specification and the determined durations |
| Article (20) | If payments or expenses that are no more than 100 Jordanian dinars worth of documents or receipts each failed to be reinforced for any reason whatsoever, he who did the spending should provide a written certificate with his signature that shows the value of this spending and |
that it was spent for the benefit of the University or any work that is related to it. This certificate needs to be confirmed by the President.

| Article (21) | The president shall issue the instructions that determine the people responsible of signing cheques, financial transfers and letters of credit issued by the University along with its powers and the signatures’ categories |
| Article (22) | The Head of the Financial Department sets the forms for main and sub cash receipts in addition to vouchers with a specified money value on journal or computer |
| Article (23) | Revenues for the University are received with official receipts which the payer would be provided with a copy of it. All cashing are to be balanced in the account of its semester and course in the current financial budget. The president sets the required instructions for cashing the money, balancing it, saving it, and its deposit. The president also sets the procedures to be followed in case any of the receipts or the cheques went missing |
| Article (24) | The University’s revenues are deposited in banks confirmed by the President which he also sets the maximum cash balance. With that being said, the revenues may not be used after it has been cashed or after it has been deposited for any reason whatsoever. |
| Article (25) | With the recommendation of the University’s Board, the Board may approve receiving financial facilities from banks and financial institutions in order to deal with any financial deficit due to lack of funding |
| Article (26) | The received Revenues shall be returned to its payer in the following cases:  
  A. If the University’s regulations and instructions along with the decisions issued by it allowed it 
  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 Head of the Financial Department |
| Article (27) | With the recommendation of the president the Board may cash advances from the University’s money to cover expenses or public services that were not balanced in the budget, providing that these advances are to be paid back in the budget’s annex or in the following year’s Budget. |
| Article (28) | The President may approve a cash advance for the following purposes: |
| A. | A cash advance for travel and accommodation for the University’s representative in official missions or a staff member designated to conduct scientific research to be paid after the end of the mission and the representative’s return. |
| B. | 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. |
| C. | A cash advance for newly hired faculty members, fulltime lecturers, teaching and research assistants and employees during the first three months of employment to be settled from the employee’s salary over a maximum of 12 installments starting from the date of their employment. |
| Article (29) | A. The Dean or the Director may, as the case may be, issue a permanent or temporary cash advance from the department’s pre allocated budget to any of his/her employees working within school, unit, facility or center in the University to be paid for the following purposes: |
| 1. | A permanent expenses advance for miscellaneous expenses not exceeding JD 200 (JD two hundred) to employees whose job nature incurs incidental expenses. This cash advance is to be |
2. A temporary expenses advance for purchases or services not exceeding JD 500 (JD five hundred) to be paid after the purchasing or the end of service by virtue of bills, receipts or confirmed documents.

B. The Dean of scientific research can issue a scientific research cash advance to any researcher that acquired financial support for their research in accordance with the rules and regulations of the University. The advance must not exceed JD 500 (JD five hundred) duly settled.

C. The President may, upon his own discretion, approve to disburse a cash of an advance with an amount exceeding JD 500 from the allocated funds for any of the purposes listed in paragraphs (A) and (B) of this Article.

<p>| Article (30) | 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 employee must provide evidence of its balance. The Head of the Financial Department or their authorized representative must monitor the cash advance and verify that it is used or will be used for its specific purposes. |
| Article (31) | A. Taking into consideration any special provision within these Regulations, 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. |</p>
<table>
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<tr>
<th>Article (32)</th>
<th>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 this Regulation 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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Article (33)</td>
<td>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.</td>
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</table>

### Accounts, Records, Models and Cards

**Article (34)** The President shall issue the following instructions upon the recommendation of the chief financial officer:

A. The types and forms of records, models and cards that should be kept, used and organized to prove and regulate the University’s financial affairs whether they are manual or computerized.

B. Organizing University accounts, determining their keeping standards according to a financial plan that is in harmony with the
classification and numbering of the budget.

C. The financial standards suitable for departments and productive units in the University according to the financial and commercial standards.

| Article (35) | The documents, models and financial records that are used in the University shall be kept for a period not less than 7 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 shall be audited and documented by the concerned official authorities. |

**Internal Control and Reports**

| Article (36) | An Internal Control unit associated with the President shall be established in the University. This unit’s duties and responsibilities shall be determined by virtue of the instructions issued by the University Council. Provided that the Director of the unit should present monthly and yearly reports of his/her work to the President. |

| Article (37) | A. The chief financial officer shall present a report every 3 months to the President indicating the University’s financial situation, income and expenses.  
B. The President must present an annual financial report and final account to the University Council in a period not exceeding 3 months after the end of the financial year to be endorsed after its approval by the Council. |

**General Provisions**

<p>| Article (38) | The President shall determine the functions, whose holders are asked to submit financial guarantees by virtue of instructions the chief financial officer’s input, determines by regulations the positions. The |</p>
<table>
<thead>
<tr>
<th>Article (39)</th>
<th>The chief financial officer must be provided with a copy of every contract or deal whereby the University has a right or obligation as to abide by them upon the execution of the contract or deal.</th>
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</table>
| Article (40) | A. Bad debt, decrease or loss of University cash funds excluding theft or negligence are cancelled according to the following powers:  
  1. A decision made by the President if the amount is JD 1000 (JD one thousand) or less.  
  2. A decision made by the University Council if the amount exceeds JD 1000 (JD one thousand) but does not exceed JD 5000 (JD five thousand).  
  3. A decision made by the Council if the amount exceeds JD 5000 (JD five thousand).  
B. It shall be conditioned, in all events, that the cancellation takes place upon the recommendation of a committee established for this specific purpose by the President. |
| Article (41) | The President identifies the jobs which nature requires installing telephones in the houses of its occupants. In this case, the University shall bear the costs of installing and moving the telephone, as well as subscription. The fees of the local and international calls which are covered by the University are determined by virtue of instructions issued by the President. |
| Article (42) | The University Council shall issue the necessary instructions to manage the University’s financial matters. Particularly, the following:  
A. The funds the University contributes to student trips, student sport and cultural activities, etc… |
|   | B. Financial allocations for every college, center or department for the expenses of hospitality and celebrations and the manner in which they are disbursed.  
|   | C. Financial allocations for every college, center or department to cover the expenses of conferences and travel allowances.  
|   | D. Allowances for utilization of the University's facilities, employee housings and student dorms and accommodation, in addition to the terms and conditions of leasing such accommodations. Specifying the allowance for each of the above, the method of payment, and the liabilities of their beneficiaries.  
|   | E. Allowances for training courses organized by the University.  
|   | F. Pay compensation (financial liability) to University employees whose job nature requires it. Including, determining the value and terms of the said compensation.  
| **Article (43)** | The chief financial officer has the right to delegate any of his authorities listed in this Regulation to any accountant in the University. The delegation must be in writing and specific in its subject and duration.  
| **Article (44)** | In case of embezzlement, loss of funds, forgery of financial documents, books, entries. The accountant responsible for the funds, documents, books and entries should inform the chief financial officer who, in turn, informs the President to take the appropriate measures.  
| **Article (45)** | The University council shall issue the necessary instructions in order to execute the provisions of this Regulation through organizing the relationship and correlation between the financial departments in the University that are not connected administratively with the department of finance. |
The Instructions regarding Budget Preparation Procedures

Issued by the President of the University under Article (8) of the Financial Regulation No. (97) Of 2009 in the German Jordanian University

| Article (1) | These Instructions shall be titled (The Instructions of the Annual Budget Preparation Procedures) and shall come into force from the date of issuance thereof. |
| Article (2) | The following words, wherever appearing in this Instructions, shall have the meanings assigned thereto unless the context indicates otherwise: University: the German Jordanian University. President: the President of the University. Department: the department of finance in the University. |
| Article (3) | The department shall prepare the annual budget of the University in accordance with the following descriptive statements: A. A descriptive statement of estimated income and general expenses of the University for the Financial Year to which the budget plan refer. B. A descriptive statement containing the actual income and general expenses of the University for the year exactly prior to the financial year to which the budget plan refer. C. University job formation chart. D. Charts comparing between the income and expenses of the financial year prior and subsequent to the year the budget was prepared. |
E. Any other clarifying financial data.

| Article (4) | The department prepares the budget plan after discoursing with the deans and the directors of centers and administrative departments to be presented to the President during the first half of November as a prelude to submitting it to the competent board of directors in the University. |
| Article (5) | The President shall submit the budget plan to the University Council for approval during the first half of December of each year, then it shall be presented, afterwards, to the Board of Trustees as to be approved and submitted to the Council of Graduate Studies for ratification. |
| Article (6) | The President shall decide on cases that have not been mentioned in any Article in these Instructions. |
# The Instructions of Disbursement and Auditing Procedures in the German Jordanian University

**Issued by the President of the University under Article (15) of the Financial Regulation in the German Jordanian University No. (97) Of 2009**

<table>
<thead>
<tr>
<th>Article (1)</th>
<th>These instructions are titled (The Instructions of Disbursement and Auditing Procedures in the German Jordanian University) and shall come into force from the date of issuance thereof.</th>
</tr>
</thead>
</table>
| Article (2) | The following words, wherever appearing in this law, shall have the meaning assigned thereto unless the context indicates otherwise:  
University: the German Jordanian University.  
President: the President of the University.  
Director: Director of the department of finance. |
| Article (3) | The University’s expenses shall be disbursed according to a previous booking of its necessary allocations. Otherwise, the disbursing of funds only occurs in exceptional and emergency situations and the written approval of the President. |
| Article (4) | Expenses are disbursed according to their nature as follows:  
A. The competent employees of the University’s department of finance are responsible for the procedures of disbursing expenses that are based on previous decisions, therefore not requiring approval every time they are disbursed. These expenses shall be as follows:  
B. Expenses of executing University rules and regulations, contracts or commissioning decisions, such as: (central and sub tenders, salaries |
１. The University contributions in the following funds and insurances:
   - Savings.
   - End of service benefits.
   - Investments.
   - Students.
   - Social security.
   - Life and medical insurance.

２. The money paid to a delegate on a scientific delegation according to the text of Article 10/a of the paid delegation regulation applied in the University.

３. Amounts of money received by the University as trusts for other parties or restrictions.

４. Expenses of services provided by public or private institutions for uniform prices, which are reinforced with bills and claims from the institution. For example: phone, fuel, water, electricity and internet bills.

５. Any fees payable by the University under the legislations applicable in the Kingdom.

Ｃ. Expenses requiring the submittal of a request regarding its disbursement and the approval of the competent authorities in the University according to University law and its Regulations and Instructions. These requests are submitted on forms prepared and
| Article (5) | A. Disbursement shall be by virtue of vouchers prepared especially for this task. The form of these vouchers shall be determined by the director and shall include the Part, Chapter and Article from which the money is spent. The disbursement of any expense, no matter the amount, shall be done by virtue of a disbursement voucher, which is the basic voucher for spending.

B. Disbursement vouchers are organized by a competent employee in the department. The voucher shall be supported by the original documents clarifying the reasons for disbursement and fulfilling the financial and legal requirements. The disbursement voucher shall include the required data and clarifications. Additionally, it shall include the Part, |

approved in the University specifically for this purpose. These expenses include:

1. Overtime allowances for faculty members and staff in the University.

2. Travel and moving allowances.

3. Allowances for unused, deserved vacation time.

4. Newspapers and magazines subscriptions.

5. Expenses resulting from decisions by tender and purchases committees in the University.

6. Expenses resulting from the direct purchasing of supplies, books and works.

7. Emergency expenses and hospitality.

8. Unions, conferences, periodicals and advertisements subscriptions.

9. Supporting scientific research.

10. Any other expenses approved by the President.
Chapter and Article of the budget (coding) and both, the competent employee and the competent Director of the section shall sign such documents with stating the signers’ names clearly.

C. The disbursement vouchers’ data shall be entered digitally in accordance with the prepared financial software.

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<tr>
<th>Article (6)</th>
<th>A. The disbursement vouchers shall be audited holistically by the internal audit division in the department and signed by the auditor who should also clearly state his name. The audit includes the authenticity of the data and attachments and their conformity with the rules and regulations after checking the Part, Chapter and Article (coding). This employee shall be considered responsible for any lack in the documents or any mistakes therein before allowing the disbursement.</th>
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<td></td>
<td>B. Disbursement vouchers and journal vouchers are approved by the director or a department employee authorized, in writing by, the director.</td>
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<td></td>
<td>C. Any amendment on a cancelled disbursement or journal voucher shall be done in red ink and by the same employees who signed it to be disbursed.</td>
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<td></td>
<td>D. A check to disburse the amount shown on the disbursement voucher shall be issued by the competent board of directors for the net value of the disbursement voucher according to the powers adopted to sign the checks. The disbursement voucher along with its enclosures are stamped with a stamp indicating its paid status after confirming its approval by the Director or the employee authorized, in writing by, the Director. The check is written out to the beneficiary whose name shall be in 3 syllables for the natural person and the full name of the legal person.</td>
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<td></td>
<td>E. The check shall be delivered to the beneficiary or his/her delegate</td>
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</table>
against his signature on the receipt or providing a receipt for the paid money.

F. A check may be sent in registered mail or a bank transfer with the amount to its beneficiaries.

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<th>Article (7)</th>
<th>In the case of loss or damage of a check withdrawn on the account of the University before disbursing its amount, the bank shall be notified about stopping the disbursement. A recommendation check shall be disbursed after 15 days of notifying the bank after submitting a written statement insuring its value which shall be accepted by the Director of the department.</th>
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<tr>
<th>Article (8)</th>
<th>The stamp specific to the accountant may not be used in the place of his/her signature on any financial document as this action is considered void. The signature shall be clear and the signer’s name should be mentioned.</th>
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<th>Article (9)</th>
<th>Disbursement vouchers shall be organized according to their annual serial numbers which start and end with the financial year.</th>
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| Article (10) | Disbursement vouchers are reinforced, in every case, with the following necessary documents:  
A. Input vouchers.  
B. Financial claim.  
C. Supplies receipts report.  
D. Purchase order.  
E. Assignment decision.  
F. Disbursement certificates from the engineer of the construction projects. |
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<tr>
<td>Article</td>
<td>Description</td>
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<tr>
<td>(11)</td>
<td>If the original documents reinforcing the disbursement of money are unable to be obtained due to lost, they shall be replaced with a copy of a recommendation certificate and a written certificate by the Claimant where he states that he cannot find the original copy and vows not to claim the amount again. If it becomes clear to the University that the amount has already been disbursed in any way then the University shall reserve all of its consequential legal rights.</td>
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<td>(12)</td>
<td>If an amount is disbursed by mistake then it is logged upon its reclamation to the account of the chapter and article from which it has been disbursed. If the retrieved amount belongs to previous years then it is logged in an account for miscellaneous income.</td>
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<td>(13)</td>
<td>Salaries, allowances, wages and rewards are disbursed according to automatic or manual (on their specific form) salary disbursement vouchers.</td>
</tr>
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<td>(14)</td>
<td>What is applied to expenses disbursement vouchers is also applied to salary disbursement, auditing, entering vouchers and encoding them, as well as, disbursing their checks and keeping the vouchers of its disbursement.</td>
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<tr>
<td>(15)</td>
<td>Any deduction from an employee's salary that happens by mistake is returned in accordance with a claim made by the involved employee and</td>
</tr>
<tr>
<td>Article (16)</td>
<td>Disbursement vouchers are reinforced by supporting documents upon every disbursement process except for salaries, which are only reinforced upon the first disbursement.</td>
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<td>Article (17)</td>
<td>The necessity to complete the submittal of discharging papers (internal discharge and income tax discharge) should be taken into consideration when disbursing the salary or compensation due for any University employee upon the end of their service in the University for any reason whatsoever.</td>
</tr>
<tr>
<td>Article (18)</td>
<td>The concerned party is responsible for paying the full amount requested in case of any information contradicting the clearance papers submitted surface after the processing is complete ensuing consequent rights for the University.</td>
</tr>
<tr>
<td>Article (19)</td>
<td>The matching of fund accounts with bank accounts should take place monthly by the competent branch of the department.</td>
</tr>
<tr>
<td>Article (20)</td>
<td>Financial documents are kept in special files and are entrusted with a competent employee in the department for a period not less than 7 years after their last use and may be destroyed according to the President’s instructions.</td>
</tr>
<tr>
<td>Article (21)</td>
<td>The director and the department employees are responsible for the execution of these regulations with what does not contradict with the laws and regulations applicable at the University.</td>
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**The Instructions of Receiving and Keeping Income in the German Jordanian University**

*As issued by the President of the University under Article (23) of the Financial regulation in the German Jordanian University No. (97) of 2009*

<table>
<thead>
<tr>
<th>Article (1)</th>
<th>These Instructions shall be called (The Instructions Regarding Receiving and Keeping Income in the German Jordanian University) and shall come into force from the date of issuance thereof.</th>
</tr>
</thead>
</table>
| Article (2) | The following words and expressions, wherever appearing in this law, shall have the meaning assigned thereto unless the context indicates otherwise:  
The University: the German Jordanian University.  
The President: the President of the University.  
The Department: Department of Finance.  
The Director: director of the department of finance.  
Employee: the employee assigned to receive University funds.  
Treasurer: general treasurer of the University. |
| Article (3) | A. No amount of money is received by the University unless it is in accordance with a main or sub receipt voucher, each containing a serial number and is logged in the department’s records.  
B. Incoming funds which reason or source is unknown shall be received in accordance with the main receipt voucher and are logged in the trust account until their purpose is known. |
| Article (4) | A. If any amount of money received in accordance with a voucher is less than the specified amount in the receipt voucher then the employee shall be responsible for paying the difference that may not be retrieved.  
B. Subject to Article (26) of the financial regulation, any payment exceeding the amount mentioned in the receipt voucher that is received by the University is logged down as University income. |
<table>
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<tr>
<th>Article (5)</th>
<th>The employee should deliver the funds received daily to the treasurer in exchange for an official receipt. If that is not possible then it should be deposited in the University’s bank account and the deposit receipt should be kept until it is delivered to the treasurer.</th>
</tr>
</thead>
</table>
| Article (6) | A. The treasurer should take all the needed measures to balance the fund account every day before the end of the official working hours and deposit the funds in the bank with which the University deals. If, for any reason possible, the funds may not be deposited on the same day then they should be deposited directly on the following business day.  
B. The treasurer may hold an amount not exceeding 1000 Jordanian Dinars in the account of the University’s general fund. With the exception of days when University fees are received then larger funds are allowed to be kept in the general fund account with the director’s approval for a period not exceeding the following day.  
C. The employee may keep an amount not exceeding 300 Jordanian Dinars for more than one day. |
| Article (7) | If the balance of the general funds could not be received from the employee in charge because of his/ her death or any other reason, the treasurer shall be responsible for informing the director who, in turn, should form a committee of 3 of the department’s employees for auditing the account’s cash statement, performing inventory count of its contents and preparing 3 copies of the report. The first copy for the director, the second copy shall be kept in the employee’s personal file and the third copy shall be handed to the employee who has been assigned with the tasks of that job. |
| Article (8) | The chief of the division of revenue shall be responsible for confirming that the funds received are logged in accordance with the parts, chapters and article of the University budget. |
| Article (9) | A. The department shall keep the used and unused main and sub receipts, unused priced coupons and used books (for revising and auditing purposes) in accordance with official documents and in designated |
B. The treasurer should follow up on the collection of the money received using sub receipt vouchers at the end of every month until the last receipt received that month. The proceeds should be duly deposited in the University’s bank accounts.

Article (10)

A. Vouchers of various financial values may be used in accordance with the models that have been picked by the director for use in the University. The department shall be responsible for printing, supervising and distributing the vouchers.

B. The department shall be responsible for delivering the coupons to the concerned employees. The value of these vouchers is logged as employee liability until the voucher or its balance is retrieved from the employee.

C. The vouchers mentioned in this Article should be found within books, holding serial numbers and counterfoils of two identical parts, one part remains in the book. Counterfoils and remaining voucher parts are kept for auditing purposes.

D. All the determined financial vouchers shall be considered sub receipt vouchers.

Article (11)

If any incoming check is misplaced after it has been delivered to the responsible employee then he/she should inform the director as to write to the concerned party requesting a recommendation check. The University in exchange provides a written guarantee of it. In any case, the employee shall be responsible for paying the value of the check in case it may not be retrieved.

Article (12)

A. The main and sub receipt vouchers in the books are kept intact. The employee shall be completely responsible for any mistake, damage or negligence to the books or any voucher within it.

B. If the sub receipt voucher book is used then it should be used properly. The employee shall be completely responsible for any mistake, damage or negligence to the book or any voucher within it.
In the case of a missing book or any voucher within it then the employee shall be considered responsible for paying the compensation amount or any other procedure the President finds suitable in accordance with the feedback of the committee formed by the President and consisting of the director and 3 specialized employees.

C. The employee who has a sub receipt voucher book should deliver the money received by him to the treasurer as it comes in.

| Article (13) | A receipt voucher shall be cancelled by the director, who should sign all the copies of the voucher including the original in the case of repetition or mistake. |
| Article (14) | If a sub receipt voucher is cancelled in the schools and departments of the University then all the copies should be attached. The dean or the competent director should approve the cancellation. |
| Article (15) | The director and the employees in the department shall be directly responsible for the execution of these Instructions. |
| Article (16) | The President shall decide on the cases which are not mentioned in these Instructions. |
**Instruction of Signing Checks, Payment Orders, Documentary Credits and Remittances in the German Jordanian University**

**Issued by the President of the University under Article (21) of the Financial Regulation in the German Jordanian University No. (97) of 2009**

| Article (1) | These Instructions shall be called (The Instructions of Signing Checks, Payment Orders, Documentary Credits and Remittances in the German Jordanian University) and shall come into force from the date of issuance thereof. |
| Article (2) | Employees authorized to sign on University accounts shall determine according to the following categories:  
First Category: the President of the University or his delegate.  
Second Category: the director of the financial department in the University or the employee authorized in writing by the President.  
Third Category: University employees who are authorized by the President. |
| Article (3) | Signing Checks, Payment Orders, Documentary Credits and Remittances happens as follows:  
A. Three joint signatures of the 3 categories if the amount exceeds ten thousand Jordanian Dinars.  
B. Two joint signatures of the first and second categories if the amount exceeds five thousand Jordanian Dinars but does not exceed ten thousand Jordanian Dinars.  
C. Two signatures of the second and third categories if the amount is less than or equal to five thousand Jordanian Dinars. |
| Article (4) | Banks and financial companies that the University deals with should be informed in writing of the names, categories and signature templates of the people authorized to sign. |
| Article (5) | The Instructions for signing checks, payment orders, documentary credits and remittances that were applicable in the University prior to the |
endorsement of the Instructions above shall be cancelled and any decisions issued thereunder that contravene the provision of these Instructions.

| Article (6) | The President shall decide on the cases which are not mentioned in any article in these Instructions. |
**Instructions of Financial Advance Payment in the German Jordanian University**

**Issued by the University Council under Article (45) of the Financial Regulation in the German Jordanian University No. (97) Of 2009**

<table>
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<tr>
<th>Article (1)</th>
<th>These Instructions shall be called (The Instructions of Financial advance payment in the German Jordanian University) and shall come into force from the date of issuance thereof.</th>
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</table>
| Article (2) | A zero interest salary advance is issued, subject to what is stated under Article (28/c) of the financial regulation applicable in the German Jordanian University, under the following principles:  
A. An advance shall be disbursed with the approval of the President in accordance with a recommendation made by the dean or the concerned director.  
B. An advance may be disbursed upon a delegation’s return, new faculty members, full time lecturers and employees as appropriate.  
C. The amount of the advance shall not exceed 3 times the employee’s total monthly salary. In any case, the advance should not exceed 1500 Jordanian Dinars.  
D. The advance shall be repaid over 12 months (or the remaining period of the contract) from the employee’s salary starting from the month following the month it was issued.  
E. The borrower should provide an appropriate guarantee matching the value of the issued advance. The guarantee should be in the form of monthly backed bills or a co-signer from the faculty members or classified University employees who have worked at the University for at least two years. The co-signor may only guarantee only one person at a time.  
F. An advance is requested by filling the designated form.  
G. The sum of salary advances should not exceed (2%) of the financial year salary allocations belonging to the department where the
borrower works.

| Article (3) | A cash advance shall be disbursed to the University’s delegate in a training course, official mission, scientific research or conference after a decision of approval under the following Instructions:
A. A cash advance shall be disbursed by the department of financial affairs after a decision taken by the President in accordance with the direct recommendation made by the dean or the competent director after it is requested by filling the designated form. The cash advance should be within the determined allocations for every deanship/department.
B. (80%) of the due cash advance shall be disbursed to the borrower until it is duly repaid.
C. The delegate shall be given a letter for the approved travel agent as to issue the requested plane tickets in accordance with the allocated class, shortest flight. Funds are only disbursed to the delegate for these purposes with the President’s approval.
D. The cash advance is to be duly repaid after the end of the mission and upon the delegate’s return.
E. In case the cash advance is not repaid by the delegate within one week of the date of his/her return then the amount of the advance is deducted directly from his/her salaries by the department of financial affairs without any need for further procedures. |
| Article (4) | A scientific research cash advance shall be disbursed to delegates on official missions under the following principles:
A. The cash advance should not exceed two times the value of the delegate's monthly allocations.
B. In order to issue the cash advance the delegate is required to have met all the terms of consigning a delegate, signed the delegating contract and provided all the necessary guarantees.
C. The competent dean or director approves the issuance of a cash advance. |
D. The cash advance shall to be paid over a period of 12 months or over the duration of the mission, if less than 12 months. The cash advance is deducted from the delegate's allocations starting from the end of the month following the month it was disbursed.

**General Provisions**

| Article (5) | If the borrower loses his/her right to a cash advance or his/her service ends at the University for any reason then the University recovers the remaining balance of the cash advance in one payment from his/her salary or from any amounts accrued to the borrower. In case those amounts are not sufficient to repay the advance then the co-signer is asked to pay the rest. |
| Article (6) | The department of financial affairs shall be responsible for preparing the forms for requesting a cash advance and the procedures of repaying it. |
| Article (7) | The President shall decide on cases which are not mentioned in any Article in these Instructions. |
| Article (8) | The Instructions for cash advances that were implemented in the University prior to the endorsement of the Instructions above are cancelled and any decisions issued thereunder contravene the provision of these Instructions. |
Instructions on Destroying Used Financial Documents, Forms, and Records at the German Jordanian University as per Article (35) from the Financial Regulation No. (97) of 2009

| Article (1) | These instructions shall be named *(Instructions on Destroying Used Financial Documents, Forms, and Records at the Finance Department)* and shall be implemented as of the date of its issue. |
| Article (2) | For the purpose of implementing these instructions, the used financial documents, forms, and records include: all spending and on hold receipts, main and sub-receivables, bank settlements, tender files, incoming and outgoing mail issued by the Finance Department. |
| Article (3) | The Finance Department at the university shall keep the all used financial documents, forms, and records as accustomed. |
| Article (4) | All financial receipts and records are to be destroyed after seven years with regard to the handing of any documents linked to it and are to be audited by the monitoring and supervision parties as accustomed. |
| Article (5) | Incoming and outgoing mail files are to be destroyed. They include: routine correspondences in all administrative files after five years of the date of transactions they are saved therein. |
| Article (6) | Regardless of what was mentioned in Article (4) in the instructions, financial documents, forms, and records that their checks have not be received and closed are to be saved. |
| Article (7) | The Finance Department Director must present a report to the university’s president that contains details on the financial documents, forms, records that have exceeded the specified period in these instructions with recommendations regarding |
what needs to be destroyed.

| Article (8) | A- In each case of destroying, a committee shall be formed by the university president and shall include three university employees in which one of them is a representative from the Finance Department and is directly concerned with the financial documents, forms, records destroyed.  
B- The university president shall appoint a rapporteur from amongst the persons in this Committee.  
C- The committee is permitted to seek the opinions of experts or who it deems appropriate in this regard during the destroying process. |
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<td>Article (9)</td>
<td>The committee responsible for destroying the documents may recommend to the university president the scanning or the use of any modern copying methods of any of the documents or papers before destroying them or what it deems in the university’s best interest to keep these documents for a longer period.</td>
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<tr>
<td>Article (10)</td>
<td>The university president may instruct the handing over of any of these documents or papers whether contents of files or the entire files chosen to be destroyed to other concerned parties for the purpose of archiving.</td>
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| Article (11) | In all cases, the committee responsible for destroying the documents shall consider the following before deciding to destroy documents and in coordination with the concerned parties:-  
A- Considering what was mentioned in Article (9) all necessary information and documents must be uploaded on the computer by the Information Technology & Computer Center in coordination with the committee responsible for destroying the documents or archiving them by using available methods and certifying this through a signature by the involved individuals. |
| Article (12) | The committee responsible for destroying the documents shall organize minutes of meeting for the destroying process with at least five copies. These minutes of meeting shall include all the details about the financial documents, forms, records, correspondences, addendums, and undestroyed documents. Thereafter, the committee shall distribute the minutes of meeting to the concerned parties through the university’s administration. |
| Article (13) | The president shall decide on cases that do not have an article in these instructions. |
| Article (14) | The university president and the director of the finance department are responsible for the execution of these instructions. |
Instructions for Hospitality and Celebrations

Issued by the University Council under Paragraph (B) of Article (45) of the Financial Regulation in the German Jordanian University No. (97) Of 2009

| Article (1) | These Instructions shall be called (The Instructions for Hospitality and Celebrations in the German Jordanian University) and shall come into force from the date of issuance thereof. |
| Article (2) | Hospitality and celebrations includes covering the expenses of food and beverages as well as plane tickets, accommodation and transportation of visitors who are official guests of the University, delegate members participating in conferences and seminars that are prepared by the University as well as the various official and student activities. |
| Article (3) | Official celebrations shall be hosted on University campus but it shall be permitted, in special cases approved by the President, to be hosted off University campus. |
| Article (4) | The department of public relations in the University is responsible for organizing celebrations in coordination with the concerned parties in and out of the University. |
| Article (5) | The University shall allocate a specific, deducted fund from its annual budget for covering official hospitality events and celebrations. |
| Article (6) | A. An amount of money shall be allocated annually from the University budget to every school, center and department to cover the expenses of celebrations and official meetings hosted by the school, center or department. The disbursement of funds is decided by the dean or the concerned director.  

B. Hospitality expenses shall be paid from trusts, if available. |
| Article (7) | A financial reservation of school, center or department allocations should be done on a specific form prior to every ceremony or hospitality event before they are carried out. |
| Article (8) | The occasions and official invitations subject to these Instructions which are covered directly from the University budget are determined as the following:
A. Scientific conferences and workshops organized by the University where participants are invited as a part of the University’s contribution in supporting conferences or from the conference or workshop’s deposit account.
B. Delegations and the University’s official guests.
C. National events.
D. Any other occasion approved by the President. |
| Article (9) | All the procedures mentioned in the Instructions above are subject to the President’s approval. |
| Article (10) | The people or parties that benefit from the free meals provided by the University restaurants are determined in accordance with official letters issued by the presidency. |
| Article (11) | The board of directors supervising the scientific conferences organized by the University assigns a specific person to whom funds are disbursed in order to follow up through him/her. |
| Article (12) | The President’s shall decide on cases which are not mentioned in any Article in these Instructions. |
Instructions of Financial liability Compensation in the German Jordanian University

Issued by the University Council under Paragraph (f) of Article (42) of the Financial Regulation in the German Jordanian University No. (97) Of 2009

| Article (1) | These Instructions shall be called (The Instructions of Financial liability Compensation in the German Jordanian University) and shall come into force from the date of issuance thereof. |
| Article (2) | The following words and expressions, wherever appearing in this law, shall have the meaning assigned thereto unless the context indicates otherwise:  
The University: The German Jordanian University.  
The President: The President of the University.  
Employee: The employee appointed in the University.  
Financial liability compensation: Compensating the financial liability due monthly to the employee in return for holding financial liability in accordance with the financial regulation applied in the University and the provisions of these Instructions. |
| Article (3) | A. Financial liability compensation is disbursed to employees who are in charge of jobs consequent with a financial responsibilities in the University and the following are their categories:  
1. The director of the department of finance, his/her associates, unit directors, accountants and employees who receive cash.  
2. The director of the internal control unit, his/her associates and the employees of the auditing unit in the department.  
3. The director of the department of supplies and central tenders, his/her associates, unit directors and the employees of the supplies and tenders unit.  
4. Accountants and account clerks.|
5. The general treasurer in the department of finance and treasurers in the deanships/other University departments.
6. Warehouse keepers and their associates.
7. Auditing employees.

B. The President may approve the issuance of a compensation of financial liability allowance to categories other than the above, to employees whose jobs require its issuance in accordance with a recommendation by the director of the department of finance.

| Article (4) | Subject to what is mentioned in Article (50) of the supplies and works regulation applied in the University. In order to issue a compensation of financial liability it is required that the deserving employee submits a financial guarantee to the University. The guarantee should remain valid for a period of 2 years after the employee’s service in the University ends or the reason for the guarantee ceases to exist. |
| Article (5) | A. Every employee who receives a compensation of financial liability shall be held liable for any loss incurred by the University due to the employee’s negligence, mistake or acceptance of vouchers or any relevant document that do not meet the determined terms.
B. Subject to what is mentioned in paragraph (A) of this Article. The value of the financial loss is to be collected from the employees who receive, in a decision made by the President, a compensation of financial liability after investigating with the employee who caused the loss and determining the degree of his/her responsibility. |
| Article (6) | The disbursement of the compensation of financial liability is stopped during the period which the employee is delegated on a course, mission or is on a vacation exceeding 3 months. It shall be cancelled in case of the employee’s transfer to another job that does not require a financial liability. |
| Article (7) | The value of the employee’s financial liability compensations referred to in Article (3) of these Instructions are as follows:
A. The director of the department of financial affairs and his/her
associates, the director of the department of supplies and his/her associates, the director of the internal control unit and his/her associates, the director of central tenders and his/her associates 5000 Jordanian Dinars.

B. The treasurer 4000 Jordanian Dinars.

C. Employees categorized as level 4 and higher and contract employees, who have contracts, whose salaries match theirs 3000 Jordanian Dinars.

D. Employees categorized as level 5 and lower and employees, who have contracts, whose salaries match theirs 2000 Jordanian Dinars.

| Article (8) | A financial liability compensation is disbursed to employees who have a financial liability in accordance with their guarantee categories and they are as follows:
| A. | 60 Jordanian Dinars to the employee guaranteed with 5000 Jordanian Dinars. |
| B. | 50 Jordanian Dinars to the employee guaranteed with 4000 Jordanian Dinars. |
| C. | 40 Jordanian Dinars to the employee guaranteed with 3000 Jordanian Dinars. |
| D. | 30 Jordanian Dinars to the employee guaranteed with 2000 Jordanian Dinars. |

| Article (9) | The President, in accordance with the recommendation made by the director of the department of finance, shall decide on cases which are not mentioned in any Article in these Instructions or any problems that might arise with its implementation. |

| Article (10) | The Instructions for financial liability compensation allowance that were applicable in the University prior to the endorsement of the Instructions above shall be cancelled and any decisions issued thereunder contravene the provision of these Instructions. |
### Supply and Works Regulation in the German Jordanian University as Amended Regulation No. (107) of 2007

| Article (1) | This regulation is titled (Supply and Works Regulation in the German Jordanian University of 2007) and shall come into force from the date of publication thereof in the Official Gazette. |
| Article (2) | The following words and expressions, wherever appearing in this law, shall have the meaning assigned thereto unless the context indicates otherwise:  
The University: the German Jordanian University.  
The Board of Trustees: The University’s Board of Trustees.  
The Board: Dean's council.  
The President: the President of the University.  
The dean: dean of the college or dean of University activity.  
The unit: the main organizational unit in the administrative or service and technical structure in the University composed of two or more departments.  
The department: any department of the departments or centers in the University.  
The director: the director of any unit, department or center in the University.  
The library: the University’s library department.  
The supply department: the supply department in the University.  
The supply director: the director of the supply department.  
The supplies: in kind or transferable payments regarding the University and its maintenance, insurance and needed services.  
The information storage materials paper containers such as books, periodicals, documents, manuscripts, maps, theses and others as well as chips such as microfilm, microfiche, slides, movies and others. Electronic storage such as tapes, CD, DVD-Roms, information networks, electronic databases and other storage regulations and their networks. |
Works: establishing, maintaining, and rehabilitating buildings, roads and other various University facilities. Conducting studies, developing designs special for these works, overseeing their implementation, operation and providing all the equipment, materials, supplies and laboratory and field tests required as well as surveying works, services and technical or professional consultations regarding works.

Person: the natural or legal person.

Participant: any person who submits an offer to participate in supply of the, information storage materials or works tenders.

The contractor: any person who has been granted a tender to provide the University with supplies or information storage materials or perform needed works in the University.

Consultant: any person who provides technical services related to works or supplies.

Committee: The central tenders committee at the University.

Price: the price or value of the supplies or information storage materials or the costs of the works as appropriate.

### Supplies

<table>
<thead>
<tr>
<th>Article (3)</th>
<th>The department of supplies holds the following duties and authorities:</th>
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<tbody>
<tr>
<td>A.</td>
<td>Addressing the sources of supply inside and outside the Kingdom that provide the supplies and present the committee or other parties competent in buying supplies in the University with the information available about said sources.</td>
</tr>
<tr>
<td>B.</td>
<td>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 provisions of this Regulation.</td>
</tr>
<tr>
<td>C.</td>
<td>Classifying supplies and supply warehouses in coordination and cooperation with other parties in the University according to the modern methods of supply management and warehouse organization.</td>
</tr>
</tbody>
</table>
| Article (4) | A. Supplies are bought in accordance with the powers stated below, subject to that the supplies should be obtained in the best prices, conditions and quality and that this purchase should be carried out using a tender or by soliciting at least three offers, if the need arises:

1. A decision made by the director if the value of the supplies does not exceed 300 Jordanian Dinars. The value of the supplies bought in one fiscal year should not exceed 900 Jordanian Dinars.

2. A decision made by the dean or the director of supplies if the value of the supplies does not exceed 1000 Jordanian Dinars.

3. A decision made by the President or their authorized representative if the value of the supplies does not exceed 2500 Jordanian Dinars.

4. A decision made by the President if the value of the supplies does not exceed 5000 Jordanian Dinars.

B. In case the value of the supplies exceeds 5000 Jordanian Dinars but does not exceed 10,000 Jordanian Dinars, then they shall be purchased under a decision made by the director of supplies in accordance with the recommendations of the (sub-bids and supplies) committee. This committee shall be formed by the President and consists of a representative of the department of supplies, department of finance and the concerned party. This committee functions for a period of one year and conducts its meeting in the presence of all its members, and its recommendations shall be decided unanimously or by majority. These recommendations are subject to ratification by the President.

C. If the value of the requested supplies exceeds 10,000 Jordanian Dinars then it is purchased through the committee in accordance with the provisions of this Regulation.

| Article (5) | A. The supplies purchase proposal shall be submitted to the department of supplies at least one week prior to carry out the purchasing procedures which includes referring the proposal to the relevant committee. |
### Article (6)

The library holds the following tasks and powers:

A. Addressing the sources that supply information storage materials consisting of publishers, distributors and commercial libraries inside and outside of the Kingdom as well as providing the committee, sub-committees and other parties competent in information storage materials with the information available about said sources.

B. Providing the University with the required information storage materials as well as inspecting, receiving, registering, storing, keeping, preserving, binding, maintaining, inventorying, lending, gifting, exchanging, supervising and monitoring their use in accordance with the provisions of this Regulation.

### Article (7)

Information storage materials purchase requests should be submitted to the library and it should contain a detailed description of the requested information storage materials.

### Article (8)

Information storage materials are purchased under the following powers subject to the need to acquire the best conditions, prices and subscription rate:

A. The library director may:

1. Purchase information storage materials which value does not exceed 500 Jordanian Dinars at once. They may also purchase information storage materials which value exceed 500 Jordanian Dinars but do not exceed 5000 Jordanian Dinars in accordance with a prior recommendation made by the committee formed by the President to purchase information storage materials. The purchase proposal should contain a full description of the requested supplies and their complete specifications. The requesting party should reinforce their proposal with a written disposition, confirming the requested supplies’ non-availability.
committee is constituted of 3 University employees and lasts for a period of 1 year.

2. Subscribe and renew subscription in the best conditions and prices to local and international periodicals and acquiring the best conditions and prices.

3. Authorize University employees or others in estimated cases to purchase information storage materials with a value not exceeding 1000 Jordanian Dinars from outside the Kingdom.

B. In case the value of the requested information storage materials exceeds 5000 Jordanian Dinars but does not exceed 10,000 Jordanian Dinars then it is purchased by a decision made by the President in accordance with the recommendation made by the (sub-bids and office supplies) committee which is formed by the President and consists of three University employees.

C. Special libraries, manuscripts, series and old periodicals which have a value exceeding 1000 Jordanian Dinars are purchased under a decision of a committee formed by the President consisting of 3 experts in the requested materials from or outside the University. The decisions of this committee are subject to ratification of the President.

D. In case the estimated cost of the requested information storage materials exceeds 10,000 Jordanian Dinars then they are purchased through the committee in accordance with the provisions of this Regulation.

Article (9) A committee formed by the library director, consisting of 3 of the its employees is responsible for receiving information storage materials, with a cost value not exceeding 1000 Jordanian Dinars, which are supplied for the library. In case the cost value exceeds 1000 Jordanian Dinars then a committee of three members, formed by the President in accordance with the recommendation of the library director, is responsible for receiving the supplies. Every committee receives supplies in accordance with the conditions, specifications and all matters contained in the tender awarding
decision as well as concluded contracts and agreements and related decisions.

| Article (10) | Information storage materials that have more than three copies in the University library may be given away as gifts to public welfare institutions and cultural organizations in accordance with the following powers:
|             | A. The library director may gift no more than 25 different titles and one copy per title to one party. The value of the gifted titles in this case should not exceed 100 Jordanian Dinar at one time. The value of gifts should not exceed 1000 Jordanian Dinars a year.
|             | B. The President may, in accordance with the recommendation of the library director, gift no more than 250 different titles and one copy per title. The value of the gifted titles in this case should not exceed 1000 Jordanian Dinars. The value of gifts should not exceed 5000 Jordanian Dinars a year.
|             | C. In case the number of the titles to be gifted exceeds 250 different titles then they are gifted in accordance with a decision made by the council.

| Article (11) | A. Non-restorable information storage materials are destroyed, their entry numbers and entry numbers of lost information storage materials deleted in accordance with the following rules and powers:
|             | 1. Decision made by the library director, in accordance with a prior written recommendation from a committee formed by the library director consisting of 3 of its employees, if the original value of the information storage materials to be destroyed or lost does not exceed 250 Jordanian Dinars.
|             | 2. Decision made by the President, in accordance with a prior written recommendation from a committee formed by the President and headed by the library director and consisting of 2 University employees, if the original value of the information storage materials to be destroyed or lost does not exceed 5000 Jordanian Dinars.
3. A decision made by the Bard of Deans, in accordance with a prior written recommendation from a committee formed by the board, if the original value of the information storage materials to be destroyed or lost exceeds 5000 Jordanian Dinars.

B. A committee formed by the President of 3 University employees, who have not participated in any of the committees listed in paragraph (A) of this article, supervises the process in which the information storage materials are destroyed.

<table>
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<tr>
<th>Article (12)</th>
<th>Engineering Department or the Department of Maintenance in the University holds the following tasks and powers:</th>
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<tbody>
<tr>
<td>A.</td>
<td>Executing University works.</td>
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<tr>
<td>B.</td>
<td>Conducting studies, preparing charts, supervising works carried out by contractors and monitoring its execution directly by the department or in conjunction with other contractors or consultants when necessary.</td>
</tr>
<tr>
<td>C.</td>
<td>Examining University works and receiving them directly by the department or in conjunction with consultants when necessary.</td>
</tr>
<tr>
<td>D.</td>
<td>Preserving documents, charts and maps of University land and its building, facilities and works.</td>
</tr>
<tr>
<td>E.</td>
<td>Operating, maintaining, rehabilitating University facilities and equipment. In addition to executing projects either directly or through contractors in accordance with the powers listed in this regulation.</td>
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<tr>
<th>Article (13)</th>
<th>University works are executed in accordance with the provisions of this Regulation in one of the following ways:</th>
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<tbody>
<tr>
<td>A.</td>
<td>Direct execution by the engineering department or department of maintenance.</td>
</tr>
<tr>
<td>B.</td>
<td>Tenders.</td>
</tr>
<tr>
<td>C.</td>
<td>Soliciting offers.</td>
</tr>
<tr>
<td>D.</td>
<td>Direct concessions.</td>
</tr>
</tbody>
</table>

| Article (14) | Works execution requests are submitted to the engineering department or department of maintenance. Works which cost exceeds 500 Jordanian |
Dinar are executed upon the submittal of a request by the President, dean, director or their representatives.

| Article (15) | A. Works are executed by soliciting at least three offers. Obtaining the best prices, conditions and quality should be taken into account upon awarding the offer, in accordance with the following powers:  

1. A decision by the director of the engineering department or department of maintenance if the cost of the works does not exceed 3000 Jordanian Dinars.  

2. A decision by the dean or director in accordance with the recommendation of the committee mentioned in paragraph (b) of this Article if the cost of the works does not exceed 5000 Jordanian Dinars.  

3. A decision by the President in accordance with the recommendation of the committee mentioned in paragraph (b) of this Article if the cost of the works exceeds 5000 Jordanian Dinars but does not exceed 20,000 Jordanian Dinars.  

B. Pursuant to the provisions of Clauses (2) and (3) of paragraph (a) in this Article, the President shall form a sub-works tender committee that operates for a period of one year and consists of a representative of each of the department of finance, department of engineering, department of maintenance and the school or department concerned with the execution of the requested works. The committee holds its meetings in the presence of all of its members and makes its decisions unanimously or by majority by making recommendations to the board of directors competent with the power to execute the works by majority.  

C. In case the cost of the requested works exceeds 20,000 Jordanian Dinars then they are carried out through the committee by using a tender in accordance with the provisions of this Regulation.  

| Article (16) | A. A committee named (The Central Tender Committee) shall be formed in the University and shall be headed by one of the vice Presidents or |
assistants assigned by the President, with membership of:

1. The director of the University’s department of finance.
2. The director of the University’s engineering department.
3. The director of the University’s department of maintenance.
4. The director of supplies and tenders in the University.
5. The dean or director of the concerned department or their representatives provided that one of them has technical competence.
6. Two University employees assigned by the President for a renewable period of one year provided that one of them has technical specialty.

B. The President assigns one of the members of the committee as its vice President in accordance with a recommendation made by the President of the committee.

C. The committee shall hold its meetings at the invitation of its President whenever the need arises and shall constitute a quorum for its meetings in the presence of at least five of its members provided that the President of the committee, the vice President, the concerned dean or director or either of their representatives from the members are present. The committee takes its decisions unanimously or by a majority of its members.

D. The President assigns a full-time secretary for the committee from the University employees. The secretary is responsible for keeping entries, documents and files over the committee’s work, tenders and the related transactions. The secretary is also responsible for checking tender forms and their advertisement, duration and annexes and publicizes advertisements and follows them up. The secretary also verifies that the advertisements are published before opening the tenders. The President assigns a sufficient number of employees to assist the secretary if necessary.

| Article (17) | A. The committee shall be responsible for purchasing supplies and |
information storage materials with an estimated value or cost exceeding 10,000 Jordanian Dinars and executing works with an estimated value or cost exceeding 20,000 Jordanian dinars through tenders it posts according to the rules and procedures listed in this Regulation. The committee’s decisions shall be subject to ratification in accordance with the following:

1. If the value of the supplies or the information storage materials or the cost of works in the awarding decision does not exceed 75,000 Jordanian Dinars then it is ratified by the President.

2. If the value of the supplies or the information storage materials or the cost of works in the awarding decision exceeds 75,000 Jordanian Dinars but does not exceed 500,000 Jordanian Dinars then it is ratified by the council.

3. If the value of the supplies or the information storage materials or the cost of works in the awarding decision exceeds 500,000 Jordanian Dinars then it is ratified by the Board of Trustees.

B. The committee sends its decision to refer any tender to the authorized party to be ratified, in accordance with the provisions of this Article, within a period of 14 days from the day of issuance accompanied with reports including any studies of the tender, if available. The authorized party should issue its decision within 30 days from the day the awarding is received.

| Article (18) | Subject to supply purchasing board of directors and the parties competent in it, supply purchasing procedures are carried out through posting a tender. The purchase of supplies is permitted in either of these two methods:

A. Soliciting offers in the following cases:

1. In case of an emergency need for the supplies that is difficult to predict or unpredictable and does not allow a tender.

2. If there is no more than three sellers, manufacturers or suppliers for the required supplies. |
3. If the value of the supplies to be purchased does not exceed 5000 Jordanian Dinars.

4. If the number of applicants who have applied to the tender is not sufficient or suitable for the offer and the party that has posted the tender is convinced that it is important to purchase supplies by soliciting offers.

B. Direct purchase of supplies through negotiating with their sellers, manufacturers or suppliers in the following situations:

1. If the prices of the requested supplies are fixed by the official authorities.

2. If the supplies are requested to deal with a general emergency case that does not allow the procedures of a tender or offer solicitation and is done at the request of the President.

3. If the supplies may only be obtained from only one source.

4. If the supplies requested are spare parts, complimentary parts or tools that are not available at more than one source in the same quality based on the report of the technical specialists and experts.

5. The purchase of scientific material such as films, manuscripts and the like.

6. If the purpose of the supplies to be purchased is to unify the brand, lessen the variety in the University or to save money buying spare parts for different brands. This kind of purchase it is carried out based upon the President’s request.

7. Purchasing services including maintenance works, fixing, replacing or examining without the workload being known at the time of the purchase.

8. If a tender is posted or an offer is solicited but obtaining a suitable offer through either of them is not possible, prices are not reasonable or when not all the requested supplies are received.

9. When a legal text or an international agreement is present that makes buying supplies directly mandatory.
### Article (19)

A. Supplies and information storage materials are delivered and works are executed in accordance with general conditions decided for this purpose by the committee. These conditions include how to pay for the supplies and materials or the cost of work, the procedures of receiving them from contractors, extending the delivery period, setting fines for belated delivery of supplies or execution and the terms of exemption from these fees whether completely or partially, prices of tender copies and other matters relating to operational procedures for tenders that the committee or other committees awards.

B. General and specific tender conditions are attached with offers. These conditions are considered a part of the contract concluded with the contractors.

### Offering Tenders and Awarding

#### Article (20)

| If the value of the tender is less than half a million Jordanian Dinar then it is posted before a period of not less than fifteen days from the deadline of its opening. If its value exceeds half a million Jordanian Dinars then it is posted before a period of one month from the deadline of its opening and the advertisement should be published for one day in at least two daily, local newspapers and should also contain the conditions and the procedures regarding the tender including the type of supplies, information storage materials or the required works and their exact specifications, the period in which offers may be made, the insurances that should be submitted by every participant in the tender and tender copying fees. |

#### Article (21)

| A. When offering a tender it is taken into consideration that its terms, specifications and procedures realize the concept of competition for the qualified parties capable of maintaining the obligations stated in the tender as well as providing sufficient amount of time for the parties to study the tender’s documents and give an offer. Local products are given an advantage as much possible as long as they fit the specifications and delivery dates of the tender. Their prices should |
be calculated according to the official currency rate difference. If this is not possible then the advantage, within those terms, is for the supplies presented to the bidder residing permanently in the Kingdom.

B. No party in the University may divide requested similar supplies into multiple transactions during the fiscal year in accordance with the provisions of this Regulation. Parties should specify their yearly need of supplies by the first day of April of that year in order to be delivered by the department of supplies in one transaction in accordance with the provisions of this Regulation.

| Article (22) | All documents concerning tenders, contracts, agreements concluded about them and all related documents, transactions and correspondences should be in Arabic. The committee may approve manuscripts, specifications and technical reports concerning tenders in English if they may not be presented for technical reasons in Arabic. |

| Article (23) | A. A box is allocated in accordance with the model chosen by the committee and kept with its President. The box contains tender offers and has three different locks with 3 different keys. Each of the President of the committee, director of supplies and the director of the department of finance holds a key. The box is only opened when the quorum is present on the scheduled date to open tenders.  
B. The participants in the tender 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 at least one day prior to the scheduled tender opening day. |

| Article (24) | A. Subject to the provisions of paragraph (b) of this Article, any tender participant should provide the committee with a bank guarantee in the amount of not less than 2% of the value of the offer made, 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.

B. The committee may increase or decrease the guarantee or insurance percentage mentioned in paragraph (a) of this Article. The committee may also not require a guarantee or insurance in any tender or provide a lump sum. The committee may exempt participants in any tender that are from outside the Kingdom from providing a guarantee.

| Article (25) | A. The tender box is opened as scheduled with the presence of the quorum of the committee and the offer envelopes are unsealed and the prices offered in them are read out loud by the President of the committee or any of the members he designates. 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. The summary is then signed by the committee.  
B. The committee invites the participants to the offer opening session. The participants may not participate in the work of the commission or interfere in it in any way possible which includes objecting on any action taken or making remarks about it.  
C. The committee may postpone opening tender offers for a period not exceeding seven days after the scheduled opening. The box should be opened, offers counted and authenticated in a record and he reasons for postponing should be declared. |
| Article (26) | A. In case a tender receives less than 3 offers then the committee should return the offers to their owners unopened and advertise the tender once again. In case the offers received after the second advertisement equal two or less then the committee may open the offers. If the committee believes that the last offers are not suitable for any reason possible, for example: the prices and terms stated in the last offers are |
not reasonable or acceptable or the offer documents are incomplete and could not be completed, then the committee should raise the matter to the party authorized to ratify the committee’s decision. That party may, in accordance with the recommendation of the committee, approve the cancellation of the tender and mandate the committee to purchase supplies, materials or execute scheduled works through direct concession after negotiating with the contractors for the best prices and terms.

B. 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 the committee (for reasons the committee states in its decision) that the supplies, information storage materials or requested works are traded, offered or carried out only by the two participants in the tender.

| Article (27) | A. The committee should 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. If the committee finds the prices offered in any tender expensive or do not fit the estimated expenses set for supplies, information storage materials or requested works then the committee should follow one of the following procedures after taking the President’s approval on the chosen procedure in accordance with the provisions of this Regulations:
  1. Direct negotiation with the owner of the offer closest to the estimated expenses and owners that follow in order to lower their prices to the amount by which the committee deems appropriate.
  2. Cancel the tender and negotiate directly with the participants or others in order to obtain suitable prices and terms and directly purchasing the supplies, information storage materials or required |
works under those prices and conditions.

3. Repost the tender.

C. The decisions issued by the committee are subject, under Clauses (1), (2) and (3) of paragraph (b) of this Article, to ratification by the competent party in accordance with the provisions of this Regulation.

| Article (28) | The committee may ask the assistance of one competent expert or technician or more that work in the University or others in studying any tenders or the offers submitted or any other subject that falls under its specialty in accordance with the provisions of this Regulation. A allowance is disbursed, in accordance with the recommendation of the committee, to the expert or technician, its amount is decided by the President. The expert or technician may not contact any of the stakeholders in the tender or topic who he/she is commissioned to study or discuss unless the committee or the designated members are present and therefore subject to legal liability. |
| Article (29) | The offer that is submitted after the scheduled date and time is not acceptable. In order to accept an offer, it should be signed and sealed by the applicant or his/her legal representative under an authorization that should be attached to the tender in exchange for notice of receipt. |
| Article (30) | A. University employees or board members may not participate in any University tender, award it or provide supplies, information storage materials or execute University works and are subject to legal and disciplinary liability.

B. Contractors are forbidden from including, directly or indirectly, in the tender submitted to the University any of its employees or board members and are subject to legal and disciplinary liability.

C. No person, including board members, may participate in issuing a decision of awarding of any University tender or purchase supplies, information storage materials or execute works if he/she is related to one of the assigned contractors until third degree relatives.

D. The University may purchase literary and artistic property, books and
| Article (31) | A. The contractor, who the tender has been awarded to, is informed within a period not exceeding seven days from the date of its ratification by the authorized party. The signature of the contractor or his/her legal representative should be obtained. If the contractor may not be informed, in this method then the committee may inform him/her using registered mail or any other method he/she states in his/her offer and therefore the contractor is considered notified.  
B. The contractor, who the tender has been awarded to, should provide a valid performance bond in the period specified in the awarding decision equivalent to 10 percent of its value or cost. The sum may be accepted in cash in return for an official receipt.  
C. The director of the department of finance in the University keeps the guarantees and insurances provided by the contractor who the tender has been awarded to as well as the performance and maintenance bond. 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.  
D. The samples that were provided by the contact or who the tender has been awarded to are kept with the committee’s secretary. The other samples are returned to their owners if not stated otherwise and become a property of the University if not claimed back within a month from the date of the awarding announcement and are added to the restrictions and records of the University according to the applicable official principals. |
| Article(32) | A. The person, who the tender has been awarded to should sign a contract to execute it in accordance with the decided terms and decided specifications for the supplies, information storage materials and requested works. The contract should contain the terms, specifications |
and other information stated in the tender invitation and attached manuscripts. The procedures and provisions stated in this regulation are considered a part of the contract.

B. 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. The committee’s approval should be ratified by the party that endorsed the previous awarding decision.

| Article (33) | 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 is considered, in accordance with the provisions of this Regulation, to have declined. The insurance or guarantee he/she 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 (27) of this Regulation. The committee may also cancel the tender and repost it. In both cases the contractor who declined should be fined the price difference, any sums or other damages to the University as a result of declining. The contractor who declines is forbidden from participating in University tenders for a period not less than one year. |
| Article (34) | A. If the contractor fails to execute the tender fully or partially or breaks any of the terms in the contract then the committee shall have the right to take any of the follow action against him/her:

1. Confiscating the guarantee provided by the contractor or a part of it in order to insure execution and restricting it as income for the University. This also applies to the insurance that was provided by the contractor in cash when participating in the tender.

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 in addition to any other |
If there is no price difference then the contractor is fined 10% of the value of the supplies the contractor failed to deliver, added to it any other direct or indirect expenses that are covered by the University.

3. Terminate the contract and demand compensation.

4. Forbidding the contractor who is behind on execution from participating in University tenders for a period not less than two years.

B. The committee takes any of the procedures mentioned in this article and Article (33) of this Regulation 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 (35) | A. In case supplies and information storage materials may not be purchased from the local markets for their unavailability when it comes to quantity, kind or quality or in case they could not be imported. When the nature of the unavailable supplies or office materials is of importance and should be provided in a limited period of time and it is in the benefit of the University to be purchased directly from outside markets in accordance with the recommendation of the committee per the following procedures and powers:

1. With the President’s approval: in this case the purchasing is carried out by a committee, formed by the President, of two University employees if the value of the supplies or information storage materials to be purchased does not exceed 20,000 Jordanian Dinar.

2. With the council’s approval: in this case the purchasing is carried out by a committee, formed by the President, of three University employees if the value of the supplies or information storage materials to be purchased exceeds 20,000 Jordanian Dinar but does not exceed 100,000 Jordanian Dinars. |
3. With the approval of the Board of Trustees: in this case the purchasing is carried out by a committee, formed by the President, of three University employees if the value of the supplies or information storage materials to be purchased exceeds 100,000 Jordanian Dinar.

B. The decisions of the committees previously stipulated in this Article are final within the limited of the powers vested in them.

C. The University may purchase supplies, books, device or any other materials from German markets if it is in the University’s interest provided that clauses (1), (2) and (3) of paragraph (a) of this article are observed.

| Article (36) | A. The President may, in accordance with the recommendation of the committee, approve the addition of the following to the tender invitation and the execution terms contract:
|             | 1. Increasing or decreasing the amount of any supplies, information storage materials or works that are to be delivered or executed for the University in accordance with a tender posted per the provisions of this Regulation provided that the prices of the increased or decreased supplies or information storage materials are calculated according to their prices in the tender and that the total price of the increased or decreased amount does not exceed 25% of the price of the amount primarily requested in the original tender.
|             | 2. Coming to an agreement with the contractor, who University works are awarded to, to execute extra works, which were not listed in the tender but have a direct relation with the works requested in it or reducing the requested works. The cost of the increased or decreased works should not exceed 25% of the total value of the original tender.
|             | B. Notwithstanding the provisions of paragraph (a) of this Article, the due approval of the committee on the increase or decrease before the
contractor executes is needed. In case of increase then the needed allocations should be available.

C. In case the total value or the cost of increasing listed in any of the Clauses (1) or (2) of paragraph (a) of this Article exceeds 25% of the total value or cost of the original tender then it should be approved by the same party that approved the tender awarding decision as well as the financial allocations needed for the increase should be available.

<table>
<thead>
<tr>
<th><strong>Receiving Supplies and Works</strong></th>
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<tbody>
<tr>
<td><strong>Article (37)</strong></td>
</tr>
<tr>
<td>A. The President forms a committee or more to receive supplies and works for the University which are delivered or executed in accordance with a tender as well as receiving aid or donations given to the University.</td>
</tr>
<tr>
<td>B. Supplies and works which are purchased and executed directly are received by a committee or more formed by the competent dean or director as appropriate.</td>
</tr>
<tr>
<td>C. The tender committees may designate one or more specialized and experienced University employees or others to inspect the supplies or information storage materials before it is received as to determine its conformity with the tender specifications.</td>
</tr>
<tr>
<td><strong>Article (38)</strong></td>
</tr>
<tr>
<td>A. The committee formed to receive supplies, information storage materials or works for the University should, in accordance with the provisions of this Regulation, prepare a record of the delivery within a period of time not exceeding 14 days from the day the supplies, office materials or works were received. The contractor is given a copy of the record after obtaining his/her signature. The committee may refuse to receive any of the supplies, information storage materials or works if they partially or fully violate the decided specifications and 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 to the University.</td>
</tr>
<tr>
<td>B. If the receiving of supplies, information storage materials or works is</td>
</tr>
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</table>
denied for its violation of the determined specifications and terms then the committee responsible for receiving should inform the contractor of its decision. The contacter 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.

C. The supplies, information storage materials or works delivered to University that have yet been received by the committee are considered as trusts. The supplies or information storage materials 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.

D. 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 14 days from the day he/she signed the receiving record unless it is necessary for the supplies to be withdrawn before that period. 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 it withdrawal or destruction if necessary.

<table>
<thead>
<tr>
<th>Article (39)</th>
<th>The contractor who delivers supplies or works, in accordance with any tender, should provide maintenance warranty or a warranty ensuring good manufacturing after being used. The warranty should be equivalent of 5% of its value if the supplies and works require it. The warranty should be valid for the period determined in the tender awarding decision.</th>
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**Supplies input, output, dispensing, selling, exchanging, gifting, removing and inventorying**

| Article (40) | A. The supplies are entered in the warehouse restrictions immediately |
after they have been received in accordance with the duly signed, specific entering document which is enforced with the receiving record, supply purchase order and the receipt, shipping bill or gifting decision.

B. The supplies expendable with the immediate use which value does not exceed 100 Jordanian Dinar are not registered in the warehouse logs but should be registered on a bill specific for those supplies, certifying their nature and signed by the person who issued the order of their purchasing.

| Article (42) | Supplies that are not needed by the University are sold with the President’s approval through a committee, consisting of three University employees he/she forms for this purpose. This committee sells these supplies in whatever way it perceives as suitable according to the following provisions:
A. With the approval of the director of supplies if the estimated value of the supplies does not exceed 2000 Jordanian Dinars.
B. With the approval of the President if the estimated value of the supplies exceeds 2000 Jordanian Dinars but does not exceed 15,000 Jordanian Dinars.
C. With the board’s approval if the estimated value of the supplies exceeds 15,000 Jordanian Dinars. |
| Article (43) | The University’s agricultural and industrial products as well as crafts that are specified by the President are sold in accordance with instructions he/she issues for this specific purpose. |
| Article (44) | Subject to the provisions of Articles (4) and (8) of this Regulation, the University may, with the approval of the President, exchange the available supplies and materials with any other supplies or materials required by the nature of use and necessitated by the interests of the University. |
| Article (45) | A. University supplies are gifted to institutions and cultural organizations of public welfare per the following powers: |
| Article (46) | 1. With the President’s decision: if the value of the supplies to be gifted does not exceed 1000 Jordanian Dinars at once provided that the total value of the supplies gifted under this method does not exceed 5000 Jordanian Dinars a year.  
2. With the board’s decision: if the value of the supplies exceeds 1000 Jordanian Dinars but does not exceed 5000 Jordanian Dinars provided that the total value of the supplies gifted under this method does not exceed 10,000 Jordanian Dinars a year.  
3. With the decision of the Board of Trustees: if the value of the supplies to be gifted exceeds 5000 Jordanian Dinars at once.  
B. The President may present gifts to University guests and delegations and other parties that University officials visit during their trips outside of the Kingdom. |
| A. Unusable supplies are destroyed and their restrictions are deleted as well as the restrictions of lost supplies in accordance with the following powers and provisions:  
1. With the dean or the director’s decision as appropriate: if the supplies require immediate destruction with a value not exceeding 300 Jordanian Dinars provided that the destruction decision is presented to the President along with a statement of the materials that have been destroyed and the reasons for their destruction.  
2. With the decision of the director of supplies: based on a causative recommendation made by a committee headed by the director of supplies along with two University employees assigned by the President. That is if the original value of the supplies lost or to be destroyed does not exceed 1500 Jordanian Dinars.  
3. With the President’s decision: based on a reasoned recommendation made by a committee formed by him/her for this purpose. This committee is headed by the dean or director whose school or department own the supplies and two University employees provided that one of them is employed by the |
department of supplies. That is if the original value of the supplies lost or to be destroyed does not exceed 5000 Jordanian Dinars.

4. With the board’s decision: based on a causative recommendation made by the committee stipulated in Clause (3) of this Article. That is if the original value of the supplies lost or to be destroyed exceeds 5000 Jordanian Dinars.

B. Unusable supplies are destroyed by a committee formed by the President. The committee consists of a representative from the department of supplies as its President and a representative from the department of finance and the party to whom the supplies to be destroyed belong to.

| Article (47) | The documents of output supplies that have been used in selling, gifting or destroying are organized in accordance with the provisions of this Regulation. It is pointed out in these documents the method in which the supplies have been disbursed then these supplies are deleted from the restrictions in accordance with the applicable procedures and principles. |

**Supervising and Monitoring Supplies**

| Article (48) | A. If any warehouse keeper is transferred then the supplies present in his/her warehouse are handed to the new warehouse keeper in accordance with inventories matching the restrictions of the warehouse or the official restrictions of those supplies. The inventories should be signed by both parties and their signatures ratified directly by the President.  

B. If the handing 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. The committee hands the warehouse to the new keeper in accordance with the inventories it organized.  

C. Conducting any erasing, scratching or deletion on books, documents, applications or documents related to supplies and office materials is forbidden as well as doing any addition to them or among the |
documents related to supplies and office materials or doing any addition to them or between its lines. 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 person who delivered or received the supplies or office materials which had a mistake in their restriction.

D. In case of any increase or decrease in any of the handing operations or inventory stipulated in this article then independent manifests are prepared and signed by all the people who participated in them.

E. The inventory report is provided to the competent dean or director for the appropriate action to be taken on it.

| Article (49) | A. The dean or director is responsible for the supplies that has been disbursed to his/her school, department or center. The dean or director is also responsible for monitoring the supplies and the way they are used, benefitting from them for their intended purposes and providing the needed security measures to protect school, unit, department and center assets.

B. All University employees should discharge themselves from the liability disbursed to them in case of their transfer from one school to another or one department to another inside the University or in case of obtaining unpaid annual leave, being delegated on an assignment or being fully dedicated for education outside the Kingdom. |

| Article (50) | All warehouses 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 provided that the University covers all the fees incurred on those guarantees. |

| Article (51) | 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 Jordanian Dinars then the President should form a committee to investigate the matter. The committee’s results are |
submitted to the President to take the appropriate decision in order to preserve University money. If their value or cost does not exceed 100 Jordanian Dinars then the competent dean or director is responsible for the taking the appropriate decision regarding the matter.

| Article (52) | Movable and immovable University funds are rented out if it was in surplus or intended for rental or investment. These types of funds are rented to cover University needs in accordance with the term and instructions issued by the board for this purpose. |
| Article (53) | The President issues instructions regarding the tasks and powers of warehouse keepers, inventorying University supplies and assets. |
| Article (54) | The President determines the party authorized to sign on behalf of the University on the contracts, the agreements prepared to execute the decisions of the committee and the sub committees listed in this Regulation. |
| Article (55) | The President may delegate any of his/her authorities stipulated in this Regulations to any of the University employees provided that the delegation is written and specific. |
| Article (56) | The provisions of the supply Regulation applicable in ministries and governmental departments and the instructions issued accordingly are adopted in situations not mentioned in this regulation. |
| Article (57) | The board issues the necessary instructions to execute the provisions of this Regulation. |
The Executive Instructions for the Works and Supplies
Regulation at the German Jordanian University

Issued by the Provisions of the Articles (4, 37, 41, 51) of the
Works and Supplies Regulation No. 107 of 2007

| Article (1) | Unless the context indicates otherwise, The following words and phrases shall have designated meanings in this form: University : The German Jordanian University President: The president of the German Jordanian university Dean: A Dean in the German Jordanian University Department: The department of supplies Manager: The department manager in the University Warehouse: Any place inside or outside the campus that the University sets for keeping its supplies Warehouse keeper: Each employee in the University that is hired to distribute or save the supplies that are in warehouse he works in. Main warehouse: The warehouse that is directly connected to the department administratively and technically Sub-warehouse: The warehouse that is connected to the deanships, units, administrative departments, and the centers in the University |

| Article (2) | When providing the supplies purchasing request the following should be taken into consideration: A. Making sure that the requested supplies are not available in the Universities warehouses and that these supplies are necessary for the work flow B. If the estimated cost for the needed supplies is more than 10,000 Dinars, the supplies purchase request shall be submitted to the University President or to the vice president. if the estimated cost was less than 10,000 Dinars the request shall be submitted to the manager |
of Central Supplies Department provided that the request should be submitted before a sufficient time in order to do the necessary purchasing procedures.

C. The request should include full description for the needed supplies in order to achieve the sense of competition when conducting the purchasing.

D. Determine the estimated cost for the needed supplies.

E. The request should be signed according to authorities stipulated in the Regulation.

Article (3)

The dean/the department manager shall determine the financial provisions for the deanship or the department in the University’s Budget. The financial department and the supplies department shall be informed with the provisions in order to abide by it and to take the right actions for it.

Article (4)

The supplies for work shall be purchased according to the authorities stipulated in Article 4 of the Supplies Regulation No. 107 of 2007 with taking the following into consideration:

A. Partition of similar supplies to multiple deals within the year is not acceptable.

B. Not to repurchase any supplies that the University purchased from tenders such as stationary, furniture, devices, equipments, tools, construction material and so on.

Article (5)

A. Based on Article (4.B) concerning the formation of the procurement subcommittees, the committee should forward the recommendations through the chief procurement officer to the dean for adoption and authentication.

B. According to the recommendations submitted by the manager of the supplies department, the president shall appoint a secretary to the committee to take charge of keeping a record of the committee's activity, as well as all the files and documents related, checking the tender proposals samples and their advertisements as well as the duration of the advertisements and all related attachments, publishing
and following up with advertisements to verify that the publication
process is complete before opening the offers.

C. The committee shall collect a sufficient number of offers either by
announcing the tender proposals in at least two of the daily
newspapers, or by attracting the required number of offers from
bidders with expertise in the local and international markets without
advertising in the newspaper if required.

D. The tender offers shall be kept in a safe box that matches the model
provided by the committee. There should be three keys to the safe
box, each kept with the representative of the supplies department, the
representative of the finance department and the committee's
secretary. The safe box should only be unlocked at the time of
opening the offers and in the presence of all members.

E. The committee shall adhere to the offers which they decide are the
best. In order for an offer to be chosen among the best offers it should
meet the terms of the proposals, with the most suitable prices taking
into account the quality required and the possibility of fulfilling the
project within the time period specified and the ability of the
participant to do the work required by the terms and conditions.

Article (6) The following should be taken into account when applying a request for
the execution of services/ tasks:

A. The execution request should be submitted directly at the
department of engineering/maintenance ahead of the outset date, in
order to have more time for the process to be carried out.

B. A sufficient description for the required task should be provided.

C. The estimated value of the required task should be determined.

D. In accordance with the authorities provided in Articles (13, 14,
and 15) from the services and supplies regulation, a prior consent
should be taken ahead of the request of execution.

E. Retention of the required financial allocation

Article (7) A. The president shall form a committee to complete the procedures of
The president forms a committee for supplies and works as follows:

A. Committee for receiving works:
   - The Dean / Director of the unit. Which can be represented by a
deputy or assistant?

- An architect.
- A civil engineer.
- An electrical engineer (if the work includes electrical works).
- Mechanical engineer (if the works include mechanical works).

Engineers mentioned above are named by the head of the engineering department.

B. Committees for receiving supplies:

1. Committee of receiving the scientific and medical supplies and laboratory supplies:
   - A representative of the Supplies Department.
   - Warehouse keeper.
   - A representative of the Dean / Director of the administrative supplies department with expertise in the imported supplies.
     The representative should be appointed by the Dean / Director.

2. Committee of receiving furniture and building materials and maintenance supplies:
   - A representative of the Supplies Department.
   - Warehouse keeper.
   - A representative of the Engineering / Maintenance Department if required.
   - Craftsman from the Engineering / Maintenance with expertise in the imported supplies.

3. Committee of receiving food supply:
   - A representative of the Supplies Department.
   - Warehouse keeper.
   - A specialized representative of the Department of Services.

4. Committee of receiving fuels:
   - A representative of the Supplies department.
   - A representative of the financial department.
   - A representative of the maintenance department.
5. Committee of receiving other supplies:
   ▪ A representative of the Supplies department.
   ▪ Warehouse keeper.
   ▪ Dean delegate/ representative of the department.
   ▪ A specialized member appointed by the dean.

Second: Each committee has the right to hire specialists or technicians from inside or outside the University after the approval of the university president.

Third: Each committee is in charge of receiving the supplies according to the specific plans, terms and conditions made in the purchasing decision.

Fourth: a representative from the Audit Bureau is to participate in each committee. The representative should be an engineer in the works receiving committee.

Fifth:
A. The works committees should deliver reports and minutes of delivery to the president.
B. The works committees should deliver reports and minutes of receipt through the head of the supplies department to the department that issued the purchasing decision.

Article (9) Procedures to be followed at the delivery of supplies and its entry, saving, cashing and inventory:

**First: Receiving Supplies**

1. All supplies delivered to the university should be received at the supplies department's warehouses for examination, checking, counting, and ensuring compliance with the required specifications which the supplies were bought according to.

2. For the inability of receiving the supplies at the warehouses of the department, supplies may be received outside the warehouses in accordance with the procedures mentioned above in section (1) if required. The reasons for the inability of receiving the supplies at the
warehouses may be because of the nature of the supplies or the urgent need for them to be installed and operated in places allocated at the University, for the delay might harm the University and cause loss. Or because of the distance between the warehouse and the places allocated for the supplies.

3. According to the authorities stipulated in the supplies and works regulation, members who are authorized to purchase materials, whether they were members of the supplies department or representatives of the deanship and other departments, shall receive the materials and deliver them to the university's warehouse for examination, checking and taking all the required information of the supplies. Invoices should include the signature and name of the member in charge of purchasing, receiving and delivering the supplies to the warehouse to prove that this member was in charge of the process. The previous excludes invoices of miscellaneous advances which are purchased for urgent and compelling needs, where is the signature of the person or people in charge counts as a confirmation of receiving or usage of the supply for the purpose which it is purchased for. The mentioned invoices are acknowledged by the dean or the director in charge for full briefing and knowledge of these supplies.

4. Supplies should be delivered to the keeper of the receiving warehouse (deposit office) which shall in turn prepare a primary receiving report that includes the basic information about the supplies, check the number, the condition of the packages as well as the date, day and time of importing. The warehouse keeper shall also sign a receiving report of the supplies as a primary conformation until the arrival of the receiving committee under the condition that the imported supplies should match the description on the packing invoice or the receiving report or any other attached document. A copy of the report should be sent to all concerned departments.

5. The supplies should be transferred from the (deposit office) to the
competent warehouse keeper who shall in turn revise and check the purchasing decisions and along with the attached statements in order to collect all the required information for the receiving process.

6. The warehouse keeper should inform the members of the receiving committee to attend the arrival of the supplies and receive them, by sending a notification to the concerned committee and follow it up by a phone call in a 24 hour period from the importing date and document the phone call in a written form mentioning the contacted person.

7. The supplies should only be received at the presence of all members of the receiving committee. In case of absence of the concerned supplies department's representative, the dean or the concerned director may depute a person to replace the absent member under the condition that the new deputy should have sufficient knowledge and experience in the imported supplies.

8. The concerned warehouse keeper shall inform her/his direct manager about any supply of which invoice is received but not the supply itself, especially the ones that are expected to arrive at the warehouse, in order for her/him to inform the director of the supplies department about such contravention.

9. The receiving committee should prepare a receiving report that includes detailed information about the supplies. The report should be flawless and clearly hand written.
   All the following data should be included in the report:
   (The name of the importer and the imported supply, the importing date, the value of the imported supply, accreditation number, the date and number of the invoice, the actual date of receipt, the date of installation and operation if possible, and the phrase" prices are exempted or fees included)

10. The number, value and name of the supplies which are damaged, lost or do not meet the required specifications generally or partially should be
recorded.

11. The opinion and recommendations made by the receiving committee should be mentioned clearly, along with the rational justifications for which the odd supplies were accepted and assess the benefits and damage that it would do to the University.

12. In case of disagreement between the members of the receiving committee, the final decision shall be made by the department that issued the purchasing decision.

13. The supply committee may submit to the quotations (preformed invoice) for receiving and inserting supplies in the case of the foreign companies not sending the invoices, or the case of sending supplies along with official letters confirming that the company supplies specifications are as presented on the original offer under the condition that the concerned department of purchasing the supplies acknowledges these offers or packing data based on the recommendation made by the director of the supply department.

**Second: Entry of Supplies:**

The warehouse keeper should perform the following procedures after the University receives the supplies:

1. Registering the supplies that goes in his/her warehouse on archives or warehouse cards using the official entry documents and bringing the official copies of bills, delivery receipts and entry documents to the following and receiving in a matter of two days after the procedure of its delivery has ended. He should inform his direct manager in writing of any situations that require a delay.

2. The following points should be taken in consideration when registering the supplies on archives or warehouse cards:
   
   A. Each item/items with similar specifications should be registered on a separate card or archive with its own stock number
   B. Each item should be registered with clear and full specifications
which are a clear indication of it. such as: measurements, shape, brand, model, serial number of the device, number of the producing company's catalog, and an illustration if required. Theses specifications are to be taken from the bills or buying orders and catalogs and from the actual seeing of the item.

C. Registering the Unit of the item such as: number, pair, dozen, gallon, liter, kilogram, meter, bottle, packet (includes ...), set (number of pieces...) and so on.

D. In each item of the entered supplies, the unit price should be registered.

E. The shelf number of the storage place in the warehouse should be registered.

F. Making sure that the numbers of the entry and exiting documents and its dates, its sources, to whom it was sent and when it was dated, and the accounts of the items right next to each item in the entry and exiting documents, are registered.

3. When organizing the entry documents, the following should be taken in consideration:

A. Making sure the required data are provided, including: the name of the provider, bill number and date, request number or buying order and so on.

B. Registering full and precise specifications for all entered items so it is the same as what was registered in the archive of the supplies card. The font should be clear and readable and taking into consideration that this document is an official document in which the warehouse keeper witnesses receiving the registered supplies and that all supplies were entered into the warehouse's archive and is under his custody and only he is responsible for it until it gets spent in the ways it was meant to be.

C. In case there was more than one warehouse keeper the responsibilities are shared regarding the items in the warehouse.
4. The official warehouse keeper should sign the entry document to prove that he/she is aware of the entry procedure within the terms and regulations and has all the necessary documents and papers. In addition, to prove that the document is legally organized. if any writing or counting errors were found The owner of the signature is the only one responsible in this case and is also responsible for the registered supplies. A copy of the entry document, the bill and the receiving document are to be sent to the official warehouse keeper and another copy should be saved in the purchases folder at the department of supplies.

**Third: Storage**

Each warehouse keeper should take the following matter into consideration when storing his supplies which were entered in the warehouse’s archive:

1. Sorting, classifying and storing supplies where each type is to be stored in a separate shelf or shelves or in one separate storing place.

2. Storing smaller supplies such as: stationery, prints, chemicals, glass tools, small appliances and any other supplies in organized shelves based on rows, units and columns and mentioning the storing location on a 3D archive or storing card.

3. Storing bigger supplies that are hard to be stored on shelves, in sorted groups individually and taking advantage of the vertical dimension to provide maximum space for storing vertically and horizontally while ensuring the safety of the supplies and the employees and the possibility to movement and leaving spaces between the stored groups for safety matters.

4. The supplies that were stored as mentioned before should be separated on the warehouse’s floor using insulating panels to keep it unharmed from humidity and water that might leak to the warehouse at any circumstances. All supplies and sensitive appliances that are infected by dust in places that are vulnerable to damaging need be
covered and wrapped with appropriate materials such as plastic and covers

5. The warehouse keeper should take into consideration all supplies that has entered the warehouse and should be stored on the first shall be out first method (FIFO) due to the fact that the supplies are affected by time which make it vulnerable to damage specially food supplies, canned food, chemicals, my core mediation materials, herbicides, agriculture pesticides, paper, paints, and camera supplies and so on. The warehouse keeper should also check his warehouse from time to time and checking the materials with an expiring date and need to inform whom it may concern or his manager before the expiration date of any item and try to use it to benefit from it before it is expired.

**Fourth: Discharge of Supplies**

1. He who requests the supplies should provide his request with the signature and the approval of the Dean or the manager according to the formal form set for this procedure

2. Requests for stationery, prints, ink and cleaning supplies are submitted once monthly while requests for other supplies should be submitted in advance that is long enough for its discharge

3. Supplies are discharged from the warehouse upon discharge documents signed by the warehouse keeper and by the receiver. The warehouse keeper should make sure the receiver’s full name is available fully and clearly with his signature along with the name of the deanship or department. Signatures of students and employees are not acceptable taking into consideration that this document which is considered the official document, exonerates the warehouse keeper from his/her responsibilities once the supplies are discharged

4. In urgent cases, purchased supplies are delivered to the receiver after its delivery according to the previously mentioned instructions. The warehouse should have a proof that proves the receiving of the
supplies through registering the receiver’s full name, signature, date of receiving on a bill or any type of document until the discharge document is signed later on.

5. Some Supplies of items require to be discharged as soon as it is requested. Waiting for the discharge document to be ready may obstruct whatever plans the receivers had, such supplies are: auto parts, maintenance supplies, ink and camera supplies, which are needed upon its delivery using any supply requests or any other document that lists the supplies and the number and its type and the location number. A copy should be saved until the official discharge document is ready and signed by the receiver.

6. The trustee should be provided with a copy of the discharge document which needs to be signed daily by its owners for the cause of registering the item as soon as possible.

7. The competent warehouse keeper shall supervise the discharge of supplies and checks the type and quantity of these supplies, whether the discharge was direct through warehouse employees, expiry dates, and trying to discharge the supplies before its expiry to benefit from it.

Fifth: Inventory of Supplies Count:

1. Inventory count for the University’s warehouses shall be done at the end of each year. Inventory count starts on the first day of December and ends at the end of December of the same year.

2. Based on the recommendations of the Department of supplies manager, the president hires who is responsible for supervising, coordinating and providing guidance for the annual inventory count committee before the beginning of the inventory count.

3. The formation of the Inventory count committees and choosing the inventory count style for the supplies that needs inventory count are decided by the president with the recommendation of the Supplies’ manager. Members of these committees are employees of the University.
and specialized in supplies and warehouses

4. All members of the committees shall sign inventory count statements and reports as required while providing their opinions and statements regarding supplies and warehouses inventory

5. In case of any disagreements between the members of the inventory count committees regarding any topic, the supervisor of these committees would settle the disagreements

6. In case of any shortage, it would be charged to the warehouse keeper’s account or the users who the supplies were registered in their personal custody provided their signatures are present on the official documents. In case there was any increment during inventory, the supplies are entered in the warehouse’s entries after discovering the reason for its occurring

7. Inventory count committees deliver its report to the president of the University through the committee’s coordinator and a copy is sent to the competent dean/manager and another copy to the department of supplies

| Article (10) | Received supplies valued more than one hundred thousand dinars are handled through internal delivery signed by the warehouse keeper and a deputy from the deanship or the administration department of supplies |
| Article (11) | The provisions of this Regulation are applied as long as it doesn’t interfere with the regulation of supplies and works that is applied at the German Jordanian University |
### Instructions for Executing Works at the German Jordanian University

**Issued by Article No. (57) Of the supplies and Works Regulation at the German Jordanian University. Regulation No. (107) of (2007)**

| Article (1) | These instructions are called: Instructions for executing operations at the German Jordanian University and shall come into force from the date of its adoption |
| Article (2) | A. The application for executing works are handed directly to the projects and buildings Unit at the University accompanied with the retention of the financial allocations with the estimated value and the approval of the president, the dean, or the manager or anyone assigned by them in additions to providing a clear description of the work that’s required to be executed.  
B. The Unit of projects and buildings at the University is in charge of setting the specifications, schemes, quantity tables, and the required terms for executing the required work through it or in coordination with other consultants.  
C. If the estimated cost for the required operations exceeded 3000 Jordanian Dinars, The Unit of projects and buildings contacts the president or any of his/her deputies for pre-approval in order to execute the operations.  
D. Subject to what was mentioned in paragraph (C) above, The Unit of projects and buildings at the University provides the competent committee of the formed committees for executing works that were established for this matter, with the necessary documents for executing the works, the required works specifications, the schemes,
quantity tables-if available-, specific and general terms and any other conditions including the duration, penalty clauses and so on, accompanied by the retention of allocations, the approval of the president or his/her deputy, and a list of the names and addresses of the companies that might possibly execute the required works.

E. The formed committees for executing works that were established based on these Instructions are required to stick with the maximum availability of the allocations in order to execute the works when appointed.

| Article (3) | A. The president shall form a committee comprises of: the maintenance department’s manager, a representative from the department of engineering, and a representative from the department of finance. This committee's task is to recruit temporary employees whenever needed including: technicians, craftsmen and employees to help the department of maintenance and the department of engineering with the operations. The documents for recruitment should be issued in accordance to the regulations and the laws applicable in the University.  
B. This committee term is one year starting from the date of its formation. |
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<tbody>
<tr>
<td>Article (4)</td>
<td>Operations with estimated costs less than 3000 Jordanian dinars are executed by attracting three offers at least. The offers are attracted through the committee that is formed by the manager of the projects and buildings department with the recommendation of the manager of the engineering department of the maintenance department. This committee includes three employees of the University with an engineered determinant by one of the engineers of the projects and buildings Unit. The committee decides on a secretary from one of its members.</td>
</tr>
<tr>
<td>Article (5)</td>
<td>Subject to the authorities stipulated in Article 15 in the Regulation, the committee may execute the works in emergencies and in exceptional</td>
</tr>
</tbody>
</table>
cases decided by the president with the recommendation of the projects and buildings Unit’s manager after receiving the approval from the president or his/her representative that was chosen after consulting with any of the contractors at the University. This representative is in charge of the execution of the works and should keep in mind that the provided costs are within the range of the costs in the local market

| Article (6) | None of the University’s employees is allowed to execute any works for it, and no one including the members of the competent committee of executing works of other committees is allowed the issuance of any decisions regarding the execution of works for the University if they were related in any form until the third degree with any of the contractors |
| Article (7) | A. Upon the recommendation of the projects and buildings manager, the president forms a committee in charge of executing works with an estimated cost more than 3000 Jordanian dinars but less than 20,000 Jordanian dinars as follows:  
1. Representative of the department of engineering at the University /rapporteur  
2. Representative of the department of maintenance at the University/ member  
3. Representative of the department of finance at the University/ member  
4. Representative of the school /administrative Unit/ department in the University chosen by the Dean/ the administrative Unit’s manager/ Department’s manager  
B. This committee term is one year starting from the date of its formation  
C. A representative from the Audit bureau participates in the committees work for operations valued more than 5000 Jordanian dinars |
| Article (8) | A. With the recommendation of the projects and buildings Unit’s |
manager at the University, the president hires a secretary from the employees of the operations Unit for the committee in charge of operations with estimated value more than 3000 Jordanian dinars but does not exceed 20,000 Jordanian dinars. Such secretary shall be in charge of keeping all entries, archives, folders for the committee of executing works, all related transactions. In addition to being in charge of auditing sub-tender forms, luring, ads and correspondences while checking its durations and auditing its attachments not to mention ad publishing and sending out luring books, doing follow-ups and making sure it has been published and sent before it being opened. The secretary also informs the contractors of the decisions for executing works and follows up the execution and receiving of these works by the receiving committees and finally, the secretary makes sure the offers deposit box is closed after it has been opened by the members of the committee.

B. The manager of the projects and buildings Unit hires extra employees to help the secretary when needed.

| Article (9) | A. The committee of executing works is responsible for obtaining the appropriate offers for executing works. This is carried out by luring three offers at least through announcing sub-tenders in two local newspapers only once, or through luring offers directly from the competent companies while keeping in mind that the companies need time to prepare its offers provided it shall not exceed 14 days.

B. In case the available offers are less than two from sub-tenders or direct luring for offers at the first time, the committee of executing works needs to re-offer or re-lure direct offers from companies. The committee also opens the door for offers with any possible numbers for the second time providing this is proven in its meetings minutes.

C. The committee of executing works should include the terms in its invitation for sub-tenders or direct luring. Such terms include: all terms and procedures regarding executing works such as:
descriptions, quantity tables, schemes if any, the duration for providing offers, insurance values and nature that each member of the tender should offer and any other terms that the committee sees appropriate while keeping the concept of competition between companies through its terms and descriptions.

| Article (10) | A. All offers need to be sealed and stamped when given to the secretary of the concerned committee of executing works  

B. Based on whatever form the committee for executing works decides to follow, a sealed box is to be kept with the secretary for depositing offers. This box has three locks with different keys. Each of the representatives from the maintenance department, the engineering department and the department of finance gets a key. The box may not be opened with the presence of less than three of its members on the date that was appointed for the offers committee  

C. The committee of executing works meets with the presence of no less than three of its members to open, study and analyze the offers. All of the recommendations are taken with the votes of the majority; in case of equal votes, the side of the committee’s head shall have the casting vote. The committee may get help from any experts or technicians or any worker at the University with an expertise specialized technician or others. Such expert may not contact any of the people who are connected to the case that he was chosen to study or discuss unless with the presence of the committee or any of its representatives. The expert or the technician remuneration shall be determined as decided by the president with the committee’s recommendation  

D. Each present member of the competent committee of executing works including the secretary should sign the original copies for the submitted offers and then it would be stamped with the committee’s stamp |

| Article (11) | Upon awarding the tender; The committees should comply with the best |
offers that meet with the terms of the tender or direct luring with considerations to the best prices, quality and technical expertise at the concerned parties of the needed works issue at the University. In addition to the possibility of execution within the set duration and the contractor’s adequacy to do the work based on the conditions and specifications. In case there are equivalence in prices, terms, specifications, and the delivery dates and the committee found no basis for preference. Then the awarding decision would be made through a draw with the attendance of all members of the competent committee

**Article (12)**

If the committee find the prices higher than what they seek and does not fit with the set estimations, one of the following should be done:

A. Negotiate with the providers of the two of the lowest matching offers that are closest to the estimations to lower their prices to what the committee sees appropriate

B. Re-offering the tender or direct re-luring once again as appropriate

C. Cancel the tender

**Article (13)**

The committee of executing works sends its recommendation through the manager of the projects and buildings Unit to the party with the board of directors for its approval

**Article (14)**

A. After receiving the approval for the execution of works from whoever has the board of directors to approve, the secretary informs the concerned contractor of the decision for the execution of works within a week no more after the date of approval with his/her signature or his/her legal representative who is in charge of informing the contractors

B. If the assigned contractor for executing the work execution decision failed to provide the necessary insurance and warranties within a week after the date he/she was informed. The contractor is considered an objector and the warranty or the insurance shall be confiscated if available and the committee may execute the works in this case by assigning the provider of the next best offer or by
cancelling the operations and re-offering the tender or direct luring one more time for new offers . the objector is responsible for covering the difference between the offers or any other costs or damages that the University might suffer from because of his/her objection and the committee preserves the right to deprive the objector from participating in any other tenders for the University for as long as the committee decides

C. The committee for executing works may put any of the previous procedures that are stipulated in the previous article in action without being obliged to notify or warn to the objecting contractor before executing such procedures.

| Article (15) | The person who is assigned to execute the works provides samples that need to be saved with the secretary of the committee, the rest of the samples will be returned to its providers unless the providers have not requested its return within a month of informing them then the samples are considered property of the University and will be entered in the University’s records based on the formal regulations that the University follows. |
| Article (16) | A. After all the necessary documents for executing works are finished, the secretary of the concerned committee sends the file including all the samples to the manager of the projects and buildings Unit at the University

B. The manager of the projects and buildings Unit at the University asks the department of maintenance or engineering ,as appropriate, to issue the decision for the contractor to start and then follows up with the operations. |

| Article (17) | The manager of the financial department keeps the guarantees for well execution, maintenance and any other guarantees provided with the decision of executing the works. These guarantees will not be returned without the recommendation of the projects and buildings Unit’s manager accompanied with a duly receipt record or any document that |
| Article (18) | The hired contractor for the works may not step down on the project or any part of it for any other person whatsoever without a written approval from the committee that issued the decision of the execution of works based on the terms and the guarantees that were set. This approval needs to be confirmed by the same party that confirmed the decision of the works execution |
| Article (19) | A. Upon the recommendation of the competent committee whose approval is shown in the sub-tender invitation or in the direct luring and in the terms of the contract for executing works, the party with the power to approve makes an agreement with the contractor to add the quantity of items shown in the quantity tables or to execute extra works that are not mentioned in the clauses of the decision to execute the works in the first place, providing that these extra works are directly connected to requested works and does not exceed 25% of the original value of the original works.

B. If the total value or the amount of increase stipulated in this Article is more than 25% of the total value or cost of the original work execution decision, then it should be previously approved by the party who approved the decision for the execution of the works.

C. Financial Allocations should be available in addition to the manager of the projects and buildings Unit’s recommendation to cover any additional costs to the decision of executing works’ value |

**Receiving Works**

| Article (20) | Works are received as follows:

A. Works with a value less than one thousand dinars are received with an internal receiving receipt signed by any of the engineers of the projects and buildings Unit and by a representative of the concerned party and confirmed by the manager of the projects and buildings Unit.

B. Works with a value more than one thousand dinars and less than
five thousands dinars are received by a committee that is formed by the manager of the projects and buildings Unit with the recommendation of the manager of the department of engineering or maintenance. This committee includes three employees of the University and headed by one of the engineers of the maintenance or the engineering department. The recommendation of this committee needs to be approved by the manager of the projects and buildings Unit

C. Works with a value more than five thousands dinars are received through a committee formed by the president for this matter and includes:
   - The dean/competent Unit manager that may be represented by a deputy or an assistant
   - Architect
   - Civil engineer
   - Electrical engineer- if the works included any electrical work
   - Mechanical engineer- if the works included any mechanical work

D. The manager of the projects and buildings Unit places the names of the participating engineers in the receiving committees who are not from the engineers that supervise the works executions if possible

E. Competent members of the Audit bureau shall participate in the committee work with works that exceed the value of five thousand dinars

F. The receiving committee may use specialists or technicians from inside or outside the University with the approval of the president

G. Each committee is responsible for receiving works based on the specifications, terms, and the specified schemes as set in the decision of executing the works

H. Each committee that is formed for receiving works for the University should organize a report for this matter within 14 days of
In case any of the stipulated receiving committees found that the works are partially or fully inadequate or not as agreed on based on the terms and the specifications in the decision of the execution, the committees shall refuse to receive the works due to the fact that all members are subject to disciplinary liability and insure to compensate for any damages or loss that the University suffers from because of any violation of the provisions of this paragraph.

J. If any works were refused for not meeting with the determined specifications or terms, the committee should inform the contractor who has the right to object to the party who confirmed the decision of executing the works within 7 days of receiving the violation.

K. The decision of the receiving works’ committee is considered final and the contractor may not object to it.

L. The committee for receiving works sends its reports, the receiving receipts and any other decisions to the party that formed it.

| Article (21) | These Instructions shall cancel any previous instructions regarding the execution of works or any instructions that contradicts them. |
| Article (22) | The projects and buildings Unit shall be responsible for the execution of these Instructions |
Instructions on Leasing and Renting Movable and Immovable German Jordan University Property Issued by the Deans Council as per Article (52) from the Supplies and Works Regulation at the University No. (85) for the Year (2009)

| Article (1) | The following instructions shall be named “Instructions on Leasing and Renting Movable and Immovable German Jordanian University Property” in accordance with the provisions of Article (52) from the Supplies and Works Regulation and hence shall be in effect as of the date of its issue. |
| Article (2) | The following expressions and words shall have the meanings assigned to them below unless shown otherwise: University: German Jordanian University. Council: Deans Council. President: University President. Dean: Dean of School or Dean of University Activity. Director: Director of any Unit or Centre or Department at the German Jordanian University. Committee: Central Tenders Committee at the University. University Property: Movable and Immovable Property Owned by the University or shall be used in accordance with its laws, regulations and instructions in force. Regulation: Supplies and Work Regulation at the University and any amendments that it may have. |

First Item:

Leasing and Renting Movable and Immovable University Property

| Article (3) | It is permissible to lease excess immovable university property or specified for leasing and investment to people or |
public institutions or private institutions or any commission or side approved by the president.

**Article (4)** Approval should be granted by the president or his or her delegate prior to starting the leasing procedures of any university.

**Article (5)**

A. The central tenders committee, after the approval of the president, shall be responsible for the first steps in leasing university property by offering the leasing tenders as per the procedures pertaining to the tenders mentioned in the Supplies and Works Regulation of the university. Hence, the leasing decisions issues by the committee shall be subject to approval as per the provisions of the regulation.

B. The president shall decide in cases evaluated by him or her whether to lease immovable university property based on the recommendation of the dean or director or tenders committee in which the decision shall include the leasing conditions in Article (6) from these regulations.

C. The president and based on a recommendation from the deans council shall lease to individuals or public institutions or private institutions or commissions or sides that have been approved by the university some lands or buildings it owns in exchange for a specific fee for a maximum period of 30 years. Furthermore, the university has the right to renew or not renew the lease to individuals or institutions or the same sides in exchange for the same rent or a new rent fee agreed on.

D. Regardless of what was mentioned in the previous articles, the president and based on the recommendation of the tenders committee shall decide on leasing university property in a public auction if he or she deems is in the best interest of the university.

**Article (6)** Immovable University property shall be leased as per a contract made between the university and the lessee, and shall
include the following:-

a- Name of lessee, surname, profession, nationality, and address.

b- Rent fee.

c- Rent method.

d- Rent contract period.

e- Rent starting date.

f- Purpose of leasing immovable property (leased).

g- Description of leased property and its amenities.

h- Use of leased property.

i- Specifying the services offered by the university with the leased property.

j- Any conditions deemed necessary by the university.

Chapter One

Leasing Car Parking Lots at the University

Article (7) Car parking lots are to be leased to the university’s students and it is permissible in cases evaluated by the president that they be leased to others.

Article (8) It is permissible to register for the use of the parking lots for a period of one academic semester or one month or as the situation dictates.

Article (9) The university council decides on the registration fee of parking lots designated for students in each semester. Moreover, the council is authorized to amend the fees and registrations if deemed necessary and based on a recommendation from the public services department.
| Article (10) | A. It is prohibited to leave a car in the parking lot for a period that exceeds the designated announced hours of the parking lots unless there are excused reasons approved by the president or the dean. In case of violation, the car shall be transported to an external parking lot on the expense of the his or her owner, and is this case the car’s owner shall incur the expenses of transporting it out of the parking lot in addition to the parking lot fees or any damages incurred as result of the transport.  

B. The university is not responsible for any loss or damage incurred by the registered user or his or her car as a result of using the parking lots. |
| Article (11) | The registered user is given a car parking lot registration card by the deanship of student affairs and shall be considered a personal registration only used by the registered user. |
| Article (12) | Any violation of these instructions or misuse of the parking lots in any way is forbidden to use the parking lot for a period specified by the dean. In case the violator is a student then he or shall in addition to being forbidden of using the parking lot be subject to disciplinary procedures mentioned in the university regulations and instructions. |

### Chapter Two

**Leasing University Cars**

| Article (13) | The cars shall be leased for the following reasons:  

a- Trips organized by the deanship of student affairs, schools, and administrative unites at the university, in addition to trips organized by the social committee and trips approved by the president.  

b- Trips that involve scientific researches and conferences.  

c- Emergency cases in which ambulance cars are leased. |
d- For use of public institutions or private institutions after an approval by the president.

e- For the transport of university employees and workers from and to the university according to what the work dictates.

f- For cases that do not have an article, the president shall approve them.

**Article (14)** There should be a prior approval by the president or his or her delegate in the leasing of cars for the transportation of its employees and workers.

**Article (15)** The fees for trips shall be as follows:

A- Fees for trips listed below:

<table>
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<tr>
<th></th>
<th>Governorate</th>
<th>Estimated Distance</th>
<th>Maximum 30 Persons Capacity Car Fee</th>
<th>Maximum 10 Persons Capacity Car Fee</th>
</tr>
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<tbody>
<tr>
<td>1-</td>
<td>Irbid</td>
<td>300 km</td>
<td>JOD 55</td>
<td>JOD 30</td>
</tr>
<tr>
<td>2-</td>
<td>Jerash</td>
<td>200 km</td>
<td>JOD 40</td>
<td>JOD 20</td>
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<tr>
<td>3-</td>
<td>Ajloun</td>
<td>200 km</td>
<td>JOD 40</td>
<td>JOD 20</td>
</tr>
<tr>
<td>4-</td>
<td>Al Mafraq</td>
<td>350 km</td>
<td>JOD 62.5</td>
<td>JOD 40</td>
</tr>
<tr>
<td>5-</td>
<td>Al Balqaa</td>
<td>150 km</td>
<td>JOD 40</td>
<td>JOD 20</td>
</tr>
<tr>
<td>6-</td>
<td>Al Zarqa</td>
<td>200 km</td>
<td>JOD 40</td>
<td>JOD 20</td>
</tr>
</tbody>
</table>
B- The fees for trips that have not been mentioned in paragraph (a) from this article their cost is calculated based on kilometers as follows:

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<tr>
<th></th>
<th>Type of Vehicle</th>
<th>Rent of the First 200 km for one kilometer</th>
<th>Each additional kilometer for one kilometer</th>
</tr>
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<tr>
<td>1-</td>
<td>30 passengers or more</td>
<td>200 fils</td>
<td>150 fils</td>
</tr>
<tr>
<td>2-</td>
<td>10 passengers or more</td>
<td>250 fils</td>
<td>200 fils</td>
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</table>

C- An additional fee of JOD 20 is added to the mentioned fees in Article (15) above for cars with a 30 persons capacity for each night the car spends in the Kingdom, and JOD 30 for
each night the car spends outside of the Kingdom.

D- An additional JOD 10 is added to the mentioned fees in Article (15) above for cars with a 10 persons capacity for each night it spends in the Kingdom, and JOD 20 for each night the car spends outside the Kingdom.

E- The lessee party shall incur all the insurance and violations expenses or any other expenses other than fuel.

F- The type of trip shall be specified by the dean or concerned director.

G- Excluded from this are the private scientific and official trips organized as per the instructions issued by council responsible for student trips.

| Article (16) | A- The car transportation fees for transporting workers are specified by a decision from the council and based on a recommendation from one of the vice presidents or assistant president for administrative affairs as the situation dictates. B-The ambulance fees are specified by a decision from the council based on a recommendation from the dean of student affairs. |

Chapter Three

**Leasing University Halls, Auditoriums, and Sports Fields**

| Article (17) | It is permissible to lease the university’s stadium, its amenities and sports playgrounds to national teams or military teams or school teams or clubs or public commissions registered at the higher council for youth and are categorized only excellent or first at the sports unions. |

| Article (18) | The procedure for leasing the university’s stadium, its amenities, and sports playgrounds is based on a written request presented by the concerned commission wishing to lease, and should be approved by the dean of student affairs |
or his or her delegate as long as they do not disrupt the timings and activities of the university.

<table>
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<tr>
<th>Article (19)</th>
<th>The maximum period for leasing the university’s stadium, its amenities, and sports playgrounds for each practice shall be two hours and it is permissible in special cases evaluated by the dean or his delegate to extend this period as he deems appropriate.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Article (20)</td>
<td>The commission or team leasing the university stadium, its amenities, and sports playgrounds responsible for ensuring order and any damages that may occur as result of misconduct or misuse.</td>
</tr>
</tbody>
</table>
| Article (21) | The fees for the use of university football playground and sports playgrounds are specified by the commission or the team not affiliated with the university as follows:  
A- JD 30 for each hour of football playground use without lights.  
B- JD 60 for each hour of stadium use with lights.  
C- JD 100 for intensity track.  
D- JD 75 for conducting football matches between teams not affiliated with the university.  
E- The fees for using playgrounds and other sports amenities are specified by the council based on are recommendation from the dean.  
F- The reconsideration of specifying these fees shall be conducted by a decision from the council.  
G- The president has the authority to exempt all national sports teams or courses or championships organized by commissions or other teams not affiliated with the university from the mentioned fees. |
<table>
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<tr>
<th>Article (22)</th>
<th>If several commissions or teams requested to lease the university’s stadium and sports playgrounds at the same time, then the priority shall be for the commission that requested first. Therefore, the commission that provides a convincing written request regarding its sports circumstances then the leasing procedures shall be speeded whereas the fairness of priorities and circumstances is left to the evaluation of the dean or his or her delegate.</th>
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</thead>
<tbody>
<tr>
<td><strong>Second Item</strong></td>
<td><strong>Leasing- Renting Movable and Immovable Property</strong></td>
</tr>
<tr>
<td>Article (23)</td>
<td>It is permissible to rent movable and immovable property from public institutions or private institutions or any commission or side in the Hashemite Kingdom of Jordan or outside the Kingdom that achieves the interest of the university provided that an approval is granted by the president prior to the renting procedures of such properties.</td>
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<tr>
<td>Article (24)</td>
<td>The tenders committee shall be responsible after the president’s approval for the handling the renting of movable and immovable property and shall follow when offering the tenders the procedures related to tenders or supplies mentioned above in the Supplies and Works Regulation followed by the university.</td>
</tr>
</tbody>
</table>
| Article (25) | A. Each case pertaining to leasing movable and immovable university property that has no clear article in these instructions shall be referred to the president in order for him or her to give the appropriate decision regarding it.  
B. If any conflict occurs while implementing any of the provisions in these instructions shall be referred to the president in order for him or her to give the appropriate decision regarding it.  
C. The provisions of the financial regulation and supplies and |
works regulations of the university and instructions issued regarding them shall be considered.

D. The instructions shall cancel all the opposing provisions mentioned in any previous instructions or decisions.

E. The president and dean or their delegates shall be responsible for implementing the provisions of these instructions.
### Saving Fund Regulation for Employees at the German Jordanian University

**Regulation No. (99) Of 2009**

| Article (1) | This Regulation is called “the Saving Fund Regulation for Employees at the German Jordanian University of 2009” and shall come into force from the date of its publication in the Official Gazette |
| Article (2) | Unless indicated otherwise, the following words and phrases shall have the designated meanings in this form: University: The German Jordanian University President: The President of the German Jordanian University Board: University Board Fund: The saving fund for employees at the University Committee: The fund managing committee Worker: Any of the teaching staff, teaching assistants, research assistants, classified employees, hired employees with a monthly income but are not from those who serve full-time at the University and those hired with a contract. |
| Article (3) | The provisions of this Regulation shall apply on all employees once they are hired. |
| Article (4) | A. A fund shall be formed in the University under the title “the Saving Fund for Employees at the University” and the membership is obligatory for all employees  
B. 5% is subtracted from the monthly income for all main employees to the saving fund and the University doubles the amount  
C. The money in the saving fund is deposited in one of the banks that are approved by the University |
| Article (5) | A. A committee named: committee for managing the saving fund, undertakes managing the saving fund and is headed by the president or whoever the president nominate and with the membership of the |
following:
1. Manager of the financial department at the University
2. Three members of the saving fund chosen by the committee with the recommendation of the president for two years and their membership are renewable only once. The president may also replace any of the members with another member until the end of membership duration.

B. The committee shall undertake the following tasks and powers:
   1. execution of the general policy for the fund determined by the Board
   2. Investing the amounts of the saving fund in whatever way and within the terms that it sees appropriate
   3. Making the annual report and preparing the final financial statements of the Fund

C. By an invitation from the president, the committee shall meet whenever necessary and the meetings shall be legal with the presence of no less than four of its members including the president. All decisions shall be taken by majority votes.

Article (6) A. The committee may approve the disbursement of non-refundable amount from the worker’s account in the saving fund of no more than 50%, providing that the worker has served a minimum of seven years at the University as set in the regulations issued by the Board for this matter that include the percentage and the amount to be cashed from: the worker’s savings, the University’s contribution, profits and any other matters.

B. It is not permissible to disburse any amount in accordance with the provisions of Paragraph (A) of this article unless the worker submits a written declaration before the Director of the Financial Department at the university and with the guarantee of two employees whose service is of no less than seven years, that the amount is a refundable advance by the university, if it was found that the worker had lost the right to obtain that amount or was deprived of it for any of the reasons stated in this system.
C. According to the provisions of paragraph (A) of this Article nothing is to be disbursed if the worker is no longer a member in the saving fund. At the end of the worker’s service, what remains in the worker’s account shall be disbursed in addition to the profits but it will not be disbursed except after discharging the worker’s liability from the University.

| Article (7) | A. If the worker’s service at the University ends without the derivation of his/her rights according to the provisions of paragraph (B) the amount will be disbursed to the worker or any of his/her heirs if the worker is deceased whatever is entitled to the worker from the saving fund.

B. According to the applicable Regulations at the University, the worker may not receive any amount from the University’s contribution or any of the profits in his account if the worker was not placed or if the worker loses his job or if he is dismissed from the University or the worker has ended his service without the approval of the party that is in charge of ending the employees’ service.

| Article (8) | The committee can give loans to employees from the saving fund and sets the terms of disbursing this loan, the maximum amount, duration for repayment and all other matters based on the instructions that the Board issues for this matter.

| Article (9) | The Board sets the necessary instructions to execute the provisions of this Regulation.

| Article (10) | The saving fund established at the University before the enforcement of the provisions of this Regulation is considered as if it was formed by virtue of the provisions of this Regulation, and its provisions shall be applicable. |
Executive Instructions for Saving Fund System for Employees of the German Jordanian University

Issued by the University Council based on Articles (8 and 9) of Saving Fund Regulation No. (99) for the year 2009

| Article (1) | These instructions are called (Executive Instructions for the Saving Fund System for Employees of the German Jordanian University, and they shall be enforced from the date of their approval. |
| Article (2) | Unless indicated otherwise, the following words and phrases shall have the designated meanings in this form:  
University: The German Jordanian University  
President: The President of the German Jordanian University  
Regulations: The Saving Fund Regulations for the Employees of the German Jordanian University No. (99) of 2009.  
Fund: The saving fund for employees at the University  
The member: The faculty member, the classified research and teaching assistant, the categorized employee and the employee appointed with a lump sum monthly salary who are in the university service on a full-time basis. It does not include the employee who is contracted or rewarded.  
Committee: Saving fund management committee stipulated in the system. |
| Article (3) | A- The provisions of the financial system in force in universities shall be applied to the financial transactions of the fund, in a manner that does not contradict the provisions of the fund system.  
B- The financial department at the university maintains the records and all other financial records necessary for the fund.  
C- Approved signatures are approved on the university's accounts for the purposes of signing transfer orders and financial transactions for the fund. |
| Article (4) | A- Advances and loans shall be disbursed at the end of each month, except for the month of December of each year, according to the |
forms prepared and approved by the committee.

B - The member submits his application according to the approved form to the financial department at the university, provided that he meets the conditions stipulated in the fund system and the executive instructions.

C - The amount of profits and interest is calculated for the member on the basis of the subscriber's actual net balance in the provident fund. The subscriber signs a written declaration from him that he assigns the value of the profits or benefits that have been realized on the value of the advance or the balance of the loan or profit financing that he obtained from the fund.

| Article (5) | Subject to the provisions of Article (6) of the savings system in force at the university, it is permissible to grant the subscriber a non-refundable advance whose value does not exceed (50%) of the total amount he is entitled to from his savings balance and the university’s contribution, provided the following:

A - That he has been in active service at the university for a period of no less than seven years, provided that it includes five years of participation in the fund.

B - He must not have obtained a previous non-refundable advance from the fund. |

| Article (6) | A subscriber to the fund may obtain a refundable loan or a refundable profit financing according to the following terms and conditions:

A - That the loan applicant has been in the fund for a period of no less than three years.

B - That the value of the loan does not exceed 12 times his total monthly salary, and it is calculated based on the last monthly salary he received before the date of his application for the loan or profit financing.

C - That the value of the loan or profit financing does not exceed 3 times the balance of the subscriber's receivables on the date of submitting the application, with a maximum limit of 20,000 dinars.

D - An annual decreasing interest is computed on the loan based on the loan balance at a rate of 6%, and it is reconsidered by the board |
based on a recommendation from the committee and as the case may be.

E - In the event of financing through profit loan, the profit is calculated equivalent to the calculated interest stated in Paragraph (D) of this Article.

F - The principal and interest of the loan or the principal of the financing and its profits shall be paid in monthly installments within a period not exceeding five years or the date of the subscriber reaching the legal retirement age if the five years preceded. The repayment starts from the month following the month in which he acquired the loan or financing through profit fund and in the event that the subscriber gets an unpaid leave and he stopped paying, the committee decides to stop the deduction until his return to work and reschedules the loan or financing.

<table>
<thead>
<tr>
<th>Article (7)</th>
<th>The loan or financing is disbursed through profit fund according to the following procedures:</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-</td>
<td>The borrower must bring one or two guarantors participating in the fund. The period of participation of either of them is not less than five years.</td>
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<tr>
<td>B-</td>
<td>The borrower's signature on a written acknowledgment of his receipt of the loan or profit financing, in which he undertakes and his guarantors to refund the sums disbursed to him if it appears that he has lost the right to any of them for any reason according to regulations of the university.</td>
</tr>
<tr>
<td>C -</td>
<td>A guarantor may not guarantee more than one borrower at any time.</td>
</tr>
<tr>
<td>D-</td>
<td>The committee has the right to accept or reject the submitted guarantee after evaluating its financial solvency and the people in the opinion of the financial department.</td>
</tr>
<tr>
<td>E-</td>
<td>In the event of the resignation of the sponsor or the termination of his services for any reason, the sponsored subscriber must bring an alternative sponsor.</td>
</tr>
</tbody>
</table>
| F-          | In the event that an alternative sponsor is not presented in accordance with the provisions of Paragraph (A) of this Article, then 50% of the value shall be withheld from the advance, loan or
profit financing granted to the sponsored subscriber from the dues of the original guarantor.

G- The borrower or applicant for profit financing must bring a letter from the bank to which his salary is transferred, stating his monthly salary credit obligations owed by him for the last 3 months prior to the date of submitting the loan application or profit financing.

H- When disbursing the loan or financing, the percentage of the net salary of the borrower or student must not be less than the profit financing after deducting his monthly credit obligations and loan installments for 25% of his gross monthly salary.

I- The borrower and the guarantor or guarantors sign the loan or financing application form with profit financing and the bill of exchange in front of the person authorized by the committee.

J- The subscriber may apply for a loan or profit financing again after paying off the due loan or profit financing and after the expiry of its term.

| Article (8) | It is not permissible at any time for the balance of advances, loans and murabaha financing to exceed 80% of the total funds of the fund. |
| Article (9) | The value of the shared profits at the end of each year is calculated on the basis of the actual participant’s balance (the balance at the beginning of the year + the university’s contribution during the year + the subscriber’s contribution during the year), and the average value of the loan paid during the same year is added to it. |
| Article (10) | The committee has the right to appoint a certified auditor and present his reports and recommendations to the board in exchange for a financial fee determined by the committee. |
| Article (11) | The Council decides on the cases that the committee refers to it, and in which there is no text included in these instructions. |
| Article (12) | The Chairman, the Committee and the Finance Department are responsible for implementing the provisions of these instructions. |
**Remuneration and Compensation Regulation for Employees in the German Jordanian University**

**Regulation No. (60) Of 2008 as amended**

| Article (1) | This Regulation is titled (Remuneration and Compensation Regulation for Employees in the German Jordanian University) and shall come into force from the date of its publication in the Official Gazette. |
| Article (2) | The following words and expressions, wherever appearing in this law, shall have the meaning assigned thereto unless the context indicates otherwise:  
The University: The German Jordanian University.  
The Council: The University Council.  
University employees: A faculty member, teaching and research assistant, categorized employee, and an employee with a flat salary, who are appointed to the university on a full-time basis.  
Service: Service at the university is on a full-time basis. |
| Amending the definition of university employees in Article (2) of Regulation No. 101 of 2014 | A - The provisions of this system do not apply to employees appointed with contracts unless the terms of their contracts stipulate that they are entitled to the remuneration.  
B- Any of the employees at the university appointed before the date of 1/1/2013 upon leaving the service permanently shall be entitled to a reward for his service calculated on the basis of the salary he received for the last month of his service, according to the following: -  
1- The salary subject to social security in accordance with the provisions of the Social Security Law in effect, and since its inclusion in its provisions until the age of sixty-five.  
2- The basic salary for the period prior to the date of his inclusion in the provisions of the Social Security Law and the period following his completion of the age of sixty-five years of age. |
C- Subject to the provisions of Article (4) of this system, the worker appointed at the university as of 1/1/2013 is entitled to a service reward paid at the end of each year according to the following principles:

1- On the basis of the salary subject to social security from the date of his appointment until he completes sixty-five years of age.

2- On the basis of the basic salary for the period of his service after completing his sixty-five years of age.

| Article (4) | A. Remunerations are disbursed as follows:
| | 1. A one month’s salary for each year of the first five years of service.
| | 2. The salary of one month and a half for each of the second five years of service.
| | 3. A two month’s salary for each year of the third five years of service.
| | 4. A three month’s salary for each year of service following the service stated in clause (3) of this paragraph.
| | B. Parts of the year are calculated from years of service on the basis of its proportion to the full year.
| Article (5) | Any university employee may completely lose his/her entitlement to the remuneration in the following situations:
| | A. If convicted with a final court ruling from a competent Jordanian court for committing treason or any other criminal offense that compromises the internal or external security of the Kingdom or carrying out acts of spying for a foreign country.
| | B. If convicted with a final court ruling from a competent Jordanian court for committing a crime of embezzling or stealing country or university

**Amendment of Article (3) in Regulation No. (39) of 2013**

Amendment by adding Paragraph (A) and changing the numbering of the original Paragraph A - B to B - C in Article (3) of Regulation No. 101 of 2014

**Amendment of Paragraph (A / 1) and Paragraph (A / 2) in Article (3) of the Regulation for the year 2015**
funds or forging official documents.

| Article (6) | A. In case any employee suffers any physical disability, during his/her job or because of it, that results from the nature of the job without any negligence from employee’s part. When this disability is considered not to preclude the continuation of his/her service in the University by the medical committee then a compensation equaling a percentage of the gross salary that he/she was paid for the last full year equivalent to the degree of damage he/she suffered in accordance with the decision of the medical committee.  
B. If the physical disability prevents the employee from continuing service at the university, then he/she is compensated as follows:  
1. Amounts owed to the employee from the provident fund.  
2. Regular vacation salary owed to the employee until the end of his/her service in the University.  
3. The salary of the three months following the date of his/her injury.  
4. The owed end of service remuneration.  
5. A percentage of the gross salary that he/she was paid for the last full year equivalent to the degree of damage he/she suffered in accordance with the decision of the medical committee. In case the physical disability leaves him/her in a wheelchair or incapable of supporting him/herself then a compensation equivalent to a full year’s salary based on the last gross salary he/she was paid.  
C. The compensation amount stipulated in this Article is paid with a decision from the council in accordance with the recommendation of the president that is based on the recommendation of the medical committee. |
| Article (7) | In case of the death of any University employee during his/her job or because of it then his/her heirs shall be paid a compensation equivalent to a full year’s salary based on the last gross salary he/she was paid as well as other financial rights owed to him/her by the University. |
| Article (8) | If the service of any employee at the university ends without any |
necessity to deprive him from his rights in accordance with the provisions of this Regulation then the amounts owed, from remunerations and compensations for the duration of his service at the University, shall be paid to the employee or his heirs in the case of his death.

| Article (9) | A. The university shall conclude a group insurance contract against all accidents and emergencies for the benefit of its employees. The value of this contract should not exceed the gross annual salary of any of the employees on the basis of the highest class that he/she occupied at the conclusion of the insurance contract.  
B. If the insurance company commits to paying the compensation entitled to the injured employee in accordance with the group insurance contract mentioned in paragraph (A) of this Article then the University is disburdened from its obligations that are stated in Item (5) of paragraph (B) of Article (6) of this Regulation. |
| Article (10) | The Council issues the instructions needed to execute the provisions of this Regulation. |
**Instructions on Advance Payments from End of Service Remuneration for Employees at the German Jordanian University**

**Issued According to Article (10) from the Gratuity and Compensation Regulation for Employees at the German Jordanian University No. (60) for the year 2008**

<table>
<thead>
<tr>
<th>Article (1)</th>
<th>These Instructions shall be titled (Instructions for Disbursing an Advance payment from the End of Service Remuneration for Employees of the German Jordanian University) and shall come into force from the date of its approval.</th>
</tr>
</thead>
</table>
| Article (2) | The following words and expressions, wherever appearing in this law, shall have the meaning assigned thereto unless the context indicates otherwise:  
The University: The German Jordanian University.  
The Regulation: The Regulation of Remuneration and Compensation for the Employees of the German Jordanian University.  
The Council: The University Council.  
The President: The President of the University.  
The advance: An advance from the end of service remuneration paid according to the provisions of these instructions.  
The cash advance applicant: Any of the University employees who the Regulation is applied to. |
| Article (3) | 50% percent of the end of service remuneration that is owed to the employee may be disbursed in accordance with the provisions of the Regulation in force in the University as an advance during his/her service in the University based on the last salary that the employee received when applying for the advance according to the following conditions:  
A. Not less than 7 years of actual service at the University at the date of submission of the application according to data provided by the Department of Human Resources. Any leave without pay granted to |
the employee is not considered as a part of his/her service in the University.

B. The end of service remuneration advance application should be submitted to the Department of Human Resources during October from the previous fiscal year provided that the employment seniority and the availability of financial allocations are taken into consideration when issuing an approval.

C. The cash advance applicant should sign the declaration of receiving the advance and should provide a financial warranty (sign a promissory note plus the guarantee of one of the University employees) equal to the value of the amount paid to the employee, therefore the amount of money received by the advance applicant is refundable. The advance applicant and his/her guarantor pledge to repay the advance in case the employee loses the right to the end of service remuneration for any of the reasons specified in the regulations of the University and their instructions.

D. The guarantor of the promissory note may not be the same guarantee from University employees.

E. The guarantor should have served at the University for at least 5 years.

F. The president’s approval based on the recommendation of the department of finance and the department of human resources.

| Article (4) | Considering the conditions mentioned in Article (3) from these instructions and for the purpose of paying the advance payment to academic staff members transferred from other public universities, the service of previous years at the university they have been transferred from shall be calculated as long as the university has transferred all his or her dues to the university and were not paid as an advance payment by his or her previous university where the actual service is not less than two years at the university. |
| Article (5) | A. This advance shall be disbursed only once to any University employee during his/her service in the University. |
| Article (6) | The University shall be entitled, by virtue of these Instructions, to recover from the employee or the guarantors all amounts disbursed if it becomes clear that the employee who acquired it has, for any reason, lost his/her right to an end of service remuneration. |
| Article (7) | The remaining balance of the end of service remuneration owed to the employee shall be disbursed at the end of his/her service after deducting the amount disbursed by virtue of Article (2) of these instructions and the guarantors are relieved of their liabilities. |
| Article (8) | The president’s shall decide on cases not mentioned in these Instructions. |
**Regulations of the Housing fund for Employees at the German Jordanian University**

**Regulation No. (59) of 2008**

| Article (1) | This Regulation is called (The Regulation of Housing Fund for Employees at the German Jordanian University for the year 2008) and it shall be enforced from the date of its publication in the Official Gazette. |
| Article (2) | The following words and expressions wherever they appear in this regulation shall have the meanings assigned to them below, unless the context indicates otherwise:  
University: The German Jordanian University.  
Council: University Council.  
The President: The university president.  
The Fund: The housing fund for employees at the German Jordanian University established in accordance with the provisions of this regulation.  
The Committee: The Fund Management Committee.  
The employee: The employee at the university who is a member of the faculty appointed in accordance with the regulations in force at the university.  
The subscriber: The university employee participating in the fund. |
| Article (3) | A. A fund called (the housing fund for workers at the German Jordanian University) shall be established at the university. It has a legal personality with financial and administrative independence. It has in this capacity to undertake all legal actions necessary to achieve its goals, including the possession of movable and immovable funds and disposing of them; it has the right to borrow and accept gifts, grants and donations and has litigation rights.  
B. The president shall represent the fund with others. |
| Article (4) | The fund aims at: |
A. Granting loans to subscribers in the fund for housing purposes.

B. Establishing housing projects and providing ownership to the subscribers by selling or renting them; and buying and selling real estate, housing and land for housing purposes in accordance with the provisions of this regulation.

Article (5)

A. The fund is managed by a committee called (Fund Management Committee) headed by the president and the membership of seven university employees named by the council for a renewable two-year term.

B. The committee elects from its members a vice-president who will take his place in his absence.

C. The committee chairman nominates from the university employees a secretary to the committee who calls for its meetings, records its sessions minutes and decisions, saves its records and files, and does any other work assigned to him/her by the committee or the president in relation to the fund’s work.

Article (6)

The committee shall assume the following duties and powers:

A. Preparing the general policy of the fund and laying down the necessary plans and programs for its implementation.

B. Buying real estate and lands, establishing buildings on them, developing them, leasing and owning them for subscribers in the fund, or leasing them to any of the university employees.

C. Studying loan applications and making decisions regarding them.

D. Investing the money of the fund in a manner approved by the board and in a manner that achieves the interest of the fund and develops its money.

E. Appointing one or more chartered accountants to audit the fund accounts.

F. Preparing the draft budget and submitting it to the council for approval.

G. Preparing the final financial statements and the annual report on the fund’s activities and submitting them to the Board for approval.

H. Considering any other matters related to the fund’s business that the president assigns to it.

Article (7)

The committee shall meet at least once a month at the invitation of the chairman or his deputy in his absence. The quorum for its meetings is
formed with the attendance of at least five of its members, provided that among them is the chairman or his deputy. Its decisions are taken by the majority of the votes of its members.

**Article (8)**

The financial resources of the fund consist of the following:

a. Affiliation allowance for membership in the Fund as decided by the committee.

B. Monthly subscriptions deducted from subscribers’ salaries.

C. Loans obtained by the Fund from any financing source approved by the Board.

D. Grants and donations received by the Council with the approval of the committee.

E. The benefits of loans granted by the Fund to subscribers.

F. Returns on investment of Fund money.

**Article (9)**

A. Participation in the fund is optional for university employees. The financial department at the university deducts the monthly subscription from the member’s salary at a rate of (4%) of his total salary subject to social security, provided that the contributions are transferred monthly to the fund.

B. The member has the right to stop his participation in the fund if it does not owe him any amount and to recover the contributions he paid to the fund in accordance with the instructions issued by the board for this purpose. It is not permissible in any case to terminate the subscription as long as the subscriber owes the fund any amount.

**Article (10)**

The participant applying for a loan must meet the following conditions:

A. Having the Jordanian nationality.

B. Being an employee in actual service at the university when granting the loan.

C. Having served at least three consecutive years of service at the
D. Planning to buy a ready-made house or setting up a residence on a piece of land that he fully owns or on a surface that he fully owns within the organization.
E. Not having benefited from the housing fund at any other university.

| Article (11) | A. The maximum loan amount shall be equal to four times the borrower's annual net salary, provided that it does not exceed the amount decided by the board.  
B. It is not permissible for the borrower to use the loan or any part of it for purposes other than those for which it has been allocated. The committee must take all the procedures it deems appropriate to ensure that the borrower adheres to the terms and conditions for using the loan and that he has spent its full value on those ends or purposes. In the event of any violation of the conditions, the fund stops disbursing the payment or the remaining payments from the loan, and the amounts paid from it are considered a payable debt that must be paid in full without the need for notification. |
| Article (12) | The priority of obtaining the loan for the subscriber is determined according to the principles approved by the Board according to the instructions issued for this purpose based on the committee’s recommendation, including determining the interest that will be due on the loan and the period of repayment. |
| Article (13) | The borrower shall abide by the following:  
A. Providing a mortgage for the piece of land or the surface that he fully owns and what is built on any of them as a security for the loan in the name and for the benefit of the fund, as a first-degree mortgage.  
B. Authorizing the financial department at the university to deduct the due monthly installments from his salary until the full payment of the loan, including the interest on the loan.  
C. Adding the mortgage transaction fees and any other bank commissions
due on the mortgage transaction; these are added to the actual cost of the loan.

| Article (14) | The committee provides insurance on the life of the borrower and on the property that he built with the loan he obtained from the fund against the dangers of fire, earthquakes, and drifts at an insurance company, with no less than the value of the loan for the purpose of repaying it in the event of death or occurrence of the insured risk, provided that the due insurance premiums and the cost of the mortgage transaction are added to the loan installments and are considered part of the actual cost of the loan. |

| Article (15) | A. After approval, the loan is disbursed if its purpose is to build a residence for the borrower as follows:
1. (20%) of the loan amount upon presentation of the land registration document, the building plan, and the construction permit.
2. (20%) of the loan amount after completing the construction of the building rules and foundations.
3. (20%) of the loan amount after completing the building structure and before pouring the roof.
4. (40%) after completing the roof of the house to complete preparing it for housing.
B. If the purpose of the loan is to buy a ready-made housing for the borrower, the loan amount will be paid to him in full, provided that the home is mortgaged with a first-class security mortgage at the competent registration department in the name and for the benefit of the fund. |

| Article (16) | A. The loan is repaid in monthly installments to which the interest will be added, including the interest of the grace period, insurance premiums, and any other expenses paid for the purposes of the loan service within a period determined by the committee in accordance with instructions issued for this purpose, provided that it does not exceed twenty years. The repayment begins after two years from the date the borrower receives the first payment from the loan, or six months after the completion of the |
construction, whichever comes first. If the loan is for the purchase of a ready house, the repayment begins six months after the date of its registration.

B. 1. If the borrower leaves the university due to reaching the legal age or for health reasons, or if he has spent at least fifteen years of actual service at the university, then he must pay the fund the remaining amount of his owed in monthly installments determined by the committee.

2. If the borrower leaves work at the university for any reason other than those stipulated in Clause (1) of this paragraph, he must pay the remaining amount in his debt to the fund in one payment in cash or by deducting it from the amounts owed to him in the savings fund and the end of service gratuity.

C. If the borrower fails in any of the cases stipulated in this article to pay the due installments for a period of more than six consecutive months, the house may be sold according to the legal procedures in force without the need for notice.

D. If the borrower moves to another official university, his obligations are to be settled to the fund according to instructions issued by the council for this purpose based on the committee’s recommendation.

Article (17) The Board shall issue the necessary instructions for implementation upon the committee’s recommendation.
# Instructions of the German Jordanian University Housing Fund for Employees for the year 2019

(Issued in accordance with the Provisions of Article (17) of the Housing fund for Employees Regulations at the German Jordanian University No. 59 of 2008)

| Article (1) | These instructions are called the “Instructions of the German Jordanian University Housing Fund for Employees for the year 2019,” and they shall be effective as of the date of their approval. |
| Article (2) | The following words and expressions wherever mentioned in these instructions shall have the meanings assigned to them below, unless the context indicates so: |
| | University: The German Jordanian University. |
| | The Council: The University Council. |
| | The Regulation: The university employees housing fund system. |
| | The Fund: The University Employees Housing Fund. |
| | Committee: The Fund Administration Committee. |
| | The President: The President of the University. |
| | Employee at the university: A faculty member and employee appointed in accordance with the regulation in force at the university. |
| | Subscriber: The employee at the university is Jordanian and the subscriber to the fund. |
| | The Beneficiary: The participant who obtains a loan. |
| | General Authority: All Jordanian participants in the fund. |
| | Director: The Director of the Financial Department at the University. |
| | Projects: Real estate, housing and land for the purpose of ownership or rent to the subscriber. |
| | Housing: The building established for the personal housing of the borrower from a fund, and their dependents, whether it is an independent house or an apartment in an existing building. |
| | Salary: The gross salary that is subject to social security at the beginning of |
each year.

Fiscal year: The fiscal year begins on the first day of January and ends on the last day of December of the same year.

Loan contract: The contract regulated between the Fund and the borrower, approved by the Committee and renewed annually.

### Article (3)

The committee assigns an administrative body to run the fund's work as needed, according to the following:

A- A fund accountant to undertake all the accounting work required of him.

B - A committee to inspect the borrowers 'real estate to ensure the borrower’s implementation of the terms of the loan.

C- An administrative to follow up mortgage and mortgage redemption transactions at the Land Department and all external follow-ups.

D- A lawyer is appointed to plead and follow up the Fund's cases before the courts.

E - A certified auditor.

F - One person or more to carry out any other tasks that the committee deems necessary.

### Article (4)

A- An application to subscribe to the fund shall be submitted according to a form approved by the committee to the secretary of the committee who will present it to the committee for approval, and then transfer it to the director to deduct the subscription fees from the contributor’s salary at a rate of 4% of the salary, as well as an affiliation allowance. The fund has a value of thirty dinars, which is non-refundable.

B- The subscriber's participation in the fund ends upon the end of his service at the university, or upon his withdrawing from the fund with the approval of the committee and in a manner that does not contradict what is stated in Article 9 / B of the regulation.

C - The subscriber's participation in the Fund shall be canceled if his participation violates the provisions of the Law.

D - The contribution of the terminated or canceled subscriber to the fund, etc. shall be returned to the borrower who does not have any financial obligations and that was deducted from his salary for the whole period of his subscription without adding any interest or profit on it, an by a decision of the committee.

E - A cash reserve ceiling for the fund is determined by a decision of the committee every fiscal year, based on the amount of contributions that are
not matched by loans.

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<th>Article (5)</th>
<th>A- Despite what is stated in Article (4) of the system, the fund aims at:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1- Granting loans for the purchase of apartments.</td>
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<td></td>
<td>2- Granting loans to buy pieces of land.</td>
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<tr>
<td></td>
<td>3- Establishing housing projects and owning them for subscribers by sale or lease.</td>
</tr>
<tr>
<td></td>
<td>4- Buying and selling real estate, housing and land for housing purposes.</td>
</tr>
<tr>
<td>B - Subject to Article (15) of the system, the loans listed in Clause (A) will be funded by one payment, provided that a first-class security mortgage is submitted.</td>
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<tr>
<td>C- The application for a loan from the fund is submitted for housing purposes only - and according to the form approved by the committee - to the secretary of the committee to follow up on auditing the information contained therein to the concerned authorities before submitting it to the committee.</td>
<td></td>
</tr>
</tbody>
</table>

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<tr>
<th>Article (6)</th>
<th>A- The distribution of loans to the members of the administrative and academic staff in equal numbers. The two bodies are reviewed by the committee in the event of differences in proportions.</th>
</tr>
</thead>
<tbody>
<tr>
<td>B- The priority of obtaining the loan is determined according to the total points according to the following principles: -</td>
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<tr>
<td></td>
<td>1- Duration of service at the university: (1/2) half a point is calculated for each month of actual service in the university. Parts of the month are not counted.</td>
</tr>
<tr>
<td></td>
<td>2- The period of subscription to the fund: (1/2) half a point is calculated for each month of subscription to the fund. The parts of the month are not counted.</td>
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<tr>
<td></td>
<td>3- Housing ownership: (30) thirty points are calculated for those who do not own housing and (10) ten points for those who own housing.</td>
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<td></td>
<td>4- Marital status: (30) thirty points are calculated for the married person. (30) Thirty points will be calculated for the widower or the divorced if they have children. (15) Fifteen points are calculated for single people.</td>
</tr>
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<td></td>
<td>5- A person whose salary is less than (1000) dinars will get (12) twelve points; and (10) ten points for those whose salary ranges from (1000 dinars) to less than (1500 dinars). (8) eight points for those whose salary is (1,500 dinars) and above.</td>
</tr>
</tbody>
</table>
6- Date of submitting an application: (1/2) half a point is calculated for each month from the date of submitting the loan application, with a maximum of six months; and parts of the month are not counted.

7- There will be (5) five points for those whose contribution to the fund is less than (500 dinars). (7) seven points for those whose contribution ranges from (500 dinars) to less than (800) dinars; and (10) ten points for those whose contribution is (800) dinars and above.

<table>
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<tr>
<th>Article (7)</th>
<th>Loan documents:</th>
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<tbody>
<tr>
<td>A- A registration deed proving the subscriber's ownership of the land if the loan is for a residence; and ownership of the land and the construction on it, if the loan is to for the completion or expanding that house, provided that the plot of land and the construction on it are not mortgaged or reserved.</td>
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<tr>
<td>B - A final building permit from the competent authorities.</td>
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<tr>
<td>C- Land planners and demarcation site issued by the concerned authorities.</td>
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<tr>
<td>D - An engineering plan for the building prepared by an engineering office and approved by the Syndicate of Engineers.</td>
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<tr>
<td>E - Signing the initial contract if the purpose of the loan is to buy a residence or an apartment, provided that the purpose of the loan is to buy a house or apartment. The building permit and all transactions related to the transfer of its ownership must be in agreement with the provisions of legislation in force in municipalities or village councils and Land departments and the Municipality of Amman.</td>
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<tr>
<td>F- The loan contract between the fund and the borrower must be approved by the committee.</td>
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<tr>
<td>G- A life insurance contract and an insurance contract on the property financed by the fund.</td>
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</tr>
</tbody>
</table>

Article (8) A subscriber who received a previous loan from the fund may apply to the committee for a new loan if the previous loan is fully repaid. In this case, his new priority is determined according to the total points mentioned in Article (6) of these instructions minus the total points that were previously calculated.

Article (9) A - Subject to the provisions of Article (11) of the regulation, it is not permissible for the loan amount to exceed it (45,000) forty-five thousand dinars as a maximum.  
B - The loan is repaid plus interest or profit, including interest or profit for a period of allowance, insurance premiums, administrative returns determined by the committee, and any other expenses paid for the purposes of servicing the loan in monthly installments to be specified in the loan
document, provided that it does not exceed the third of the net salary.

C - The loan repayment period is limited to a maximum of twenty years, the remaining years for the end of service of the borrower from the university for completing the legal age according to the legislation in force at the university, or any of the two periods with the higher limit.

D - The subscriber is not granted a loan from the Fund to buy housing from a first-degree relative.

E - The committee determines the interest or profit rate of the beneficiary every financial year, proportionally to the cost of the financing, if any.

F - An administrative fee of 0.01 is added to the outstanding loan balance each fiscal year and it is added to the monthly installments for the same fiscal year.

G - The borrower who wants to pay part or all of the remaining amount is exempt from a percentage interest or profit on the amount to be paid, provided that the payment is made on a date of renewal of the loan contract.

| Article (10) | Spouses working at the university are considered as one person for the purposes of obtaining a loan. |
| Article (11) | The committee decides in cases not covered by a text in these instructions, in accordance with the provisions of the regulations. |
| Article (12) | The committee is responsible for implementing these instructions. |
German Jordanian University Employee Incentives
from the Fees of Irregular Programs Instructions of 2014

Issued by the University Council by virtue of Decision No. (29/2013) on 3/12/2013 based on Article (28/B) of the Faculty Regulation No. (96) of 2009 and Article (26/B) of the Employees Regulation No. (95) of 2009

| Article (1) | These regulations are titled (Employee Incentives Instructions in the German Jordanian University from the fees of Irregular Programs) and shall come into force from 1/1/2014. As for seconded faculty members or those delegated from other public universities, the provisions shall apply to them from the beginning of the academic year 2013/2014. |
| Article (2) | Fees for irregular programs for the purposes of implementing these instructions mean the fees charged from all students enrolled in all programs at the university except for students enrolled in the regular program. |
| Article (3) | The percentage determined by the Board of Trustees from the fees for extraordinary programs that are paid as incentives for university employees shall be reconsidered. |
| Article (4) | For the purposes of disbursing incentives for university employees from fees for extraordinary programs, the following categories are treated as follows:
  A- The appointed person at the university is treated as a full-time lecturer in the same way as his counterpart in the rank of faculty members.
  B- An employee appointed under a detailed contract (basic salary and bonuses) or an employee with a lump sum salary is treated as a counterpart in the grade. |
| Article (5) | A- In addition to the incentives of those who are obligated to serve at the university until the end of their commitment period, an equivalent amount will be added to the rare specializations allowance stipulated in Article 23 of the faculty system at the German Jordanian University.
  B- In addition to the incentives of those appointed after August 16 2015, |
the equivalent of the German Jordanian University allowance shall be added, as stipulated in the faculty system and the staff system at the German Jordanian University.
C. An amount of (50) dinars shall be added to the incentives of the Executive Secretary.

| Article (6) | The following categories are excluded from the incentives mentioned in these provisions:
| A. Faculty member or full time lecturer upon reaching the age of 70 years old.  
| B. Visiting professor.  
| C. Faculty member that is on unpaid leave or emergency leave during the holiday period.  
| D. Faculty member on loan or delegated to work outside the University during the loaning or delegation period.  
| E. Faculty member or full time lecturer hired in the University at the expense of his/her government or any other party.  
| F. Faculty member or full time lecturer appointed in Talal Abu-Ghazaleh Graduate School or teaches in it and receives the Talal Abu-Ghazaleh remuneration.  
| G. Fulltime Lecturer hired with a sum salary including allowances except for language teachers.  
| H. Employee of unpaid leave.  
| I. Employee seconded or delegated to work outside the university during the secondment or delegation period.  
| J. Employee hired at the University at the expense of trust funds or projects.  
| K. Employee hired in the University as per a sum salary contract or a special contract.  
| L. Worker in the university designated to work for a monthly allowance. |

| Article (7) | A. These incentives shall not be calculated within the salary subject to social security or the gross salary on which the calculations of the end |
of service remuneration or the participation in the housing fund are calculated.

B. Incentives may not be disbursed by the university and another party at the same time in any way.

| Article (8) | A. For the purposes of applying these regulations, the ranks and salaries of faculty members and the ranks and salaries of the administrative employees are approved as they are for December of the fiscal year prior to the year incentives are disbursed.  
B. Taking into consideration the decision of the board of trustees in this regard, incentives are disbursed at the end of every month of the fiscal year per a decision issued yearly by the university Council.  
C. Extra incentives which are not stipulated in this Article for faculty members holding administrative responsibilities are disbursed equaling 50% of the allowance stipulated in Article (18/A) of the enforced faculty members regulation.  
D. Extra incentives which are not stipulated in this Article for employees holding administrative responsibilities are disbursed equaling 50% of the allowance listed in article (19/A) of the enforced employees regulation.  
E. The part time-contract of the practicing professor and language teachers appointed on partial contracts will get incentives which are determined as a percentage of the number of hours they teach compared to the full teaching load.  
F. The following incentives are excluded from the application of Clause (A) mentioned in this Article:  
1- The incentives mentioned in Clause (C) and Clause (D) of Article (8) of these instructions.  
2- The incentives mentioned in Clause (A) and Clause (B) of Article (5) of these instructions. |

Article 8 was amended by deleting a paragraph according to University Council Decision No. 26/2015/2016 dated 20/7/2016
<table>
<thead>
<tr>
<th>Article (9)</th>
<th>In case of the death of one of the faculty members or employees then incentives are disbursed for the month of his/her death and the following month.</th>
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</table>
| Article (10) | Disbursing incentives for faculty members is stopped in the following cases:  
A. If any of the penalties listed in Article (58) of the faculty members Regulation in the university no. (96) Of 2009 are imposed on a faculty member with the exception of the notice penalty for a period 6 months from the date of determining a punishment.  
B. If a faculty member is suspended from work and is referred to the disciplinary Council, attorney general or competent court until a final decision is issued, as appropriate, by the concerned board of directors.  
C. If any of the exceptions contained in Article (6) of these regulations are met. |
| Article (11) | Disbursing incentives for employees shall be ceased in the following cases:  
A. If any of the penalties listed in in Article (52/a) of the employees Regulation in the University No. (95) Of 2009 is imposed of the employee with the exception of a notice penalty. As follows:  
 For a period of one month from the date of directing the first warning.  
 For a period of two months from the date of directing the second warning.  
 For a period of three months from the date of directing the final warning and above.  
B. If an administrative employee is suspended from work and is referred to the disciplinary Council, attorney general or competent court until a final decision is issued, as appropriate, by the concerned board of directors.  
C. If any of the exceptions contained in Article (6) of these regulations are met. |
<table>
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<tr>
<th>Article (12)</th>
<th>The estimated incentives for the consequent fiscal year are listed into the University’s draft budget for that year.</th>
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<tr>
<td>Article (13)</td>
<td>Any other regulations or prior decisions regarding employee incentives from regular programs fees shall be cancelled.</td>
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<tr>
<td>Article (14)</td>
<td>The University Council shall decide on any situation not listed in these regulations.</td>
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<tr>
<td>Article (15)</td>
<td>The president and the director of the department of finance shall be responsible for implementing the provisions of these Instructions.</td>
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</table>
**Instructions of the Library of the German-Jordanian University**

**Issued by the University Council pursuant to Article (16/d) of the Jordanian Universities Law No. (20) Of 2009 as Amended**

<table>
<thead>
<tr>
<th>Article (1)</th>
<th>These Instructions shall be called (Instructions of the Library of the German-Jordanian University No. (1) of (2014)) and shall come into force from the date of ratification.</th>
</tr>
</thead>
</table>
| Article (2) | The following words and expressions, wherever they occur in these Instructions, shall have the meanings assigned thereto unless the context indicates otherwise:  
The University: the German Jordanian University.  
The President: the President of the University.  
The Library: the library of the German-Jordanian University.  
The Director: the library director.  
The Regulation: the Works and Supplies Regulation in effect in the German-Jordanian University at the time of ratifying these Instructions and the Regulation amendments, or any Regulation that replaces it.  
The Committee: the technical committee.  
The Beneficiary: One of the following categories:  
1. University students.  
2. University employees.  
3. Retired faculty members who want to use the library.  
4. Subscribers for library services who are non-University staff, under the terms of their subscriptions. |
| Article (3) | At the beginning of every year, the President forms a committee called (The Library Committee) headed by one of the Vice Presidents and the membership of the Director, as a rapporteur for the Committee, and the vice dean of every school or deanship. The duties of the Committee are defined as follows: |
A. Plan the general policy of the library, suggest plans for its
development, recommend amendments for its Instructions, if needed,
and suggest ways to improve its service.
B. Make recommendations related to the library allocation in the
University budget.
C. Look into ways of providing information sources and library services
and requirements.
D. Coordinating purchase of library materials and subscriptions for
periodicals and electronic databases between the schools and the
library regarding purchases of library materials and subscriptions to
periodicals and electronic databases, as well as proposing strategies
for computing and the use of information technology systems.
E. Discussing issues not mentioned in the Library Instructions and
referring them to the President for the appropriate actions.

| Article (4) | The library provides references at the request of the academic
departments, beneficiaries (within their specialties), or library initiative. |
| Article (5) | The Director forms a technical committee of three library employees for
one year to look into the needs of beneficiaries and the library, and submit
its recommendations to the Director to take the appropriate decision, as
well as checking in delivered books and information sources with a value
of no more than 500 JODs. |
| Article (6) | The Director may:
A. Purchase of 1-3 copies of every book on the basis of the
recommendation of the committee.
B. Purchase of ten copies at most of books authored by University
employees for the purposes of acquisition, gifting and exchange.
C. Subscribe to periodicals (print or electronic) and databases in their
various forms, and buy old issues of periodicals in coordination
between the library and the concerned parties at the university. |
| Article (7) | A. With the exception of sources of information which may not be
circulated, taking into account the specific circulation period for some |
information sources and Article (12) of these Instructions:

1. A faculty member may borrow 10 information sources maximum for a period of one semester. The circulation period ends with the end of the semester regardless of the checkout date per source.

2. A University staff may check out 5 information sources maximum for a period of two weeks per source.

3. A graduate student may check out 10 information sources maximum for a period of two weeks per source.

4. An undergraduate student may check out 5 information sources for a period of two weeks per source.

B. Every volume of a book containing multiple volumes is considered a source itself for the purposes of circulation.

C. The beneficiary may not check out more than one copy of the same source at the same time.

D. If an information source is not available in the library, the beneficiary may request the library to obtain it from any of the member libraries of the Center of Excellence for Academic Services for the Libraries of Public Universities in Jordan.

<table>
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<tr>
<th>Article (8)</th>
<th>The circulation period for any information source may be renewed only once at the request of the beneficiary if it is not requested by another one, or if the circulation of the requested information source is suspended or unavailable for any reason related to the source or the beneficiary according to the provisions of these Instructions and the decisions issued thereunder.</th>
</tr>
</thead>
</table>
| Article (9) | A. A source of information may be placed on the reserve shelf if its type permits at the request of faculty members or as an initiative by the director.  
B. Source of information which are on the reserve shelf may be checked out for two hours within the library, pursuant to procedures that organize reserving, using, and circulating such sources within the library issued by the director. |
| Article (10) | A. Overnight circulation procedures are applied to information sources on the reserve shelf and any other information sources specified by the director every once in a while of that are not normally circulated except banned ones.  
B. Overnight circulation begins one hour before the end of the library’s official working hours on every working day including Saturdays, and ends one and a half hours after the beginning of the working hours of the next work day. |
| Article (11) | A. Print periodicals may be checked out by faculty members only and according to the overnight circulation regulation.  
B. According to paragraph (A) of this Article, the total number of items, checked out by a faculty member, should not exceed three issues at the same time, and are counted towards the maximum circulation number permitted for a faculty member.  
C. References may be circulated to faculty members and graduate students per the overnight circulation regulation, provided that it does not exceed three references per circulation period and are counted towards the maximum number permitted for the beneficiary. |
| Article (12) | A. If a beneficiary fails to return a source to the library by the deadline of its circulation for more than 3 days, the beneficiary shall be fined 250 fils per day for every day it is overdue including all holidays. The fine shall not exceed 20 JODs per source per semester, and the summer semester is treated as a regular semester for this purpose. The fine is repeated for every following semester or part of it, taking into consideration the maximum fine per semester provided that the fine does not exceed 60 JOD.  
B. If an information source that is checked out according to the overnight circulation regulation is overdue, the beneficiary is fined 100 fils per hour, including after work hours, up to 20 JOD per source per week.  
C. If an information source is one year overdue, it is considered lost, and the beneficiary is fined pursuant to Article (15) of these Instructions. |
D. The President may, upon a recommendation from the director, deduct the value of any due fines from the salary or remunerations of University employees, or orders it to be collected as service fees that are due for academic registration for students, or obtaining a clearance. As for subscribers, the fine is deducted from the money they deposit to receive library service.

E. If the value of the source or sources exceeds the deposited amount for subscribers, the President may prosecute them if they refuse to pay it voluntarily.

F. If the due day to return a source of information falls on an official holiday or a day where library services were held for any emergency circumstances, that day is dropped from the delay time.

| Article (13) | If the information source belongs to some different library other than that of the University and was borrowed by the library for a beneficiary, the circulation period is four weeks for faculty members and graduate students and two weeks for others. The borrowed source counts towards the maximum number of sources that a beneficiary may check out at the same time. The provisions of the instructions in effect at the original loaning party shall apply to cases of delay, loss, or damage. |
| Article (14) | A. The President may partially or totally relief a beneficiary from the fine resulting from overdue library resources if the beneficiary puts forward reasons which the President may accept.  
B. The director may cancel a fine resulting from a bug, technical error or sudden malfunction in the circulation system. |
| Article (15) | A. If a beneficiary continues to delay the return of a source of information he checked out or ignores the library’s recall notice for a period of one year, the President may, with the recommendation of the director, apply the suitable paragraph of Article (12) of these Instructions.  
B. Any beneficiary who suffers a fine for delay, damage, or loss may not check out any library resources until he clears this fine. |
| Article (16) | A. If the beneficiary loses any information source, he is fined three times the value of that source in addition to two JODs for binding costs, in addition to delay fines, which shall continue accumulating until the day the beneficiary settles them and get a clearance.

B. If a beneficiary loses one volume of a multi-volume source, he is fined with the current market price of the full set, in addition to two JODs for binding costs for every lost part, and the fines for late return shall continue from its due date until the date the beneficiary notifies the library of its loss. If it is found that the source was not lost, overdue fine applies.

C. After paying the fine stipulated in paragraph (b) of this Article, the beneficiary is not entitled to possess the other volumes/parts of the set of which he lost a part. This paragraph applies to original CDs and the books that accompany the CDs as one whole unit. The fine is calculated on the basis of the current market value of the CD and the accompanying books be it the disk that is lost or its accompanying materials. The fine for losing or damaging a copied disk is one JOD per disk.

D. If a beneficiary loses a book that the library received as a gift or exchange, the technical committee estimates the price of the book. What is mentioned in paragraphs (A, B, C and D) of this Article applies to the beneficiary. In this case, the fine shall be based on the value estimated by the director.

E. The director may accept a substitute, original and good copy for the lost source provided that it matches the bibliographical information or a more recent edition than the lost one, in addition to two JOD as binding costs and the due fine for the delay. |
| Article (17) | A. If a beneficiary damages any information source on purpose, for example tear pages partially or wholly, write on the margins of the source or mark on its lines or underline them, the beneficiary is fined four times the value of the source and its volumes, in addition to two |
JODs per volume as binding costs. The beneficiary is not entitled to obtain the damaged copy. The director may report him in writing to the President in order to take the proper action against him.

B. If the damage to the information source does not exceed the removal of the cover, the beneficiary is fined three JODs (one JOD for restoration and two JODs for rebinding) provided that the damage does not get to the material of the source and that there is no defect or loss resulting from the damage. It is also necessary that it is possible to bind the source without loss of any material.

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<th>Article (18)</th>
<th>The following bases shall be taken into account when the provisions of Articles (16) and (17) of these Instructions are applied:</th>
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<tr>
<td>A.</td>
<td>The fine value for loss or damage is calculated based on the Jordanian Dinar exchange rate to other currencies as published by the Central Bank of Jordan (CBJ) on the date of the purchasing of the missing or damaged information source, or on the due date of the source whichever is higher, and not necessarily according to its value in the account book when it was purchased.</td>
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<tr>
<td>B.</td>
<td>The value of graduation projects is JOD 15 (fifteen JODs). The estimated value of a thesis of the University or gifted to it JOD 25 (twenty-five JODs) for a master’s thesis and JOD 30 (thirty JODs) for a doctoral thesis.</td>
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<tr>
<th>Article (19)</th>
<th>A. Band information sources may be used for the purpose of scientific research with the director’s written approval, taking into account the applicable legislations and decisions.</th>
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<tr>
<td>B.</td>
<td>A beneficiary may view band information sources inside their assigned hall. Such sources are not allowed to be checked out, photocopied, or reproduced partly or wholly in any way.</td>
</tr>
<tr>
<td>C.</td>
<td>The Director may lend band information sources to other public Jordanian universities within the official interlibrary loan agreement, provided that such sources shall be delivered to an authorized delegate</td>
</tr>
<tr>
<td>Article (20)</td>
<td>The library provides paper and electronic photocopying and printing services for a tariff determined by the President upon the recommendation of the Director that can be modified from time to time.</td>
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<tr>
<td>Article (21)</td>
<td>Those who conduct photocopying and copying in any form in the library are committed to abide by the intellectual property protection legislations in force in the Hashemite Kingdom of Jordan.</td>
</tr>
<tr>
<td>Article (22)</td>
<td>The tariff of photocopying, copying, and printing of the various information sources is determined for the Jordanian universities under the terms and conditions of agreements concluded with these universities, taking into account Article (20) of these Instructions.</td>
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| Article (23) | A. A beneficiary may access the database of the Arabic Digital Library of Yarmouk University, as well as the university theses database of the University of Jordan when available in the University library according to the terms of access and usage determined by Yarmouk University, the University of Jordan, and the University based on decisions issued by the President upon the recommendation of the Director.  
B. Non-University staff and institutions may subscribe for library services under conditions and fees determined by the President upon the recommendation of the Director.  
C. Application forms for subscription of individuals and institutions for library services and the fees upon filing an application, subscription fees and the services related thereto, such as issuing a subscriber card and the fees thereof shall be determined by the President upon a recommendation of the Director. |
| Article (24) | A. A valid University ID for students and staff should be displayed to enter the library and to check out any information source,  
B. Lending a beneficiary’s ID to others to benefit from the library services or just entering it is prohibited. If this happens, the ID may be confiscated by the librarian when such action is noted and delivered to the Director, and the Director may inform the President about such action in writing. |
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<td>Article (25)</td>
<td>If a beneficiary shows any misbehavior and/or violates the instructions of the library, the director may prevent him from entering the library for a fixed period, and may inform the President in writing to take any other actions against him. If the beneficiary is non-University staff, the director may prevent him from entering the library for a certain period of time or cancel his subscription; in that case, the Department of General Services shall be informed in writing.</td>
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</table>
| Article (26) | A. If a beneficiary loses his ID, he shall personally notify the library immediately.  
B. Beneficiaries may not claim for any reason that they have not borrowed any books registered in their accounts in the circulation system even if those books are not in their specialty field. |
| Article (27) | Library visitors and beneficiaries must show materials they have to the door guard. The guard or any employee of the library to search bags while entering or exiting the library; they are also entitled to perform a personal check in suspicious circumstances or doubt that library property has been |
harmed, prohibited material being taken into the library, or some other beneficiary’s property has been stolen, provided that female employees only may conduct this search to females.

| Article (28) | The Director shall be entitled to take the necessary actions to regulate the use of all types of devices available in the library. |
| Article (29) | The Director may exclude any information source from service of regular or overnight circulation or prevent its use inside the library, if the condition of that source or the general interest requires this. |
| Article (30) | A. The library provides within its capacity Carrel devoted for faculty members, graduate students, and researcher visitors to the University for more than a week and obtain an approval from the President.  
B. Research rooms are to be allocated to beneficiaries within priorities determined by the Director. Beneficiaries are to abide by the terms of research room use and end of use. These procedures might require fees in exchange for the services of the research rooms determined by the President, upon the recommendation of the Director.  
C. Beneficiaries may use any information sources within the research rooms.  
D. Beneficiaries may keep any checked out information sources in the research room, and the provisions of circulation duration shall apply to them.  
E. The beneficiary may not receive anybody to the research room.  
F. Lending a beneficiary’s right to others to use the research room to anyone is prohibited.  
G. Group research rooms (when available) may be reserved by a number of beneficiaries for two consecutive hours per day by registering their names at the assigned librarian. |
H. Group research rooms are restricted for the purpose of studying and scientific research. In the case of violation, the librarian may inform the Director to take appropriate actions, such as canceling reservation and preventing violators from booking these rooms in the future for an estimated period. The director may inform the President of those violations writing.

I. If it appears that rooms are intentionally monopolized by a certain group, the director is entitled to take any required procedures to prevent such a behavior.

| Article (31) | Retired University employees shall have the same treatment of faculty members, such as benefiting from the library services; and shall abide by the obligations of the beneficiaries set forth in these Instructions. In the case of book circulation the p shall pay a refundable deposit determined by the President upon a recommendation from the Director. |
| Article (32) | Beneficiaries may not bring minors to the library with them; in the case of violation, the University is not responsible for whatever happens to them. |
| Article (33) | The University may use audio/video recording, or any data from Library systems or its employees to prove any violation cases within the library for the purposes of investigation within the University or before the official judicial authorities. |
| Article (34) | The Director is entitled to assign the necessary bases and procedures to implement these Instructions. |
| Article (35) | The President takes the appropriate decisions in cases not included in these Instructions. |
| Article (36) | The President of the University and the Director of the library are responsible for executing the provisions of these Instructions. |
### Article (1)
The following words and expressions, wherever appearing in these Instructions, shall have the meaning assigned thereto unless the context indicates otherwise

- **Kingdom**: The Hashemite Kingdom of Jordan
- **University**: German Jordanian University
- **The Board**: Deans council
- **President**: The President of the University.
- **The Darat**: Darat Othman Bdeir for Innovation and Entrepreneurship
- **The Darat Board**: The Board of Darat Othman Bdeir for Innovation and Entrepreneurship
- **Director**: The Director of Darat Othman Bdeir for Innovation and Entrepreneurship
- **Agreement**: any agreement or memorandum of understanding aimed at executing any activity or production of a creative partnership or cooperation between the Darat and other parties.

### Article (2)
A. The Darat is considered a unit within the University and all University laws, by-laws and regulations are applicable thereon.
B. The Darat reports administratively to the President. However, the President may delegate some of his authorities in this regard to any of his Vice-Presidents.

### Article (3)
The Darat aims at realizing the University’s goals and objectives in rendering efficient services to the local community, in particular, and to
the other communities, in general, by means of:

A. Providing the physical, social and psychological environment that boosts and supports creativity, distinction, innovation and polishes potential talents.

B. Marketing produced creative works accomplished by students and graduates, or any other creative works approved by the Board.

C. Providing logistic services for University students to produce, present, and discuss their creative works.

D. Contributing to preserving local cultural, and artistic and architectural heritage by means of proposing, supporting, and implementing varied activities and programs that serve this purpose.

E. Offering logistic services for the University centers, and offered academic programs, courses and curricula in addition to organizing joint workshops in cooperation with external parities, particularly those in Germany, and which are in line with the themes and objectives of the Darat.

F. Helping in stimulating awareness in the local community, with particular emphasis on the youth generation, on the varied fields and dimensions of creativity by means of organizing programs and activities and holding specialized relevant training courses and workshops.

G. Providing services in relation to creativity to institutions and individuals inside the Kingdom and aboard, against a specific fee, and continuing to supervise the organization, administration and implementation of these services.

H. Developing and enhancing the expertise, skills and capabilities of the University students and employees in issues relating to varied creative production, with the ultimate objective of enabling the University to offer quality services in this regard, and to encourage the University students and employees to contribute towards the
service of the local community in return for moral and financial incentives and rewards.

I. Contributing towards constructing bridges between education and research in the varied fields of creative works, and in compliance with the needs of the labor market and the local community.

J. Offering logistic services to the University Alumni Club in fields relevant to those offered by the Darat.

K. Offering logistic services to Al-Abdaleya Basic School for Boys.

Article (4)

The Darat is to perform the tasks assigned by the Darat Board in accordance with the needs of the students, the University, the Jordanian community as well as other communities.

Article (5)

A. The Darat shall have a Board named: “Board of Darat Othman Bdeir for Innovation and Entrepreneurship” chaired by the President, or by whomever her may delegate among any of his Vice-Presidents, and comprising the following members:

* The Darat’s Director.

* Three University employees, at least, two of whom, at least, are faculty members nominated by the Deans’ Council upon recommendation of the President, provided that they have substantial experience in the Darat’s scope of work.

* Two members, at least, from outside the University, nominated by the Deans’ Council upon recommendation of the President, provided that they have substantial experience in the Darat’s scope of work.

B. If the position of any member of the board of directors becomes vacant for any reason, a replacement will be appointed for vacant position for the remaining period in the same way as mentioned above.

C. The board of directors chooses one of its members from among the university employees to take over the secretary of the board of directors.

D. The appointment of the management council is for a period of two years, renewable for one time.
Article (6) The Board is to hold its meeting once every four months, or whenever needed at the invitation of its Chairman.

Article (7) The Board is to assume the following tasks and responsibilities:
- Suggesting and approving the basic principles and guidelines for the operation of the Darat.
- Endorsing Darat’s Action Plan and administration policy.
- Discussing Darat’s draft budget and submitting it to the University Deans’ Board for endorsement.
- Discussing and approving Darat’s Annual Report.
- Suggesting ideas and proposals that would further enhance Darat and upgrading the level of its services.
- Approving Agreements and Memos of Understanding.
- Approving Darat Organizational Structure.
- Approving Darat policies and financial principles and submitting these to the President for final approval/endorsement.
- Discussing miscellaneous issues that relate to Darat’s works and operations.

Article (8) A. The Director is to assume tasks, duties and responsibilities entitled to him as per Darat’s pertinent regulations, which include, but are not limited to:
- Managing the daily work of the Darat
- Representing the Darat at other parties inside Jordan and abroad.
- Signing Agreements and Memos of Understanding.
- Approaching parties and counterpart institutions inside Jordan and abroad with the objective of helping Darat realize its goals and objectives.

B. The Director has the right to delegate, in writing, some of the tasks, duties and responsibilities entitled to him as per Darat’s pertinent regulations to whomever he may delegate.

C. The Director has the same teaching load and allowances of the Dean.

D. In the event that the Director is absent or not present, his Assistant
A. The Director is to be appointed upon a decision made by the President for a two-year tenure, renewable for one time. His appointment is to expire with the end of his tenure, or upon resignation, or the appointment of a successor.

B. To qualify for his appointment, the Director is expected to:
- Fulfill all terms and conditions of a faculty member at the University.
- Possess distinguished expertise in one or more in entrepreneurship, creativity or pioneering areas.

C. The Director is expected to run the day-to-day affairs of the Darat at a level which ensures the best possible operation and function of Darat, and in line with the pertinent Jordanian Universities Laws and all By-laws, and regulations emanating therefrom. He is also to assume the following tasks:
- Direct supervision of the Darat’s day-to-day activities and operations.
- Preparing drafts for Agreements and Memos of Understanding to be reached between Darat and other parties and counterpart institutions.
- Suggesting Action Plans, Administration Plans and Programs and supervising their implementation.
- Suggesting the Darat policies and financial principles and submitting these to the Executive Director for approval.
- Preparing the Darat draft budget and presenting it to the Darat’s Board for discussion.
- Publishing pamphlets and leaflets highlighting the Darat’s activities and functions.
- Preparing the Darat Annual Report.
- Preparing Financial Clearance Forms in relation to the services offered by Darat, in cooperation with the University’s Financial Affairs Department.
- Any other tasks and duties designated to him by the President.

D. The Director is to suggest the Darat Organizational Structure, and to
submit it to the Board for approval and subsequent submission to the President for final approval/endorsement. Any suggested alterations/amendments to the Organizational Structure are to be performed along the line of the same procedure.

E. The Director has the right to transfer employees from one post to the other within the Darat, and as he deems fit for the welfare and interest of both the University and the Darat, taking into consideration the University’s pertinent, by-laws and regulations.

| Article (10) | The Darat’s revenues:  
| | A. The Darat’s revenues are to be generated from the following sources:  
| | - Annual subscription fees in Darat.  
| | - Income from the Darat’s various activities and services.  
| | - Donations and gifts following the approval of the University Board of Trustees.  
| | - Income from rental of or investment in the Darat’s utilities.  
| | - Income from any form of resources that comply with the Darat’s goals and objectives  
| | - The amount allocated to Darat from the University Annual Budget to help Darat run its activities and perform its tasks, operations and services.
| | B. Any surplus in revenues or income generated by the Darat at the end of the fiscal year, is to be channeled to the University budget, and is to appear on the University forthcoming budget. On the other hand, the University is to cover any financial losses incurred by Darat at the end of the fiscal year. The amount of loss is to appear as an item on the University budget.  
| Article (11) | The Darat’s revenues are to be deposited in an account under the title: ‘Deposits of Darat Othman Bdeir for Innovation and Entrepreneurship.’ All transactions of withdrawals and deposits are to be in accordance with
<table>
<thead>
<tr>
<th>Article (12)</th>
<th>The University Finance Department is to keep and control the Darat’s financial records and to make sure that all financial issues are sound and under control.</th>
</tr>
</thead>
</table>
| Article (13) | The entrepreneurship, creative or pioneering works at the Dara are to be accomplished by the following:  
- Students, faculty members and employees of the University, with priority always given to them.  
- People with distinguished experiences in the Darat’s Scope of work from outside the University. |
| Article (14) | A- Students’ rewards in return for accomplishing work in line with Darat’s work are to be paid in accordance with pertinent Regulations for the Employment of Students at the University.  
B- Faculty members’ remunerations in return for accomplishing works in line with the Darat’s work, inside the Kingdom, are to be paid in accordance with Article (17) of the pertinent Faculty Members Internal Regulations. However, Faculty members’ remuneration in return for accomplishing works in line with the Darat’s work, outside the Kingdom, are to be paid in accordance with Para (2/A) of Article (27) of the pertinent Administrative Staff Internal Regulations.  
C- Taking into consideration the contents of Para (B) of Article (14) hereinafter, the Board is to suggest additional principles with a view to specifying remunerations to be paid to faculty members and administrative staff, provided that these principles are endorsed, beforehand, by the Deans’ Council. |
| Article (15) | If the nature of work entails people who do not hold academic degrees or academic qualifications, the President, may, in this case, and upon recommendation of the Board and the Director, decide on paying remunerations to them in line with the Salaries and Remunerations Scale adopted by the University, or according to contracts made with the concerned parties. |
| Article (16) | The President may, upon recommendation of the Board and the Executive Director approve the performance of non-profit works (where revenues are less than costs) for mere marketing purposes, or to render services to the local community and/or students. |
| Article (17) | Despite the content of Articles (14) and (15) of these regulations, and in certain cases that serve the interest of the University, the Deans Council may determine the amount of deserved remunerations upon recommendation of the Board and the Director. |
| Article (18) | All cases not specified in these regulations, or disputes pertaining to the implementation of any of the provisions of these regulations are to be brought before the Deans Council for appropriate decision. |
| Article (19) | The University President is responsible for the implementation of the provisions of these regulations. |
# Foundations of the Consultation and Training Centre at the German Jordanian University

<table>
<thead>
<tr>
<th>Article (1)</th>
<th>The following words and expressions, wherever appearing in this law, shall have the meaning assigned thereto unless the context indicates otherwise:</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Kingdom: The Hashemite Kingdom of Jordan</td>
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<tr>
<td></td>
<td>University: German Jordan University</td>
</tr>
<tr>
<td></td>
<td>Council: The Deans council</td>
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<tr>
<td></td>
<td>Director: The Director of the Consultation and Training Centre at the German Jordanian University</td>
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<tr>
<td></td>
<td>Centre Council: The Council of the Consultation and Training Centre</td>
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<tr>
<td></td>
<td>Head of Council: The Head of the Council of the Center.</td>
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<tr>
<td></td>
<td>Director: The Director of the Center.</td>
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<tr>
<td></td>
<td>Agreement: Any agreement or memorandum of understanding that aims to execute a study or a mission whether training or consultation conducted by the Centre or in cooperation with another body.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Article (2)</th>
<th>A. The Centre shall be considered a unit of the University, whereby the regulations and Instructions of the University shall apply.</th>
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<tr>
<td></td>
<td>B. The Director holds a managerial and academic power over the Centre whereby he may delegate his powers to any of his deputies.</td>
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</table>

<table>
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<tr>
<th>Article (3)</th>
<th>The Centre aims to achieve the goals of the university in the service of the Jordanian society in particular, and in the service of other communities in general through the following:</th>
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<tbody>
<tr>
<td></td>
<td>▪ Providing charged training and consultation services for individuals and organizations both inside and outside the Kingdom, as well as supervising the management and execution of these services.</td>
</tr>
<tr>
<td>Article (4)</td>
<td>The center executes the missions that shall be determined by the Council of the Center, in the light of the needs of the Jordanian community and other communities.</td>
</tr>
</tbody>
</table>
| Article (5) | The Center shall have a council called "The Council of the Consulting and Training Centre" It shall be chaired by the President and the membership of the following:  
- The Director of the Center  
- Three members from the University either deans or from the administrative departments who are nominated by the President upon the recommendation of the Deans council.  
- Four members from outside the University, who have experience in working in fields the Center works in, nominated by the President.  
- The Chairman shall assign one of the employees in the Centre as a secretary of the Council upon the recommendation of the Director.  
- Membership of the Council shall be for 2 consecutive years, renewable upon the approval of the President. |
| Article (6) | The Council shall assemble at least once every six months or when the need arises upon summon from the President. |
| Article (7) | The Council shall undertake the following duties and powers:  
A. Suggesting and adopting the basis which applies to the work of the Centre. |
- Adopting a work plan for the Centre.
- Discussing draft budget of the Center and submitting it to the Deans council.
- Discussing the annual report and its approval thereof.
- Providing support the Centre and further develop it.
- Determining the pricing mechanism and its policies.
- Discussing any other topics.

B. The university shall allocate only one seat to the members of the Council of the Center without exemption from the fees and within the general conditions of acceptance at the University. In the case of multiple applications from the Council of the Center, the Instructions of the University and principles of preferences followed therein shall apply.

| Article (8) | A. The Chairman of the Council of the Center shall practice the power vested in him according to these Instructions including:
<table>
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<td>- Representing the Centre in front of other parties both inside and outside Jordan.</td>
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<tr>
<td></td>
<td>- Signing agreements and memoranda of understanding.</td>
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<td></td>
<td>- Contacting the concerned parties both inside and outside the kingdom to achieve the goals of the center.</td>
</tr>
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</table>

B. In the case of absence of the Chairman of the Council, one of the Council members, who is a University employee, shall be assigned with the duties and powers of the Chairman.

C. The Chairman of the Council shall be entitled to delegate in written form some of his powers and duties that are mentioned in these Instructions.
Article (9)

A. The Director shall be appointed by a President decision for a term of two years, renewable. The director’s terms of office is terminated either by the completion of the first term, or the director’s resignation, replacement, or transfer.

B. The Director shall undertake the powers of the Unit manager, according to the Regulations of the University and shall be responsible for managing the affairs of the Centre for the purpose of ensuring the proper functioning of the center in accordance with the Law of the University and the Regulations and Instructions issued pursuant thereto. Additionally, the following tasks shall be entrusted to him:

- Direct supervision of the progress of work in all units and divisions of the Centre as well as directing its work.
- Preparing drafts for agreements between the center and other parties.
- Suggesting work plans and supervising its programs.
- Submitting pricing policies, which are reinforced with an effective study, for all the training and consultation services or any other services offered by the center to the council enhanced by a feasibility study.
- Preparing proposals concerning the center budget and presenting it to the council of the center for discussion.
- Releasing brochures of the center works and various activities.
- Preparing the annual report about the center activities.
- Approving to allow the participants who are university employees or their children to pay the fees in installments.
- Recommending to the president the return of fees to the participants who have signed up for courses that were not held or were not completed in addition to those who have withdrawn from the courses for reasons the director sees fit.
- Preparing financial clearances of studies and training courses in
coordination with the financial department of the University.

- Recommending to the president the financial remunerations of the University employees.
- Any other responsibilities or missions assigned to the director by the president or council.

C. The director assumes the responsibility of preparing an organizational structure for the center, and presenting it to the head of the council for ratification and subsequently approval and passing. The director shall have the powers to amend to the structure according to the benefit of the center and university with the approval of the president.

D. The director shall have the power of transferring employees inside the center in the interest of the center and university while considering the regulations and instructions applicable in the university.

E. Employment in the center shall be according to the University Instructions and the applicable appointment principles.

**Article (10)**

A. The center revenues consist of:

- The income from holding training courses, offering consultations, conducting studies, and any other activity that is in accordance with the goals of the center.
- Donations and gifts.
- Any other returns that are in accordance with the goals of the center.
- The amount of money the university annually allocated as part of its budget for the center.
- The amounts of money faculty and administrative members pay when holding training courses during their work at the university which consists 10% of what they get.

B. Earned savings shall be transferred to the University revenue, and shall be calculated as part of the University budget for the following year. Additionally, any losses are countered by accounting the loss within the university budget for the following year.
| Article (11) | Revenue of the center shall be deposited in the “Training and Consultation Centre” account, whereby deposit and withdrawal is done according to the implemented financial regulations of the University. |
| Article (12) | The income of the center received from the missions that have been executed whether training services or consultation or other business activities shall be distributed in such a manner that ensures there is a part of the income is used to cover the cost of executing activities, paying financial remunerations for experts, those who helped in the execution, and for the employees at the center. |
| Article (13) | The financial department of the university manages the required bookkeeping and accounting records for the purpose of managing the financial affairs of the center. |
| Article (14) | A. Subscription fees to the training courses shall be determined by the director, and the discounts mentioned below are given on the set fees:  
- 25% off for registered university students and graduates.  
- 25% off for university employees and their first-degree relatives if subscription is on his/her own expense.  
- At most 30% off with the concurrence of the director in the following cases:  
  - Parties sending more than one participant  
  - Parties which form a training agreement with the center.  
  - Participants who have joined on the expense of charities and local clubs.  
B. The president shall exempt any or all participants from the fees either wholly or partially upon the recommendation of the director. |
| Article (15) | Persons assigned to provide consultation, perform studies, and give training courses at the house are:  
- Faculty members and other university employees, wherein the priority is always theirs.  
- Those who possess outstanding expertise from outside the University or when there is no such experience in the university, the director of |
the center deems it possible to agree with these experts.

| Article (16) | If there is a need to hire individuals who don’t hold academic qualifications or a university degree arises, the President may, upon the recommendation of the director, decide to allocate financial remunerations to them in accordance with the salary and allowances laws applicable at the University or according to signed contracts with the related parties. |
| Article (17) | The president can, with the concurrence of the director, approve of holding non-profit training courses (whereby revenue is less than expenses) for marketing purposes or for serving the students or the local community. |
| Article (18) | In spite of what is mentioned in Articles (16) and (17), in certain cases whereupon the benefit of the university is concerned, the dean’s council shall decide the amount of the deserved financial remuneration with recommendation from the director and concurrence of the president. |
| Article (19) | Employees at the university are only allowed to offer the stipulated services through the center. |
| Article (20) | For the purposes of distributing the revenue accrued from the courses and consultations, the applicable "instructions for calculating and distributing the income of university employees from work outside the university" are applied. |
| Article (21) | The council shall decide on the cases that are not mentioned in these principles. |
| Article (22) | The center shall offer its services according to the agreements or contracts made with the beneficiaries (in the cases that require such action) based on the principles and conditions determined by the council of the center with the approval of the president. |
| Article (23) | The dean’s council, the president of the university, the chairman of the council, and the director are responsible for executing these principles. |
**Instructions on Calculating and Distributing the Revenue of Academic Staff Members from Work in Training and Consultations**

**Issued According to Article (24) from the Academic Staff Regulation No. (96) for the year 2009**

<table>
<thead>
<tr>
<th>Article (1)</th>
<th>These instructions shall be named “Instructions on Calculating and Distributing the Revenue of Academic Staff Members from Work in Training and Consultations” and shall be effective as of their date of approval by the Deans Council.</th>
</tr>
</thead>
</table>
| Article (2) | The following words wherever mentioned in these instructions shall have the assigned specified meanings below unless indicated otherwise:  
Kingdom: The Hashemite Kingdom of Jordan.  
University: The German Jordanian University.  
President: University Council.  
Center: Any Center from the university’s centers that involve training and consultations.  
Center Council: Center Council for Training and Consultations.  
Director: Center Director.  
Trainer: Any academic staff member.  
Consultant: Any academic staff member. |
| Article (3) | University employees are prohibited from offering training services and consultations mentioned in these instructions only through or in a written coordination with the center at the university. |
| Article (4) | The distribution of revenues from courses shall be as follows:  
1- Courses conducted by the center:  
A- The payment to trainers from academic staff members shall be in accordance with Article (17) from the academic staff members regulation followed with the exclusion of language teachers appointed to train in which they shall not be paid unless the course is an addition to their usual teaching load or are appointed to teach during their vacation. |
B- The executive instructions of the employees regulation followed shall be implemented on the appointed trainers from administrative staff members.

2- **Courses held by the trainer through the center:** The center shall receive an overall percentage of 30% from each course revenue. In case the course trainer conducted the course at one of the university’s schools and used its labs and equipment then the center shall receive 20% from the overall course revenue and the school shall receive 10% from the overall course revenue.

3- **The course conducted through a trainer and that uses the center’s amenities:** The center shall pay 20% from the overall course revenue.

4- **Courses conducted by the trainer outside of the center whether in or outside the Kingdom:**

A- If the courses are conducted during the trainer’s vacation, the center shall not pay a percentage from the incurred revenues.

B- Whereas if the courses are held during working days, the center shall receive 10% from the overall trainer’s fees.

5- **Courses conducted by trainers from outside of the Kingdom:** The revenues are distributed according to the agreement made with the center.

### Article (5)

Revenues from consultations are distributed as follows:

1- **Consultation given by the consultant through the center:** The center shall pay 20% from the overall consultant’s fees.

2- **Consultation given outside of the center whether in or outside the Kingdom:**

A- If the consultation was given during the consultant’s vacation then the center shall not pay any percentage from the incurred revenue.

B- If the consultation was given during working days then the center shall pay 10% from consultation fee.

3- **Consultation given by people from outside of the university:** The revenue shall be distributed according to the agreement made with the center as long as the center’s percentage is not less than 20% from the overall incurred revenue from the consultation.

### Article (6)

The center shall provide in return for the mentioned percentages in Article (4) and Article (5) of these instructions free halls for courses and
consultations conducted through the center.

| Article (7) | A- In case an academic staff member conducts a training or gives a consultation outside the training and consultations center without informing the university then he or she shall be deprived from joining any courses or consultations conducted as per the instructions, and shall be asked to return the money he or she owes the university.  
B- The deprivation will be canceled if the faculty member supplies the university’s share of the revenue realized within two months from the date of the deprivation. |
| Article (8) | The president shall decide on cases that do not have an article in these instructions. |
| Article (9) | The Deans Council, President, Center Director, and Center Council are responsible for the execution of these instructions. |
The Instructions for the Centre of Natural and Cultural Heritage Studies at the German Jordanian University

A center called "The Centre for the Study of the Natural and Cultural Heritage" shall be established at the University, which aims to establish policies to prepare files to nominate sites on the cultural heritage list, offer help, and follow up with the concerned authorities. Additionally, it shall increase the academic and local community’s awareness of the importance of the Jordanian civilizational and cultural heritage through its activities. The center shall be in an official link with the various formal, eligible and academic entities, which are concerned with preserving the monuments of natural value and heritage.

Article (1)
The following words and expressions, wherever appearing in these instructions, shall have the meaning assigned thereto unless the context indicates otherwise:

Kingdom: The Hashemite Kingdom of Jordan
University: German Jordanian University
Council: Deans council
President: The President of the University Centre: The Centre of Natural and Cultural Heritage Studies
Centre Council: The Council of the Centre
Head of Council: The Head of the Center Council
Director: The Director of the Center.
Agreement: Any agreement or memorandum of understanding that aims to execute a study or a mission whether training or consultation conducted in collaboration with the center and another body.

Article (2)

A. The center shall be considered a unit of the university whereby the regulations of the university apply to it.
B. The president holds a managerial and academic power over the centre whereby he may delegate such powers to any of his vice presidents.

Article (3)
The center aims to achieve the goals of the university in terms of preserving the natural cultural heritage, the Jordanian cultural heritage in particular, and that of the Arabic world in general through the following:

A. Placing principles and guidelines for the preservation of landmarks
and sites identified as international heritage sites.

B. Establishing a link between the center and various formal, eligible and academic entities, which are concerned with preserving the monuments of natural value and heritage

C. Building a network with international donor agencies such as UNESCO, the EU, SESCO, GIZ, USAID and others.

D. Further developing the capabilities of the university, and collaborating with the existing programs such as the maintenance of heritage buildings programmed in the school of Architecture and Built Environment.

E. Engaging the students in projects, researches, studies, and lectures concerned with heritage sites in order to nurture a sense of patriotism and belonging as well as pride in the students for their nation and its treasures.

F. Working on projects and obtaining consultations related to the work of the center.

G. Offering consultations in the field of preserving natural and cultural heritage in addition to preparing files for nomination to the related organizations in the Arab world.

H. Holding symposia and courses in the field of heritage sites for those employed in this field.

I. Developing and enhancing the expertise, capabilities, and skills of the employees employed at the university at all administrative levels and the students in the field of the preservation of cultural and natural heritage in addition to providing both financial and motivational incentives for them.

<table>
<thead>
<tr>
<th>Article (4)</th>
<th>The center shall execute the missions that shall be determined by the center council in light of the needs of the Jordanian community and other external communities.</th>
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<tbody>
<tr>
<td>Article (5)</td>
<td>A. The council of the Study of Natural and Cultural Heritage Centre consists of the president as the head of the council or whomever is</td>
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</tbody>
</table>
delegated among the vice presidents, along with the following members:

- The director of the center.
- Three University employees who are school deans or members from the academic staff, assigned by the president with the concurrence of the dean’s council. At least one of the assigned deans should be the dean of the school of Architecture and Built Environment.
- Three members from outside of the University who have experience in this field nominated by the president (who are also representatives from: the Ministry of Tourism and Antiquities, the Department of General Antiquities, one of the foreign centers of Antiquities, UNESCO, RSCN, and the Ministry of Environment).

B. The president shall assign one of the employees in the center as the secretary of the council with the concurrence of the director.

C. In the absence of the president of the council, one of the council members who is a university employee shall be assigned to act in his place.

D. The council chair shall be entitled to delegate in writing some of his/her powers and duties that are mentioned there to any employee at the center.

| Article (6) | The council of the center shall meet every four months, or whenever the need arises, upon an invitation of its chairman. |
| Article (7) | The Coward of the Centre is to have the following duties and powers:  
- Proposing and approving the basis related to the work of the center  
- Approving the Center work plan.  
- Discussing the draft budget of the Center and submit it to the Deans council.  
- Discussing and approving the annual report.  
- Approving agreements and memoranda of understanding signed by the Council. |
Providing support to develop the Center.
Determining the mechanism of pricing policies for the provided services.
Discussing any other topic.

Article (8)

A. The director shall be appointed by the president. Terms of office shall be for 2 years, and can only be renewed once. The director term shall be terminated either by the completion of the first term, or the director resignation, or replacement. The Director shall also be entitled upon the President decision to combine his job as director of the center and any other position seen appropriate by the President.

B. The Director shall be entitled to practice the authorities conferred upon him under these instructions, including:

- Representing the Center with the other parties inside and outside Jordan.
- Signing agreements and memoranda of understanding after the approval of the Council of the Center.
- Liaising with the concerned parties inside and outside the Kingdom to achieve the goals of the Center.
- Performing direct supervision on the work progress in all units of the center and guiding its work.
- Preparing draft agreements between the Center and other parties.
- Proposing plans and programs for the Centre's work and supervise their execution.
- Submitting proposals for projects on national and international levels.
- Submitting mechanisms and pricing policies for all services provided by the Center for the council enhanced by a feasibility study.
- Preparing and submitting the draft budget to the Council for discussion.
- Issuing flyers and updating the webpage about the various
activities of the Center.

- Preparing the annual report on the work of the Center.
- Preparing the financial clearance of the studies and training courses in coordination with the Financial Department at the University.
- Recommending to the President rewards for the employees of the center
- Holding the responsibility of any duties or tasks assigned by the President.

C. The Director shall hold the responsibility of preparing the organizational structure of the Center, and submit it to the President after getting the approval of Council of the Center and the Deans council. The modification of the structure falls under the authorities of the Council of the Center; in accordance with the interest of the Center and the University and after the approval of the President.

D. The process of appointing employees or counselors at the center goes according the University regulations and employment basis; whether it is a permanent or a temporary appointment for any project.

E. The Director shall be entitled to assign counselors to work on a project or files for a reward determined by the President; and after gaining the approval of the President and the Deans council.

| Article (9) | A. The Center revenues consists of:
|-------------|-------------------------------------------------------------------------------------------------------------------|
|             | • The income of executed projects and held training courses at the Center, as well as providing Consulting and conducting studies.
|             | • Any other activity consistent with the goals of the Center.
|             | • Donations and grants after obtaining the approval of the competent authorities.
|             | • Any other revenues consistent with the goals of the Center.
|             | • The amount annually allocated by the university in its budget for the operation of the Center.
| B. The surplus achieved by the Center by the end of the year shall be |
transferred to the University revenue, and is accounted in the University budget for the following year. The University shall also cover the loss of the Center at the end of the year by adding it to the University budget allocated for the Center for the following year.

| Article (10) | Revenues of the Center shall be deposited in an account called “the deposit fund of the Center of Cultural and Natural Heritage Studies” from which money can be deposited or expended according to the financial regulations applicable at the University. |
| Article (11) | The distribution of the Center’s income; whether it was the result of the Center activities, or projects, training or consulting services and other; shall have a percentage of it to cover the expenses of the tasks and the expenses of allowances for experts, assistants, and employees at the center. |
| Article (12) | The University financial department is to undertake bookkeeping and accounting records necessary to control the financial matters of the Center. |
| Article (13) | The following can be assigned to carry out consultancy, studies, and training courses at the center:
  - Faculty members and other employees at the university, whom will always have the priority.
  - Those of rare expertise from outside the University, with no equivalent at the University, and the Director see that necessity to have an agreement with them. |
| Article (14) | A. Remunerations for those executing training courses within the Kingdom is to be in accordance with Article 28 of the university faculty Regulation No. 96 of 2009, or Article 25 of the University employees law No. 95 of 2009, as applicable.
B. Notwithstanding the provisions in (A) of this Article, when determining the remunerations of trainers, it shall not exceed 75% of the total income after deducting the other expenses (the surplus).
C. The President and upon the recommendation of the Director shall on
special cases determine the trainers remuneration to exceed the specified amount in (A) of this Article and not exceed what comes in (B) of this Article.

D. In case a training course is executed within the Kingdom by who arranged it, the president shall be entitled to reward the trainer with a remuneration that shall not exceed 75% of the course total income.

E. In case the course is implemented outside the Kingdom the trainer shall receive a remuneration that does not exceed any of the following:
   - 80% of the total income of the course, when it is implemented by its organizer.
   - 50% of the total income of the course, when it is organized by the University or the Center.

F. In case the consulting is executed within the kingdom by its organizer, the President shall be entitled to reward the consultant with a remuneration that does not exceed 80% of the total income.

G. In case the consulting is outside the Kingdom, the consultant is to have a reward that does not exceed any of the following:
   - 80% of the total income of the Consulting, when it is initiated and implemented by its organizer.
   - 50% of the total income, when it is initiated and organized by the University or the Center.

| Article (15) | The President, upon the recommendation of the Center's Director, shall approve holding training courses on non-profit basis, (revenues shall be less than expenditures) for the purposes of marketing or service to students or the local community, such as raising the efficiency of employees in one of the public institutions or members of the Council. |
| Article (16) | Notwithstanding the provisions in Article 14 of these regulations, and in special cases where the University interest acquires, the Deans council shall decide the value of the remuneration upon the recommendation of the Director of the center and of the President. |
| Article (17) | Employees in the University may not provide the services set forth in these instructions except through the center. |
| Article (18) | The Council shall decide on the cases not mentioned in these instructions. |
| Article (19) | The Deans council, the President, the Council of the Centre, and the Director shall be responsible for the executions of these instructions. |
# Instructions of the Vision Training Center at the German Jordanian University

*Promulgated by Article (7) of the Jordanian Universities Law No. (20) Of 2009, as Amended*

| Article (1) | These Instructions are called (Instructions of The Vision Training Center at the German Jordanian University), and are applicable from the date of their adoption. |
| Article (2) | The following words and expressions, wherever appearing in these Instructions, shall have the meaning assigned thereto unless the context indicates otherwise:  
  - **Kingdom**: The Hashemite Kingdom of Jordan  
  - **University**: German Jordanian University  
  - **Council**: The Deans council  
  - **President**: The President of the University  
  - **Center**: The Vision Training Center at the German Jordanian University  
  - **Center Council**: The Council of The Vision Training Center  
  - **Head of Council**: The Chairman of the Council of the Center  
  - **Director**: The Director of the Center  
  - **Agreement**: Any agreement or memorandum of understanding that aims to execute a study or a mission whether training or consultation conducted by the Center or in cooperation with another entity. |
| Article (3) | A. The Center shall be considered one of the University units whereby the Regulations and Instructions of the University shall apply.  
B. The President holds a managerial power over the Centre whereby he may delegate his powers to any of his vice-presidents. |
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Article (4)</td>
<td>The Center aims to achieve the University goals of providing services for the local and regional community.</td>
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</tbody>
</table>
| Article (5) | The Center shall execute the missions and duties determined by the Council of the Center, and in accordance with the needs of the students in addition to the needs and requirements of the local and regional communities. These missions and duties shall include the following:  
A. Providing education in the field of visual rehabilitation through the Training Diploma Program, training courses, in addition to theoretical and practical lectures.  
B. Developing the tools used for the assessment and training of those who have a visual disability.  
C. Providing comprehensive services for those who have a visual impairment and to their families, such services shall include:  
- Assessment, prescribing (the proper) treatment, and providing visual aids as well as training for the visually impaired.  
- Early intervention and training those who have a severe visual disability and those who are blind in order for them to acquire skills such as managing daily tasks and independent movement.  
D. Providing research opportunities in the field of visual rehabilitation.  
E. Promoting cooperation with other organizations both inside and outside of Jordan in the field of visual rehabilitation.  
F. Spread the acquired knowledge in the Center through lectures, workshops, |
and electronic means of communications.

| Article (6) | A. The Council of The Vision Training Center shall consist of either an honorary member, the President, or whomever is delegated among the vice presidents as the head of the council, along with the following members:

- The Director of the Center.
- The dean of the School of Applied Medical Sciences.
- Two University employees who are nominated by the President with the recommendation of the Director.
- Two members from outside of the University who at least have experience in the fields the Center works in. Members are elected by the dean’s council with the decision of the President.

B. In case of any vacancies in the council, another representative shall be elected to serve for the remainder of the remaining period of the term in the same manner as stated in section (a) of this Article.

C. The president shall assign one of the employees in the Centre as a secretary of the Council, whereby his duty shall be preparing meeting agenda, recording minutes, and keeping records and files

D. Terms of office for the council shall be for three years.

| Article (7) | A. The Council shall convene its meetings upon summon from the Chairman whenever the need arises, but no less than twice annually.

B. The quorum shall consist of four members, whereby either the Chairman or his deputy is one of the members.

C. Valid decision shall be adopted based on the majority of the votes by the
members present. If votes are equal, the vote of the Chairman of the Meeting shall be the casting vote.

<table>
<thead>
<tr>
<th>Article (8)</th>
<th>The board shall undertake the following duties and powers:</th>
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<tbody>
<tr>
<td></td>
<td>▪ Suggesting and adopting the principles which apply to the work of the Center.</td>
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<td></td>
<td>▪ Adopting a work plan and managing the Center.</td>
</tr>
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<td></td>
<td>▪ Discussing draft budget and annual report of the Center for approval.</td>
</tr>
<tr>
<td></td>
<td>▪ Discussing the annual report for adoption thereof.</td>
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<tr>
<td></td>
<td>▪ Providing ideas and suggestions to support and further develop the Center as well as enhancing the standards of services thereof.</td>
</tr>
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<td></td>
<td>▪ Adopting agreements and memoranda of understanding.</td>
</tr>
<tr>
<td></td>
<td>▪ Adopting the Organizational Structure of the Center by recommendation of the Director.</td>
</tr>
<tr>
<td></td>
<td>▪ Adopting the instructions of the Center.</td>
</tr>
<tr>
<td></td>
<td>▪ Approving fees of the courses and services stated in these Instructions.</td>
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<td></td>
<td>▪ Discussing any other issue related to the Center.</td>
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<tr>
<th>Article (9)</th>
<th>A. The Director shall be responsible for managing the affairs of the Center for the purpose of ensuring the proper performance thereof in accordance with the Law of the University and the Regulations and Instructions issued pursuant thereto. Additionally, the following tasks and duties shall be entrusted to him:</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>1. Representing the Center in front of other parties both inside and outside of Jordan.</td>
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</table>

2. Signing agreements and memoranda of understanding.

3. Addressing other parties and similar organizations both inside and outside the Kingdom in order to assist the Center in achieving its goals and objectives.

4. Direct supervision on the progress of work in the Center.

5. Preparing drafts for agreements and memoranda of understanding between the Center and other parties.

6. Suggesting work plans, managing the Center and its programs, and supervising the execution thereof.

7. Suggesting financial policies and principles of the Center, and submitting it to the President for adoption.

8. Releasing brochures about the work and activities of the Center.

9. Preparing proposals concerning the Center’s budget and submitting it to the council for discussion.

10. Preparing the annual report of the Center activities.

11. Preparing financial quittances, in coordination with the financial department at the university.

12. Any other responsibilities or duties assigned thereto by the President.

13. Preparing the organizational structure for the Center, and submitting it to the council (for adoption).

B. The Director shall be entitled to delegate in writing some of his powers and duties that are mentioned therein.

C. In the case of absence of the Director, one of the University employees shall be assigned with the duties and responsibilities of the Director.

D. The Director possesses the authority of transferring employees inside the
Center in accordance with the benefit of the Center and the University taking the Instructions of the university into consideration.

| Article (10) | A. The Director is appointed by a decision of the President. Terms of office shall be for 2 years, and can only be renewed a maximum of two times. The Director' terms of office shall terminate either by the completion of the first term, or the director resignation, or replacement.  
B. It shall be required that the Director:  
  - Is a member of the academic staff of the University  
  - Possesses the required competency in the field of visual rehabilitation. |
| Article (11) | The Center revenues shall consist of the following:  
  - Fees of the users and trainees in the Center.  
  - The Income resulting from the activities and services provided by the Center.  
  - Donations and gifts upon the approval of the University Board of Trustees.  
  - The amount of money the University annually allocates as part of its budget for managing the work, activities and services of the Center. |
| Article (12) | A. Revenues of the Center shall be deposited in a special account where deposit and dispose of the money shall be in accordance with the financial regulations applied in the University.  
B. All expenses of the Center shall be borne by the account mentioned in Clause (A) of this Article. |
| Article (13) | The financial department of the University shall manage the required accounting records for the purpose of managing the financial issues of the Center. |
| Article (14) | The President may, with the recommendation of the Director, assign any member of the academic staff, students, or those who have experience in fields related to the Center work, for a financial remuneration, according to the applicable Regulations and Instructions of the University. |
| Article (15) | The Deans council can decide on the cases that are not mentioned in these Instructions. |
| Article (16) | The President of the University and Director of the Center shall both be responsible for executing such Instructions. |
# Foundations for the Monitoring and Internal Audit Department at the German Jordanian University

| Article (1) | These foundations shall be named the “Foundations for the Monitoring and Internal Audit Department at the German Jordanian University,” and shall be effective as of the date of their issue. |
| Article (2) | The following words and expressions mentioned in these criteria shall have specific meanings unless indicated otherwise:  

- **University:** The German Jordanian University.  
- **Council:** The German Jordanian University Board of Trustees.  
- **President:** German Jordanian University President.  
- **Department:** Monitoring and Internal Audit Department.  
- **Director:** Director of Monitoring and Internal Audit Department. |
| Article (3) | A. A department shall be established at the university named “Monitoring and Internal Audit Department,” and it shall monitor all administrative and financial affairs at the university and is directly accountable before the council.  
B. The director of the department shall be appointed by a decision from the board of trustees and based on a recommendation from the president.  
C. The department shall include an auditing and financial monitoring unit and an audit and administrative monitoring unit. |
| Article (4) | A. Financial monitoring shall be on the university’s revenues, expenses, assets, and warehouses, and all its units, administrative departments, payment windows, centers, and university amenities for ensuring the proper flow of financial affairs and test the accuracy of its operations and documents.  
B. Administrative monitoring shall be on the administrative decisions for ensuring its execution as per the provisions of the laws, regulations, and instructions followed at the university.  
C. Monitoring shall be prior or subsequent and as appropriate. |
| Article (5) | The department shall assume the following tasks: |
A. Check the validity of the estimates of revenues and expenditures in the budget.
B. Check the validity of procedures for collecting university funds.
C. Check the validity of procedures for the disbursement of expenses as per the annual budget and the criteria for controlling expenses and their accuracy according to the laws, regulations, and instructions followed at the university.
D. Check the validity of procedures for advances, collateral, loans, and audit them.
E. Conduct sudden inventory on cash, warehouses, and assets.
F. Monitor the warehouses and audit their balances, records, books, and special records to make sure there is a proper workflow in terms of classification, storage, and arrangement as per the rules and check for the absence of stagnant material therein.
G. Check that the records, financial documents, financial forms, and their supporting documents and thereafter archiving them properly.
H. Cooperate and coordinate with the university’s accounts auditor to ensure the proper flow of the auditing process, review the recommendations and reports by the accounts auditor, and as a result follow-up on the execution of the recommendations by the accounts auditor with regard to the internal audit regulations at the university.
I. Check the execution and implantation of administrative decisions and whether they conform to the laws, regulations, and instructions followed at the university.
J. Check the administrative complaints and validate their handling.
K. Any other business and tasks assigned to the department by the board of trustees or the president.

**Article (6)**

All the necessary facilities shall be provided to ensure that the department completes its tasks efficiently while considering the administrative and academic workflow.

**Article (7)**

The department is authorized to audit any document or record or form it
* deems necessary to be audited as per the execution of its tasks with prior coordination with the concerned parties.*

| Article (8) | The auditing tasks shall be conducted at the party’s location where the records, accounts, forms, and documents are present. If necessary, it is permissible to conduct the audit at the department where in this case the delivering and receiving of records, accounts, forms, and documents is done in written form as per the followed rules. |
| Article (9) | The department presents its reports and inquiries directly to the concerned parties at the university as long as the parties respond within ten working days as of the date of receiving the reports or inquiries. |
| Article (10) | The director is permitted to request from the president the formation of support technical committees and appoint or delegate experts to help in executing some of the tasks from the university or from outside of the university. |
| Article (11) | The audit reference shall be the legal department, regulations, instructions, and decisions in force at the university or any administrative or regulatory procedures at the university. |
| Article (12) | The department director or employee is required to ensure complete secrecy in all matters and tasks assigned to him or her and shall not unveil any information under any legal circumstance during his or her service at the university or after he or she leaves the university. |
| Article (13) | The department director or employee is not authorized during the execution of the assigned tasks to request any private numbers or passwords from any employee or staff in order to get access to encrypted programs or amenities at the university under any legal circumstance. |
| Article (14) | The council is authorized to directly discuss with the department director any article mentioned in the reports issued by the department or through written inquiries to the director or request clarifications or further addendums. |
| Article (15) | The council shall decide on cases that do not have an article in these criteria or any obstacle arising from its implantation. |
| Article (16) | These foundations shall cancel all contradicting provisions present in any regulations or previous decisions issued by any party at the university. |
| Article (17) | The president, department director, deans, and directors are responsible for executing the provisions of these foundations. |
## Foundations for Combating Smoking at the German Jordanian University

### Article (1)
These foundations shall be named “Foundations for Combating Smoking at the German Jordanian University,” and shall be effective as of the date of their issue by the university president.

### Article (2)
The following words wherever mentioned in these criteria shall have the following meanings:

- **University**: The German Jordanian University.
- **President**: University President.
- **Law**: Public Health Law no. 47 for the year 2008 and its amendments.

### Article (3)
The university is considered a smoke free area. This area includes all university buildings and amenities on and outside the university campus, including cars and buses owned and rented by the university. This smoke free campaign shall happen gradually through stages and over a period of three years as follows:

- **First Stage**: Smoking is prohibited in all covered and closed university buildings and amenities, including university cars and buses. Excluded from this staged are uncovered areas.
- **Second Stage**: Smoking is prohibited inside the university campus whether in cover or closed areas excluding some specific areas designated as smoking areas.

### Article (4)
The university shall provide the appropriate atmosphere for a smoke free environment through media, seminars, lectures, scientific researches, and therefore fortifying a positive and scientific outlook to combat smoking and amend all the related regulations and actively implement the fines stipulated by the public health law.

### Article (5)
Smoking by any academic staff or administrative staff or student or guest in prohibited smoking areas is considered against the public health law and therefore shall be fined a fine specified by the public health law amounting to JD 15.

### Article (6)
Repeated violation in prohibited areas more than twice is considered a violation against the university laws and regulations. As a result, the academic staff, administrative staff, employees, students violating shall be subject to the disciplinary regulations for this matter with a minimum punishment of a first warning in case the violation is repeated for the third time and a second warning in case the violations is repeated for a fourth time and final warning in case the violation is repeated for the fifth time.

### Article (7)
The academic staff, employees, and students at the university campus and
at all schools shall be made aware of the harms of smoking and of the fine incurred upon violation. Furthermore, warning and instruction signs shall be placed in visible areas.

| Article (8)                  | Employees responsible for monitoring violators are:
<table>
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<tr>
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<tbody>
<tr>
<td>A-</td>
<td>Student Affairs employee.</td>
</tr>
<tr>
<td>B-</td>
<td>University security.</td>
</tr>
<tr>
<td>C-</td>
<td>Employees regulating the surveillance cameras at the university.</td>
</tr>
<tr>
<td>D-</td>
<td>Any employee assigned by the president.</td>
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<table>
<thead>
<tr>
<th>Article (9)</th>
<th>General Rules:</th>
</tr>
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<tbody>
<tr>
<td>A-</td>
<td>Each student accepted at the university shall sign a pledge that commits him or her to smoke only in designated smoking areas.</td>
</tr>
<tr>
<td>B-</td>
<td>Encouraging students and employees to share articles and spread awareness slogans about the harms of smoking in additions to creating exhibitions and posters.</td>
</tr>
<tr>
<td>C-</td>
<td>Coordination and cooperation with the Ministry of Health, Combating Smoking Association, and any institutions or similar party to increase the awareness on the harms of smoking.</td>
</tr>
<tr>
<td>D-</td>
<td>A small clinic specialized in combating smoking shall be established and shall be financially supported by international and local donor organizations.</td>
</tr>
<tr>
<td>E-</td>
<td>Awarding those who quit smoking.</td>
</tr>
<tr>
<td>F-</td>
<td>Making sure through tender announcements that the suppliers abide to the criteria for combating smoking at the university.</td>
</tr>
<tr>
<td>G-</td>
<td>Selling cigarettes at the university is strictly prohibited.</td>
</tr>
<tr>
<td>H-</td>
<td>These foundations shall be shared on all available social media such as emails more than once during the semester.</td>
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</table>

| Article (10)                 | The university president, deans, and department and center directors are responsible for executing these foundations. |
# Road Safety Center of Excellence Instructions at the German Jordanian University

Issued in accordance with Article (7) of the Universities Law No. (20) for the year 2009 and its Amendments

<table>
<thead>
<tr>
<th>Article (1)</th>
<th>The following instructions shall be named Road Safety Center of Excellence Instructions and shall be effective as of the day of their approval.</th>
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<tbody>
<tr>
<td>Article (2)</td>
<td>The following words wherever mentioned in these instructions shall have the specific meanings below unless indicated otherwise:</td>
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<tr>
<td><strong>Kingdom:</strong></td>
<td>The Hashemite Kingdom of Jordan.</td>
</tr>
<tr>
<td><strong>University:</strong></td>
<td>The German Jordanian University.</td>
</tr>
<tr>
<td><strong>Council:</strong></td>
<td>Deans Council.</td>
</tr>
<tr>
<td><strong>President:</strong></td>
<td>University President.</td>
</tr>
<tr>
<td><strong>Center:</strong></td>
<td>Road Safety Center of Excellence.</td>
</tr>
<tr>
<td><strong>Center Council:</strong></td>
<td>Road Safety Center Council of Excellence.</td>
</tr>
<tr>
<td><strong>Council President:</strong></td>
<td>Center Council President.</td>
</tr>
<tr>
<td><strong>Director:</strong></td>
<td>Center Director.</td>
</tr>
<tr>
<td><strong>Agreement:</strong></td>
<td>Any agreement or memorandum of understanding (MoU) that aims to execute a study or training task or consultation task held by the center in cooperation with any other party.</td>
</tr>
<tr>
<td>Article (3)</td>
<td>A- The center is considered one of the university’s units and is subject to all the university laws and regulations in which its headquarters shall be at the School of Architecture and Built Environment.</td>
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<td></td>
<td>B- The center is administratively and academically under the president’s supervision, whereby the president is authorized to delegate one of his or her vices to take on this matter.</td>
</tr>
<tr>
<td>Article (4)</td>
<td>The center aims to offer all the services to the local, regional, and international communities involved in road safety whereby the center shall take on the following duties and tasks:</td>
</tr>
<tr>
<td></td>
<td>A- Preparing all the statistics pertaining to road accidents endured by the university’s students and staff within the university’s premises, including the university’s campus in Madaba, Darat Othman Bdeir, the Graduate School of Business Administration, Consultation and Training Center. Furthermore, to</td>
</tr>
</tbody>
</table>
work on finding solutions and suggestions to minimize these accidents in addition to establishing a data base of statistics regarding local, regional, and international accidents while comparing them.

B- Following-up and improving student and staff transportation to the university and encouraging them to use the university transportation network in coordination with the services department.

C- Offering education for those working in the field of road safety at the university through training courses, workshops, and training diploma in addition to holding regional and international scientific conferences.

D- Preparing and executing awareness campaigns for all road users to minimize road traffics and integrate university students in designing campaigns, executing them, and evaluating their results.

E- Enhancing cooperation and interaction with academic institutions, government institutions, and civil community institutions to achieve safety for all road users through establishing a comprehensive team for scientific research and impellent the outcomes of theses researches by local and international concerned parties.

F- Seeking to obtain projects and consultations in the field of the center’s work.

**Article (5)**

A- The center shall have a council named Road Safety Center of Excellence Council headed by the president or his or her delegate with the membership of the following:

1- Center Director as a member and Treasurer.

2- Four members working at the university who are involved with the center’s work and are chosen by the president provided that the Dean of Architecture and Built Environment is one of these members.

3- Three experts in the center’s field of work represented by one of the following parties:

* Municipality of Greater Amman, Hikmat for Road Safety, Central Road Administration, Jordanian Road Institute and Transport Ministry.

B- The council president chooses his or her vice from one of the council members.

C- Membership to the center’s council shall be two years subject to renewal.
| Article (6) | A-The center’s council shall meet at least once every three months or when deemed necessary by an invitation from its president.  
B-The legal quorum is comprised of the presence of the majority of members whereby the council president or his or her vice is one of them.  
C-The center’s council shall make decisions based on the a majority vote by present members and in case the votes are a tie then the council president’s vote shall be the casting vote. |
| Article (7) | The center council shall take on the following tasks and powers:  
A- Approval of the center’s work plan.  
B- Discussion of the center’s annual project and proposing it to the Deans Council.  
D- Approval of agreements and contracts conducted by the center with institutions involved with the center’s work.  
E- Specifying the pricing policies and mechanisms.  
F- Providing all facilities that support and advance the center.  
G- Reviewing any other topics approved by the council’s president. |
| Article (8) | A-The council’s president shall take on the delegated powers as per the instructions and shall especially exercise the following tasks:  
1-Heading the council’s meetings.  
2-Providing all necessities to enable the center in achieving its goals.  
3-Signing contracts and agreements after their approval.  
B- In case of the absence of the council’s president, the president is authorized to delegate one of the council’s members with the council president’s tasks and powers.  
C-The council president’s is authorized to delegate the director or any employee at the center in written form with some of his or her powers and tasks mentioned in these instructions. |
| Article (9) | A- The center’s director is appointed by a president’s decision for a period of two years subject to renewal and his or her services end as of their end of service date or his or her resignation or transfer. |
**B- The director of the center should be:**

1- Academic staff member at the university.

2- Exhibits required competence in the center’s field of work.

**C- The director is responsible for administering the center’s affairs to ensure the flow of work and shall have the following tasks:**

1- Administering the center’s affairs and supervise the execution of the center council’s decisions.

2- Representing the center at parties closely related to the center’s field of work inside and outside the Kingdom.

3- Preparing the center’s annual project and present it to the council for discussion.

4- Contacting concerned parties inside and outside the Kingdom to activate the center’s work.

5- Proposing the center’s work plans, programs, and supervise their executions as per the center’s goals.

6- Preparing contract drafts and agreements between the center and beneficiary parties.

7- Preparing the lists of scientific competences at and outside the university capable of providing services to beneficiary parties.

8- Presenting an annual report to the council about the center’s works at the end of each year in addition to any other reports required by the center’s work or requested by the council.

9- Suggesting pricing policies and mechanisms for all offered services by the center and then proposing it to the council with by a feasibility study.

10- Issuing of bulletins and an electronic page about the center’s works and different activities and then marketing them through social media outlets.

11- Preparing financial clearances pertaining to training courses and studies in coordination with the finance department at the university.

12- Recommending to the president the staff and employees at the center’s financial reward payments as per the regulations and laws the
university.

13- Any other work assigned by the president.

D- The center’s director shall prepare the hierarchy of the center and present it to the president after it is approved by the center’s council and the university’s council. Moreover, amendments on this hierarchy shall be done, after approval by the president, by the center’s council and according to the best interest of the center and university.

E- The appointment of employees and consultants at the center shall be done at the center as per the university’s regulations and hiring criteria followed whether permanent or temporary appointment in any of the projects.

F- The center’s director is authorized with the president and deans council’s approval to appoint a consultant to work in any of the projects or files in exchange for a reward payment specified by the president.

<p>| Article (10) | A private account shall be opened for the center at the finance department entitled “Road Safety Center of Excellence.” All revenues from the center shall be deposited in this account together with all its expenses as per the financial regulation followed at the university. |
| Article (11) | The center’s revenues shall comprise of: |
| | A- All training and rehabilitation courses and workshop fees after deduction direct costs. |
| | B- Consultation revenues. |
| | C- Donations and grants after the approval of specialized parties. |
| | D- Any other revenues in line with the center’s goals. |
| Article (12) | The finance department at the university shall manage the books and accounting records necessary to control the center’s financial affairs. |
| Article (13) | The following are assigned to perform consultation, studies and training courses: |
| | A- Academic staff members and other employees at the university, who are always the priority. |
| | B- Those with experiences not found or rare at the university whom the director deems necessary to contract for the center. |</p>
<table>
<thead>
<tr>
<th>Article (14)</th>
<th>For paying rewards for personnel assigned to perform consultations, studies and training courses, the followed “Regulations for Counting and Disbursing of Revenues to Academic Staff Members in Exchange for Work in Training or Consultation” shall be implemented.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Article (15)</td>
<td>The center has the right to appoint research assistants from the university students in research projects through the student work program and shall reward them according to the university regulations and laws.</td>
</tr>
<tr>
<td>Article (16)</td>
<td>The president, based on a recommendation of the center’s director, shall approve the training courses on the basis of non-profit, if these courses revenues are less than their costs for the purpose of marketing or students or civil society services.</td>
</tr>
<tr>
<td>Article (17)</td>
<td>The center and the finance department shall coordinate to assign a finance employee to receive enrollment fees of courses and deposit it in the center’s account. Furthermore, the finance department shall follow-up on center’s financial transactions.</td>
</tr>
<tr>
<td>Article (18)</td>
<td>A petty expenses advancement shall be paid on behalf of the director or his delegate to be spent on the center’s activities and in accordance with the financial regulations and laws followed at the university.</td>
</tr>
<tr>
<td>Article (19)</td>
<td>The council shall decide on cases that are not covered by an article in these instructions.</td>
</tr>
<tr>
<td>Article (20)</td>
<td>The deans council, the president, center’s council, and the director are responsible for executing these instructions.</td>
</tr>
</tbody>
</table>
The Foundations of the German Language Center at the German Jordanian University
Issued according to Deans Council Resolution No. (383/2018/2019) on (22/7/2019)

| Article (1) | These foundations are called the "Foundations of the German Language Center at the German-Jordanian University" and shall come into force as of the date of their issue. |
| Article (2) | The following words and expressions shall have the meanings assigned below, unless the context indicates otherwise: |
| | The University: The German Jordanian University  
The President: University President  
The Council: University Deans Council  
The Center: The German Language Center at the University  
The Council of the Center: The Council of the German Language Center at the University,  
The Director: The Director of the German Language Center at the University. |
| Article (3) | A. The Center shall be affiliated with the University and shall abide by all the laws, regulations and instructions in force at the University.  
B. The Center shall be administratively and academically bound by the President and the President can delegate his powers in this regard to any of his deputies. |
| Article (4) | The Center shall work to achieve the objectives of the University through:  
A. Teaching German language courses from the University, School and Major requirements included in study plans.  
B. Teaching the German language qualifying program offered by the University to new students before the beginning of each academic year.  
C. Conducting German language placement tests for students.  
D. Offering German language courses for University and non-university staff according to the need and availability of lecturers. |
| Article (5) | A. The President shall appoint a faculty member from the School of Applied Humanities and Languages or the full-time lecturers working in the Center as the Director of the Center for a period of two years, with the potential for renewal. His service shall be terminated by the end of his term of service, resignation, appointment of a new manager or his transfer.  
B. The Director shall undertake the following tasks:  
1- Preparing the drafts of the agreements and memorandums of understanding to be concluded between the University and other parties regarding the work of the Center.  
2- Cooperating with relevant parties from within and outside the University in order to assist the Center in achieving its objectives. |
3- Directly supervising of the Center's work and its daily activities.
4- Preparing the teaching load of each lecturer in the Center at the beginning of each semester and sending it to the Admission and Registration Department.
5- Proposing the plans and programs of the Center and supervising their implementation.
6- Proposing the Center's policies and submitting them to the Council of the Center.
7- Preparing the draft budget of the Center and submitting it to the Council of the Center for discussion.
8- Distributing the publications and advertisements explaining the Center's activities and its role in accordance with the University's common identity.
9- Preparing the forms of financial clearance in accordance with the services offered by the Center in cooperation with the Finance Department.
10- Issuing warnings to students and giving them a failure degree in the case of non-compliance with the appropriate behavior in the classroom.
11- Developing the curriculum plan and the supervision of all levels of German language courses from the first to the sixth.
12- Performing any task or work assigned to him by the President.

C-The Deputy Director of the Center shall undertake the functions and tasks assigned to him by the Director of the Center and exercise the powers delegated to him. The Director of the Center shall choose one of his deputies to carry out his duties and exercise his powers in his absence.

Article (6) The President may assign any of the full-time lecturers in the Center some administrative tasks in return for reducing their teaching load according to the recommendation of the Director and for one academic year with the potential of renewal.

Article (7) The Center may offer specialized courses in German language, hold German language placement tests and issue certificates in this regard.

Article (8) A. The Center shall have a Council called "Council of the German Language Center" headed by the President of the University or his authorized representative and shall consist of the following members:
1- Director of the Center.
2- Deputy Director of the Center.
3 - Dean of the School of Applied Humanities and Languages.
4- The Director of the Finance Department or one of his assistants.
5- Director of Admission and Registration Department.
6- Director of Quality Assurance Department.
7. At least one person from outside the University, preferably a member of the network of German universities with experience in the field of work of the Center and named by the Vice President for International Affairs.
| Article (9) | The Council shall meet at least once per semester or when summoned by the President of the Council. |
| Article (10) | The Council shall assume the following functions and powers: 1. Approving the internal foundations of the Center's work. 2. Approving the Center's work plan. 3. Discussing the draft budget of the Center and submitting it to the Deans Council for approval. 4. Making recommendations to the University President for the approval of the agreements and memorandums of understanding. 5. Making recommendations for the approval of the organizational structure of the Center. 6. Approving the financial bases of the Center's activities and submitting them to the President for approval. |
| Article (11) | A. The Center's income is credited to the German Language Center Trust. Payment shall be made from the account in accordance with the applicable financial regulations of the University and the instructions issued thereunder. B. The savings realized as a result of the Center's work at the end of each year are transferred to the University's revenues. |
| Article (12) | The Financial Department of the University shall keep the books and accounting records necessary to control the financial affairs of the Center. |
| Article (13) | The provisions of the Academic Staff Regulations and Administrative Staff Regulations of the University shall apply to the appointees in the Center, unless explicitly mentioned otherwise in these foundations. |
| Article (14) | The following qualifications and skills are required as a condition for teaching at the Center:  
A - Mastering German language skills at the native speaker level.  
B - Mastering German language skills at the C1 level as a minimum for non-native speakers, with a minimum of 16 Daf certification, or a C1 certificate from the Goethe-Institute, or an OSD C1 certificate.  
C - Priority shall be given to the appointment of graduates of the Master's Program at the University or to those with experience in teaching the language. |
| Article (15) | The teaching load of full-time lecturers at the center is 18 hours of actual teaching per week. Lecturers may be assigned a partial load. |
| Article (16) | The Center offers courses in German as part of its undergraduate programs |
as follows:
- German language 1 with 9 actual teaching hours per week
- German language 2 with 9 actual teaching hours per week
- German language 3 with 6 actual teaching hours per week
- German language 4 with 6 actual teaching hours per week
- German language 5 with 9 actual teaching hours per week
- German language 6 with 9 actual teaching hours per week

The Center conducts a German Language Test that is recognized according to the international standards of B1 level for University students. The Goethe-Institute establishes the test based on a cooperation agreement between the University and the Institute.

The Deans Council, the University President, the Director of the Center and the Director of the Financial Department are responsible for implementing these principles and foundations.
The Foundations for Archiving and Destroying some of the Contents of the Admission and Registration Department Files at the German Jordanian University

<table>
<thead>
<tr>
<th>Article (1)</th>
<th>These foundations are called “Foundations for archiving and destroying some of the contents of the files of the Admission and Registration Department at the German Jordanian University”</th>
</tr>
</thead>
</table>
| Article (2) | For the purposes of applying these principles, the contents and files of students include the following:  

  **Section One:**  
  1. Enrollment application.  
  2. Proof of the student’s identity and nationality.  
  3. High school diploma or equivalent.  
  4. Pledges and affidavits signed by the student or his guardian.  
  5. Germany year documents.  
  6. The decision of the Deans’ Council to grant the student his graduation.  
  7. A copy of the student’s transcript on the date of the Deans Council’s decision to graduate him or when the file is archived.  
  8. A copy of the clearance certificate, if any.  
  9. Local training document, if any.  
  10. Copies of financial receipts issued by the financial department at the university, if any.  
  11. Copies of notices of transfers or financial deposits, if any.  

  **Section Two:**  
  1. Placement tests.  
  2. Academic warnings and disciplinary decisions.  
  3. Correspondence to the Year of Germany Committee, the Office of International Relations, the Liaison Office with Industry, the Student
| Article (3) | For applying these foundations, all contents of student files in the first and second sections are subject to electronic archiving as per the rules. |
| Article (4) | A- For the purpose of applying these foundations, all documents contained in the second section of students' files are subject to destruction after being archived electronically as follows:  
1. Placement tests.  
2. Academic warnings and disciplinary decisions.  
3. Correspondence to the Year of Germany Committee, the Office of International Relations, the Liaison Office with Industry, the Student Cases Committee and the Deanship of Student Affairs.  
4. Sick excuses and medical reports.  
5. Incoming and outgoing mail files containing routine correspondence.  
6. Any documents or certificates submitted by the student other than those mentioned in the first section.  
B - The missing files or the files of students who have withdrawn or non-graduates who have been dismissed will be destroyed after they are archived electronically. |
| Article (5) | The rest of the contents of the student files contained in the first section of these foundations, or any documents not mentioned here, shall not be destroyed despite their being archived electronically. |
| Article (6) | After 90 days of the date of the Deans ’Council’s decision to graduate the student, the director of the department submits a report to the president of the university that includes details of the contents of the students’ files that are subject to destruction and specified in these foundations, along with his recommendations regarding what should be destroyed. |
| Article (7) | 1. In each case, the destruction is carried out according to a committee formed by the university president with members from the university employees, consisting of a representative of the Department of Admission and Registration, a representative of the Financial Department, and a representative from the Deanship of Student Affairs.  
2. The university president chooses a rapporteur from among the members of the committee.  
3. The committee may seek the opinions of experts or specialists or whomever it deems appropriate in this regard when considering the destruction process. |
| Article (8) | The director may recommend to the university president to delay destroying any document if he thinks that the interest requires keeping it for a longer period. |
| Article (9) | In all cases, the destruction committee must observe the following before deciding on the issue of destruction and in coordination with the relevant authorities: -  
1. That all necessary information and documents have been filed electronically and in coordination with the destruction committee, or have been emptied or (archived) by the available methods and that this is confirmed by a written certificate from the Admission and Registration Department.  
2. Not to destroy any contents around which disputes have arisen or there have been lawsuits, objections or grievances that have not been decided |
upon by the competent references.

| Article (10) | The destruction committee organizes a destruction report, which includes details of the documents, forms, financial records, correspondence, reinforcements and documents that have been destroyed. Copies of the minutes are distributed to those concerned through the university administration, and each member keeps a copy of the minutes. |
| Article (11) | The President of the University and the Director of the Admission and Registration Department are responsible for implementing these foundations. |
| Article (12) | The university president decides in cases that are not covered by a text in these foundations. |
**Regulations for Awarding Degrees and Certificates at the German Jordanian University**

**Regulation No. (72) Of 2008**

<p>| Article (1) | This Regulation shall be called (The Regulation of Awarding Degrees and Certificates at the German Jordanian University of 2008), and is applicable from the date of publication in the Official Gazette. |
| Article (2) | The following words and expressions, wherever appearing in this Regulation, shall have the meaning assigned thereto unless the context indicates otherwise: |
|            | University: German Jordanian University |
|            | Council: Deans council |
|            | School: Any School at the University. |
|            | Center: Any scientific Center at the University. |
|            | Institute: Any scientific Institute of the University. |
| Article (3) | The University awards the following degrees: |
|            | A. University first degree (Bachelor). |
|            | B. University second degree (Master). |
|            | C. University third degree (PhD). |
|            | D. Honorary PhD Degree. |
|            | E. Any other scientific or honorary Degree or other certificates upon the approval of the Council. |
| Article (4) | A. Requirements and conditions of awarding scientific Degrees, Certificates and their related field Majors shall be determined in pursuant to the Instructions released by the Council. |</p>
<table>
<thead>
<tr>
<th>Article (5)</th>
<th>B. Requirements and conditions of awarding honorary Degrees shall be determined in pursuant to the Instructions issued by the Council.</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>Undergraduate Degrees (Bachelor) and Certificates shall be awarded based on a decision of the Council based on the recommendation of the concerned School, the Council of the Center, or the concerned Institute of the University as the case may be.</td>
</tr>
<tr>
<td></td>
<td>B. Second degree (Masters) and third degree (PhD) and Certificates shall be awarded based on a decision of the council upon the recommendation of the Graduate Studies Council and the recommendation of the School Council, Council of the Center, or the concerned Institute of the University.</td>
</tr>
<tr>
<td></td>
<td>C. Honorary Degrees shall be awarded based on a decision of the Council with the recommendation of the President of the University.</td>
</tr>
</tbody>
</table>
Instructions for the Award of the (First) Bachelor Degree by the German Jordanian University

Issued by the German Jordanian University Deans Council

In Accordance with Paragraph (A) of Article (4) of the Regulation for the Award of the Academic Degrees and Certificates

No. (72) For the year 2008

| Article (1) | These instructions shall be called: ‘Instructions for the Award of the (First) Bachelor’s Degree by the German Jordanian University’ and are to come into operation effective the first semester of the academic year 2014/2015 |
| Article (2) | The following words and expressions, wherever appearing in these instructions, shall have the meaning assigned thereto unless the context indicates otherwise: The University: The German Jordanian University The President: President of the German Jordanian University School: Any of the German Jordanian University operating Schools Department: Any of the German Jordanian University operating Departments Dean: Dean of the School in which the student is studying Council: The Deans Council at the German Jordanian University Bachelor’s Degree: The First Academic Degree offered by the German Jordanian University Final Exam: The Final Exam for any course offered at the German Jordanian University Test: Any Test administered during the semester Student: Any male or female student registered for the award of the Bachelor’s Degree at the German Jordanian University Partner University: Any university that has signed an academic-agreement to exchange students with the German Jordanian University. |
| Article (3) | These Instructions are to be applied to all students registered at the various Schools for the award of the Bachelor’s Degree at the German Jordanian University. |

### Study Plan

| Article (4) | A. The President is to form yearly a committee named: ‘The Study Plan Committee’ under his chairmanship or whoever he delegates and the membership of the following:  
- The Dean of Graduate Studies  
- The Dean of one of the School nominated by the President  
- The Assistant to the President for Accreditation and Quality Assurance  
4. The Director of the Admission and Registration Department  
5. The Concerned Dean of School  
6. The Concerned Chairman of Department  

B. The main task of this committee is to oversee all issues pertaining to the study plans for the different majors offered by the Schools and submitting it to the Deans Council for endorsement  

C. The Deans Council is to endorse all the requirements for the award of the Bachelor’s Degree including the study plans offered by the Schools according to the recommendations of the Departments Councils, Schools, and Councils and the Study Plan Committee. |

| Article (5) | The Study Plan stipulates the number of credit hours to be successfully passed in order to be awarded a bachelor’s degree, in addition to the following information:  
A. ‘University Requirements’ courses.  
B. ‘School Requirements’ courses.  
C. Courses required for the major. |

| Article (6) | A. Study Plans are to be designed within the framework of the credit hour scheme adopted by the University. |
B. Each course carries three credit hours, however, some study plans may include courses that carry a more or less credit hours.

C. Credit hours for each course in the study plan are assessed as follows:
   - Calculating one credit hour for each 16 theoretical lectures, at least, where the duration of each lecture is 50 minutes.
   - Calculating one credit hour for each 16 practical lectures or field work, where the duration of each lecture is two to three hours.
   - Calculating one credit hour for each 16 organized encounters where the duration of each encounter for symposium, research and graduation work is not less than one hour.

4. **The School of Languages/ The School of Applied Humanities and Languages** stipulates the number of lectures for each credit hour according to the recommendation of the School Council and the decision of the Deans Council.

| Article (7) | A. Each Department prepares a Study Plan Guide’ for each major proposing the courses the student should register for each semester and is handed to him upon joining the University. Each Department prepares a course portfolio for each course offered in the Study Plan which includes course goals and objectives, course description, learning outcomes, and students’ evaluation methods according to a special form prepared for this purpose  
B. Each course is assigned a code composed of letters and numbers to specify the major, the level of the course, the field and sequence of the course within the study plan. |
|---|---|
| Article (8) | A. Each course within any study plan is classified into four or five levels representing the years of study (depending on the school) and is organized in an ascending order.  
B. Prerequisites or co-requisites, if any, are to be shown clearly next to the concerned course.  
C. The numbers of credit hours that the course carries, the lecture hours as well as lab hours or weekly practical hours, are to be shown clearly |
next to each course within the study plan.

<table>
<thead>
<tr>
<th>Placement Tests</th>
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<tbody>
<tr>
<td>Article (9)</td>
</tr>
<tr>
<td>A. Each student is to sit for English and Arabic placement tests once only, during the first year of his/her enrollment after being accepted at the university. The results of these tests determine the language level in which the student should register, according to specific measures determined by the responsible department.</td>
</tr>
<tr>
<td>B. A student can sit for a German language proficiency test after being accepted at the university or during his/her studies, provided it is approved by the responsible department.</td>
</tr>
<tr>
<td>C. The Deans Council may approve extra placement tests for any of the courses in the study plans.</td>
</tr>
<tr>
<td>D. The Dean of the responsible School is to form committees to carry out placement tests in various departments; these committees should outline the procedures needed to carry out the tests and determine the results whether outstanding, pass or fail. The placement tests should be held during the last weeks before the beginning of the first or second semesters of the academic year.</td>
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<tr>
<th>Duration of Study</th>
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<tbody>
<tr>
<td>Article (10)</td>
</tr>
<tr>
<td>A. The maximum duration of study for the Bachelor’s is eight years for Engineering majors, and the Design and Visual Communication and seven years for all other majors offered at the German Jordanian University.</td>
</tr>
<tr>
<td>B. In order to calculate the study duration for a student who withdrew from the university and restored or the student who has changed his/her major, one semester is deducted from the maximum number of graduation years for every (15) credit hours counted for the student from the study plan of his/her new major.</td>
</tr>
<tr>
<td>Article (11)</td>
</tr>
<tr>
<td>A. The academic year is divided into two compulsory academic semesters, the first/fall semester, and second/spring semester. The</td>
</tr>
</tbody>
</table>
duration of each semester is sixteen weeks. There is also an optional summer semester with duration of eight weeks.

B. The summer semester is optional for the academic staff and the students, and the University is not obliged to offer certain courses if there are no appropriate means to do so.

| Article (12) | Students are classified as second year or third year or fourth year or fifth year students if they successfully studied (35) or (70) or (105) or (140) credit hours of their study plans consecutively. |

**Study Load**

| Article (13) | A. The minimum number of credit hours that a student at a Bachelor’s level should register for during the first/fall and second/spring semesters is (12) credit hours, while the maximum is (21) credit hours.  
B. The maximum number of credit hours that a student at the Bachelor’s level should register for during the summer semester is (10) credit hours.  
C. In contrary to what is mentioned in paragraphs (A) and (B) of this article, the number of credit hours registered by a student who is expected to graduate may exceed the maximum number of credit hours allowed, by (3) credit hours in the first and second semesters and by (2) credit hours in the summer semester, with the approval of the responsible dean.  
D. The student’s study load may be less than the minimum specified in paragraph (A) of this article in the following cases:  
   1. In the graduation semester  
   2. The previous approval of the concerned Dean provided that the student’s study load is no less than (9) credit hours.  
   3. The following courses are considered as part of the study load: English language courses level (98) and (99), Arabic language course level (99) and Mathematics level (99).  
E. The Director of the Admission and Registration Department should |
cancel any course for any student whose study load exceeds the allowed maximum load in any semester as determined per these Regulations. He should inform the concerned Dean of this decision, in writing, within a period that does not exceed the end of the third week of the semester in question. In this case, the student will not be reimbursed for the fees paid for the additional course(s).

F. If the student is expected to finish all the classes required in the study plan in his last semester at the university before going to Germany, except the courses designated to be studied in Germany, then he/she can be treated as if he/she is in his graduation semester when it comes to the study load mentioned in the paragraphs of this article, and the alternative/substitute courses mentioned in article (39) of these regulations.

<table>
<thead>
<tr>
<th>Attendance</th>
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<tbody>
<tr>
<td>Article (14)</td>
</tr>
<tr>
<td><strong>A.</strong> Attendance is compulsory for by all students in all registered for courses whether theoretical or practical. The instructor of the relevant course is to record the students’ attendance or absence in each</td>
</tr>
<tr>
<td><strong>B.</strong> A student is not permitted to be absent from more than 15% of the total number of credit hours assigned for each course (i.e. six lectures for a course that is being taught three times a week with a duration of one hour per lecture; four for a course that is being taught two times a week with a duration of one and a half hours per lecture, and two lectures for a course that is being taught once a week).</td>
</tr>
<tr>
<td><strong>C.</strong> If a student is absent for more than 15% of the total number of credit hours assigned to any course, without submitting evidence that his absence was due to heath or other compelling reasons acceptable by the Dean of the respective School, the course instructor is to deprive him from sitting for all subsequent exams including the final exam. In this case, his grade will be the grade accumulated for the course</td>
</tr>
</tbody>
</table>
work during the semester, if it is more than (35%), or the lowest grade that can be assigned to the course which is the university zero (35%), unless he manages to withdraw from the course during the permissible withdrawal period. The Dean of the respective School should duly inform the Director of the Admissions and Registration Department, so that the deprivation is registered before the beginning of the final exams.

D. If a student is absent for more than 20% of the total number of credit hours assigned for any course, but manages to submit evidence that his absence was due to health or other compelling unforeseen reasons acceptable by the Dean of the respective School, then he is to be considered withdrawn from the course. The Dean of the respective School should duly inform the Director of the Admission and Registration Department, so that the withdrawal from the course is registered in the student’s transcript.

Students who represent the Kingdom or the University in official activities are to be allowed to exceed the absence limit by no more than 25% of the credit hours assigned for any course as long as the student provides an excuse within one week after the activity is over. Otherwise, the instructions stated in article (28) of these regulations, concerning the add and drop procedures are to be applied.

E. All health excuses should be supported by a medical report, issued by the University’s doctor or certified by him. The report should be submitted to the Course Instructor before the absence, or as soon as the sick student recovers. In unforeseen circumstances, the excuse could be submitted as soon as these circumstances have ended.

<table>
<thead>
<tr>
<th>Exams, Grades, and Averages</th>
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<tbody>
<tr>
<td>Article (15)</td>
</tr>
<tr>
<td>A. The course instructor is to prepare a detailed study plan in relation to the course he is teaching that includes the course goals and objectives,</td>
</tr>
</tbody>
</table>
course learning outcomes, course content, methodology of instruction, assessment procedure, references to be consulted, etc. This plan is to be distributed amongst students during the first week of the commencement of the academic semester.

B. The course instructor is responsible for preparing all exams, to correcting exam answer sheets, to double checking correction, and to having the students’ grades correctly entered to the computerized system prepared for this and finally approved by the instructor, and the chairman of the department and then the concerned dean.

C. The department council is to nominate a course coordinator for courses with multiple sections.

| Article (16) | A. The student’s final grade for each course consists of grades assigned for course work during the semester, plus the final exam grades  
B. The final grade is to be recorded out of 100 (without fractions). Except courses that require the assignment of ‘Pass’, or ‘Fail’ grades only. |
| Article (17) | A. Sixty per cent of the total grade for a course is assigned for course work which includes at least one mid-term exam to be conducted during the eighth or ninth week of the semester, and during the fourth week of the summer semester, provided that the course instructor informs the students at least one week before of the date of the exam  
Other course work that could be assigned 20% of the final grade might be given to the students provided it is clearly mentioned in the course’s study plan.  
B. Forty per cent of the total grade for a course is assigned for the final exam. The final exam is to be comprehensive and in writing. However, part of the final exam may be oral with a maximum of 10% of the grade.  
C. Different distributions for the semester work may be accepted after the approval of the school’s council. |
| Article (18) | A. Papers of the semester exams are to be returned to students after they have been duly corrected within a period that does not exceed one
week from the date of the exam.

B. Students should be informed about the total grade out of sixty per cent for the semester course work before the due date of the final exam. A copy of the students’ results should be submitted to the chairman of the department.

C. Papers of the final exam together with the premier answers are to be kept in the office of the chairman of the department for one academic semester. Thereafter, the papers may be dispensed with.

D. The results of the final exams should be known to students after a maximum of (72) hours from the date of the final exam.

E. A copy of the final grades is to be presented to the Admissions and Registration department provided that they bear the signature of the course instructor, the chairman of the department and the concerned dean.

Article (19)

A. A student may ask for the revision of his grade in the final exam of any course within two weeks after the last day of final exams. He has to apply to the dean of the school where the course is offered, and accordingly the dean should form a committee from the academic staff for the major, to revise the exam paper according to the premier answers submitted by the instructor of the course. If due to unforeseen reasons the student is unable to file his grade revision application during the specified period the dean is authorized to consider the revision thereon.

B. The student has to pay a non-refundable fee of (5) JD for each grade revision application.

C. The student is to attach the receipt to the grade revision form he submits submitted to the dean concerned with the revision of the final exam mark.

D. The concerned dean should inform of the revision of the final exam grade within a period of one week from the date of submitting the revision application.

E. Amendment of any grade after four three weeks from the date of announcing the results of the course should only be affected following
a Deans Council decision.

Article (20)

A. A student who is absent from a semester exam should submit a valid excuse to the instructor of the course within three days from the date that the excuse has ended. If the excuse is accepted the instructor then is to proceed with necessary arrangements for a make-up exam for the student.

B. A student who is absents himself from the final an announced exam of a course will get to take an (I= Incomplete) grade for that course. In this case, he should submit a valid or justifiable excuse to the Dean of the School to which offers the course is affiliated within a period that does not exceed 3 days from the date of the last final exam or the date of the end of the excuse. The concerned dean should study and examine all submitted excuses. He should inform the respective head of department and the Director of the Department of Admissions and Registration department of the decision made, whether to accept or refuse the excuse, on the relevant form prepared by the Department of Admissions and Registration department within a period that does not exceed one week from for the date of the last final exam. The formed committee is entitled to look into all other justifiable excuses. All unjustifiable cases or unaccepted excuses are to receive zero (0) in that exam.

C. In the event that If the excuse submitted by the student is acceptable, Chairman of then the head of the respective department should inform the course instructor accordingly with a view in order to arrange a make-up exam for the student during the following dates:

- The student must sit for the make-up exam during the first two weeks of the semester that comes after the semester in which the student missed the exam or during the second week of the summer semester.
- A student who has a final warning three days of the semester that
comes after the semester in which the student received the incomplete grade.

D. The course instructor should conduct the make-up exam and fill the form for grade completion, prepared by the Admissions and Registration department, in typing or clear hand-writing to be approved by the dean of the respective school.

E. If the excuse which prevented the student from taking the exam is over but the student does not manage to sit for the make-up exam, as mentioned in paragraph (C) of this article, then the student is to receive a (zero) in the final exam which he failed to take.

F. Taking into consideration the provisions of these regulations, the GPA is comprised of the average of all the grades for all the courses that the student studied and managed to either pass or fail until the time of calculation. If the student receives an incomplete grade in one or more courses, his GPA is to be calculated after receiving the results of the make-up exams of the relevant courses. In this case, the GPA is considered in a retroactive manner from the date the student obtained the incomplete grade if he is to be under probation or dismissed.

G. For the purpose of implementing the provisions of this article, a student who got an approval to postpone his studies, should sit for the make-up exams on the specified dates. Otherwise, he will receive a zero for that exam(s) he did not sit for.
Article (21)  
A. The minimum passing grade of any course is 50%, while the minimum grade assigned to a course is 35% (which is the university zero).  
B. The semester and cumulative averages are given the following values:

<table>
<thead>
<tr>
<th>Grade out of 100</th>
<th>Merit</th>
</tr>
</thead>
<tbody>
<tr>
<td>- 84% - 100%</td>
<td>Excellent</td>
</tr>
<tr>
<td>76% to less than 84%</td>
<td>Very good</td>
</tr>
<tr>
<td>- 68% to less than 76%</td>
<td>Good</td>
</tr>
<tr>
<td>60% to less than 68%</td>
<td>Satisfactory</td>
</tr>
</tbody>
</table>

Article (22)  
A. The semester average consists of the passing or failing grades obtained by the student for all the courses he registered for during that semester.  
B. The cumulative average consists of the passing or failing grades obtained by the student for all the courses he registered for until the time of calculation taking into consideration the provisions of Article (25) of these regulations.  
C. The semester and the cumulative averages are calculated by multiplying the obtained grade in each course by the number of credit hours assigned to that course, adding it all up and then dividing the total on the total number of credit hours.  
D. The percentage of both the semester and the cumulative averages are to be recorded to the nearest one decimal.

Academic Probations and Dismissal

Article (23)  
Academic Probation  
A. A student is to be placed on academic probation if his GPA in any semester is less than 60% with the exception of the very first semester he joins the University, or the very first semester he transfers to a new major.
B. The student is expected to rectify the matter two academic semesters after the semester during which he was placed on probation. The summer semester is not considered an academic semester when it comes to placing students on probation or dismissing them from the University or the major.

**Dismissal from Specialization/ Program**

**Article (24)**

**First: Dismissal from the major**

A. A student who fails to remove himself from the probation during the time limit specified in Paragraph (b) of Article (23) is to be dismissed from his major. However, engineering students who have completed (110) credit hours, or students in other majors who have completed (90) credit hours, out of the total number of credit hours assigned to their study plans are to be exempted from being dismissed.

B. The student who has been dismissed from his major, under paragraph (A) of this article section is allowed to transfer, for one time only, to another major specialization, in accordance with the rules abided by in these with pertinent regulations, provided However, this procedure stipulates that the duration of the student’s study at the University does not exceed the maximum allowed time what was mentioned in article (10) of these regulations.

C. It is the responsibility of The Director of the Department of Admissions and Registration department is to inform the student or the funding party if he has a scholarship by mail or email, that he has been placed on probation or that he has been dismissed from his program of specialization. If the student is on scholarship, the funding party should be duly notified as per the address affixed in the student’s record which is kept within the records of the Deanship of student Affairs.

**Second: Complete Dismissal from the University**

A student is **completely dismissed** from the University in the
following cases:

A. A student is to be completely dismissed from the University if the student obtained a GPA of less than (50%) in any academic semester he registered for; with the exception of the very first semester of the first academic year in the major he was accepted in or the major he transferred to. He joins the University. Or the very first semester he transfers to a new program of specialization.

B. Any if the student who fails to fulfill all the requirements for the award of the Bachelor’s Degree within the specified time limit specified in as per pertinent these instructions is to be completely dismissed from the University. However, a student who has obtained a GPA of 60% or above and his graduation is pending on the passing of just one course he has already studied but failed, then he is allowed an extension for a further semester to rectify his academic standing.

C. If the student who violates the Student Code of Conduct and decision calling for his final dismissal from the University has been made by a specialized council according to the instructions for the students’ code of conduct, he is to be completely dismissed from the University.

D. If the student was dismissed from the University if he is being dismissed for the second time from his major the specialization program he has opted for.

**Third: Accepting back the dismissed student**

A student who was previously academically dismissed from the university maybe be accepted again at the University only if he applies as a new student enrolling in a new major and as he will be treated as a new student freshman without counting taking into consideration any of the courses he took before.

**Repeated Courses and Courses Studied at Other Universities**
| Article (25) | A. The student is obliged to repeat any compulsory ‘Obligatory’ course which he failed.  
B. The student who fails in an elective ‘Elective’ course may repeat the same course or opt for another course in accordance with his study plan and in this case the newly obtained grade will be calculated in his GPA while the previously obtained grade will be taken out of his GPA, while it is still kept in his transcript.  
C. The student has the right to repeat any compulsory or elective ‘Obligatory’ or ‘Elective’ course he studied and in this case only the newly obtained grade he obtained in the repeated course will be calculated in computed within his GPA, while the previously obtained grade will be taken out, but it will still be while the previously obtained grade is kept in the transcript.  
D. A The student may take some courses at any another Jordanian public university recognized or at any other foreign university accredited by the Jordanian Ministry of Higher Education and Scientific Research provided that he had obtained the prior written consent approval of the Chairman of his respective head of the department for the courses he intends to study and had provided a detailed course description for these courses and was approved by the concerned dean of the school upon the recommendation of the concerned head of the department provided that the number of credit hours studied at another university do not exceed (6) credit hours. Had Chairman as well as Director of the Department of Admissions and Registration with certified transcript for the courses he has studied, the content and description of each course and grades he obtained.  
E. If a student repeats and successfully passes a course that he failed at another university, a ‘pass’ mark is recorded in his transcript but this does not cancel the repeated course the failed mark form his transcript while the previously obtained grade is not calculated which is computed in his GPA. |
F. The student who studies takes a courses at another university should submit a request to the head of his department asking for the equivalency of these courses duly filled-in ‘Equivalence Application’ from Chairman of his respective Department along with a certified copy of the transcript with the grades for these courses transcript and other course details no later than the end of the first week of the following semester.

G. The courses which the student studies take at other partner universities are considered the same as the ones he studies at the University.

H. In order to graduate at the University, the student has to spend one full academic year of studying and training in Germany according to the following rules:

1. The academic year is divided into two semesters, the first semester for studying at one of the partner universities, and the second semester for training in German companies or industries.
2. The student will get an equivalency for the courses studied at the partner universities, provided it does not exceed (21) credit hours.
3. The training semester will be equal to (12) credit hours.

I. These instructions should be read together with the rules issued by the Deans Council concerning the German Year. The Deans Council should decide upon the cases when the student is unable to find training in Germany or unable to travel to Germany.

J. A graduating student may study up to six credit hours at another Jordanian public university during the last semester of his graduation provided that the approval of the Chairman of his respective Department has been obtained.

K. When student takes a course at another university but fails, the failing courses to be treated on equal footing with his study plan at the German- Jordanian University in terms of the acceptance of this course as pre-requisite for another course he needs to study.
| Article (26) | The student It is not permitted for a student to register for a course and its prerequisite in the same semester if he/she had registered for the prerequisite before but failed or if the student’s graduation in that semester is dependent on that courses unless he/she has obtained the approval of the school. Language courses are excluded from the university, school and major requirements are excluded (excluding courses at the School of Languages) the language school majors). Otherwise In any other case, the director of the Admission and Registration department will cancel the student’s registration and his/her grades in that course. |
| Article (27) | The maximum and minimum number limit of registered students in some courses, the nature of which require that, is to be determined according to in respect of each offered course, depending, of course on the nature of the course and following decisions made by the President. |

**Add and Drop**

| Article (28) | A. The student may drop and add a courses during the drop and add period stipulated by the Department of Admissions and Registrations department each semester, which should does not exceed the first week of the first and second commencement of the fall semesters and the Second/ spring semester, and the first three days of the commencement of the summer semester. Dropped courses are not to be shown on the student’s academic record, and the money if paid for the courses will be reserved for the next semester.  
B. The student may completely withdraw from a course he registered for, without getting any reimbursement for the money paid for the course, –without any financial obligation– during the drop period announced on the academic calendar, and a week before the final exams start. Final’s date. In this case, the course will be shown on the student’s academic record with a note he obtains a (W= Withdrawn) grade and this course will is not to be calculated in the credit hours the student studied whether pass or fail and for graduation requirements. This |
withdrawal should not reduce the number of credit hours registered by the student to less than (9) credit hours. Computed within the courses he studies as part of his study plan. The course cannot determine his status as (passing or failing or even completing requirements for graduation). In this case if the student did not completely withdraw during the assigned time limit, then he will be responsible for the course and the course instructor will put he cannot withdraw thereafter and the course and its grade on the students transcript. are to be computed within his study plan. However, the drop process should be no means reduce the minimum number of credit hours that the student at the Bachelor’s level should take in accordance with pertinent regulations.

C. In contrast with what was stated in paragraph ‘B’ of this article, if the student may withdrew from all the courses he registered for at any one the semester, then In this case, he is considered as to have postponed his studies. This postponed semester is to be considered as part of the postponement time allowed to the student according to these regulations, and should comply with rules stipulated in article (29) of these regulations. Registration is to be cancelled for in respect of a student if he was whose academic record shows a decision for his temporary dismissed from the University according to a decision issued by the Students’ Disciplinary Council. The penalty period is to be considered as a postponement of study for the in respect of that student.

<table>
<thead>
<tr>
<th>Article (29)</th>
<th>A. The students or their parents are to be fully reimbursed for the tuition fees they have paid in the following cases: conditions:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>▪ The student passed away during the semester.</td>
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<tr>
<td></td>
<td>▪ The student’s proves evidence that his health condition does not allow him to continue proceed with his studies at the University as attested by an approved medical report from the University’s doctor approved by an accredited medical committee and the consent of</td>
</tr>
</tbody>
</table>
the concerned dean.

- The paid tuition fees are for the semester that follows the semester on which the student was has been completely dismissed from the University.

B. The tuition fees are reserved for the student’s tuition fee if his health condition does not allow him to continue his studies at the University as attested by an approved medical report from the University’s doctor and the consent of the concerned dean.

for the semester are refunded in case his/her medical state forbids him/her from continuing his/her studies in that semester, that is according to a certified report by the university’s doctor and with the approval of the responsible dean.

C. If a freshman/ newly registered student withdraws from the University and transfers to another public Jordanian university and he informs the University Administration of this transfer, in writing, then the credit hour tuition fees are reimbursed according to the following: as follows:

- Full reimbursement amounting to 100% of the credit hour tuition fees he paid for students who withdraw till before the beginning of the academic semester.

- Reimbursement amounting to 50% of the credit hour tuition fees for students who withdraw during the first week of the academic semester.

- No reimbursement is to be made after the end of the first week of the academic semester.

- In the above mentioned three cases, the student should obtain a clearance from the University he is transferring from.

D. The Deans Council is to make decisions in respect of exceptional cases that have not been included or specified in the provisions of this article. These regulations.
Postponement of Study, discontinuity and withdrawal from the University

Article (30)  

A. A new freshman student or newly transferred to the University student is not eligible to postpone his study unless he has spent one academic semester, at least, at the University. He has joined or transferred to.  

B. The student is to notify the Dean of his respective School through the head of his department of his intention to postpone his studies, during a period that does not exceed 7 days from the commencement of the fall or spring/first or second semesters. The Dean is expected to communicate his decision to the Director of the Department of Admissions and Registration department, and the Dean of Student Affairs, the head Chairman of the concerned department, the student’s advisor, and any other concerned party. However, if for unforeseen and urgent cases the student fails to submit his petition within the time limit specified in paragraph (A) of this article section, the Dean of the respective School is entitled to examine the matter with view to making take an appropriate decision and informing all the concerned parties duly and accordingly.  

C. The student is allowed to postpone his study for no more than four academic semesters be they consecutive or intermittent. He/she can postpone for a period of (6) semesters if he/she is enrolled in a training programs internships that are correspondent to his/her studies provided that the student had obtained a previous approval from the concerned responsible dean, regarding the training programs he/she is going to enroll in.  

D. The postponed semester(s) or the temporary dismissal from the University are not to be considered when calculating the maximum duration of study at the University, as per Article (10) of these regulations, or for the removal of the academic probation, as per paragraph (B) of Article (23) of these regulations. in respect of any student.  

E. If a student does not complete his registration as a regular student for
one academic semester and did not also if he/she fails to obtain the
written approval of the concerned Dean to postpone his study, then he
will lose his right to a seat at the University.

F. If a student loses his right to a seat at the University as per paragraph
(E) of this article, section, he could has the right to file a petition to
the application with the University President requesting him to regain
his seat. If his application has been accepted and he has been
reinstated into his previous major specialization, his academic record
will be kept for him. However, if he is reinstated into admitted to
another major, specialization, then the provisions of article (35) of
these instructions are to be applied.

G. The University President is authorized to reinstate any student who
lost his/her regain the seat to any student who has lost this right due to
unforeseen circumstances/absence. In this case, the period of
disruption from study is to be considered as postponement.

H. If the student exceeds the postponement registration period that has
been approved then the student loses his seat in the university. The
student can reapply to the university, and if in case he/she is accepted
in the same major department then his/her academic record will be is
kept. If the student is accepted in another major department in the
university then the provisions instructions mentioned in article (35) of
these instructions will be applied. In both cases, the student is treated
as a new student in terms of the tuition fees.

I. If the student wishes to withdraw from the University then he/she
must apply on the designated withdrawal form and submit it to the
Admission and Registration department. In this case, a note stating
“withdrew from the university” is fixed to his/her file. The director of
the Admission and Registration department is to notify the concerned
related parties in the University and outside. If the student wishes to
enroll again in the University then he/she must submit a new
application form, and if he/she is accepted in the same major, then
his/her academic record will be kept. If the student is accepted in
another major then the provisions mentioned in article (35) of these
instructions will be applied. In both cases, the student is treated as a
new student in terms of the tuition fees, taking into consideration what is stated in article (10) of these regulations.

J. The student’s academic record transcript will not be taken into consideration for the purposes of continuing studies in the university if the student he/she has discontinued his/her studies for 4 consecutive years or more.

### Transferring to the University from Other Universities

| Article (31) | A. A Students are allowed to transfer from other universities to the University provided that there are vacancies for them from him in the program he opts for and according to provided that he fulfills the following conditions:
|             | - The student fulfills all requirements for admission to the University.
|             | - The student is transferring from an accredited university or university college or institute that offers the Bachelor’s degree or from an accredited Community College and is recognized by the Jordanian Ministry of Higher Education and Scientific Research. |

| Article (32) | The University President is to form a committee named: ‘Students Admission and Transfer Committee,’ under his chairmanship or whoever he delegates and the membership of one of the Vise-Presidents. One of the Faculties Deans the Dean of Students Affairs, the Dean of Graduate Studies, Assistant to the President for Admission and Registration, the Director of the Department of Admissions and Registration department, and two members of the academic staff chosen yearly by the Deans Council. |

| Article (33) | A. The tasks duties of the Students Admission and Transfer Committee are as follows:
|             | 1. The Student Admission and Transfer Committee is to look into Submitting recommendations to the Deans Council with the lists of all the new students applying for admission or and transferring to the |
University from other universities and to submit it recommendations/ decisions to the Deans’ Council for subsequent approval/ ratification.

2. Submitting recommendations to the Deans Council with the lists of all the students who want to change their major irrespective of the reasons.

3. Submitting recommendations to the Deans Council with the lists of students who want to join the University as special studies students.

B. Applications for transfer to the University are to be submitted to the Department of Admissions and Registration department before the beginning of the first week of the fall semester and second/ spring first or second semesters on relevant forms that have been designed for that purpose.

C. The Students Admission and Transfer Committee is to issue its decision within by a period that does not exceed the end of the first week of the semester that follows the submission of the transfer application.

D. The Committee’s decisions will be enforced after they are approved by the Deans Council.

| Article (34) | A. Once a student’s application for transfer has been accepted, equivalent courses to those that he has studied at the previous university can be computed within his study plan at the University can be calculated for him, he is transferring to, provided that it he does not exceed (42) transfer more than 60 credit hours.

B. The grade in any course that could be equalized for the transferring student intends to transfer should not be less than (60%) or (D+). At the same time, the number of credit hours assigned to the course studied in the previous university by the University should be equal to or more than the number of credit hours assigned to the same equivalent course offered by the German- Jordanian University. A ‘pass’ grade is recorded for in respect of each equalized course, for graduation purposes, but the grades of these courses are not to be |
calculated computed within the student’s cumulative average. Each (15) credit hours are to be calculated computed as one academic semester and are to be taken into consideration when calculating the maximum duration of study for the Bachelor’s degree. as PR pertinent regulations.

<table>
<thead>
<tr>
<th><strong>Transferring from One Major to another within the University</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Article (35)</strong></td>
</tr>
</tbody>
</table>
| Applications for transfer from one major to another within the University are should be filled on the relevant forms that have been designed for that purpose and handed to the Admissions and Registration department within a period that does not exceed eight weeks from the commencement of the first or second semesters, or two weeks from the commencement of the summer semester. The Students Admission and Transfer Committee determines whether to accept these applications or not during a period which does not exceed twelve weeks from the beginning of the first or second semesters and four weeks from the beginning of the summer semester pursuant to the following terms and conditions:

A. The student must shave studied for at least two semesters at the University and passed at least 30 credit hours.

B. There are available places in the major that the student wants to transfer to, provided that these places will be filled based on the differentiation between the students’ GPAs at the University.

C. A student can transfer from a major with a higher admission average to a major with a lower admission average.

D. A student can transfer from a major with a lower admission average to a major with a higher admission average if the student’s average in the Secondary Certificate was acceptable in the major he is transferring to during the year the student sat for the Secondary Certificate or during the year he applied to. Alternatively, this transfer is possible if the student has successfully completed (30) credit hours or more at the University and his GPA is above 76% or above.
E. A transferring student is to receive a new ID number. The Admissions and Registration department is to calculate the courses that the student previously studied and successfully passed and are within his new study plan, and grades thereof are to be calculated within his cumulative average.

In order to calculate the maximum duration of study for a bachelor’s degree for the student who changed his major, one semester should be deducted for each (15) credit hours calculated for the student in his new study plan.

F. Taking into consideration the provisions of Article (10) of these regulations, the student is to keep his complete academic record for the major he was previously accepted in if he returns to it after being dismissed from the major he transferred to. The courses he has already studied and passed in the major he was dismissed from and are part of the study plan of his previously accepted in major will be calculated for him.

G. A student who voluntarily transfers to another major specialization program or who has been obliged to transfer due to his dismissal from a previous program is to be treated as a new student in terms of academic probation, postponement of study, and tuition fees. Nevertheless the student who was dismissed from his major will have to comply with the instructions for the academic probation and dismissal starting from the first semester in his new major.

H. A student who has been admitted to the University under the bridging program to one major could not change his major unless the major he intends to transfer to complies with the bridging regulations. and files an application for transfer to another major program should fulfill the conditions that the major program he intends to transfer to stipulate.

<p>| Transferring from One Program of Study to another within the University |
| Special Studies Students |</p>
<table>
<thead>
<tr>
<th>Article (36)</th>
<th>The following category of persons may register for some courses offered by the University as Special Studies for one academic semester or more:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A. Students attending other universities inside or outside Jordan.</td>
</tr>
<tr>
<td></td>
<td>B. Persons who seek to enhance their scientific knowledge and culture in certain majors.</td>
</tr>
<tr>
<td></td>
<td>C. To be able to register at the University in Special Studies, places should be available in the courses required.</td>
</tr>
<tr>
<td></td>
<td>D. Students are accepted in Special Studies by the Deans Council decision upon recommendation of the Students Admission and Transfer Committee.</td>
</tr>
<tr>
<td></td>
<td>E. A student registered in the Special Studies program shall have a temporary ID, and shall be given a University email.</td>
</tr>
<tr>
<td></td>
<td>F. A Special Studies student shall have a limited access to University services and facilities, whereby he is only allowed to have access to the library and some students’ activities.</td>
</tr>
<tr>
<td></td>
<td>G. Pertinent instructions stated in the Instructions of the Student Affairs in relation to attendance, exams, grades, and disciplinary measures included in Deanship of Student Affairs instructions shall apply to Special Studies students.</td>
</tr>
<tr>
<td></td>
<td>H. Upon the request of a Special Studies student he is to be provided with a document showing all the courses he has studied at the University, stating that it is a Special Studies program.</td>
</tr>
<tr>
<td></td>
<td>I. Any Special Studies student must get a clearance certificate before getting any document from the University.</td>
</tr>
<tr>
<td></td>
<td>J. Should a Special Studies student be accepted at the University according to the acceptance instructions, the courses which he took and passed during the Special Studies program shall be calculated provided that these courses are in the study plan of the major he has been accepted to and that no more than a year has passed since he has taken them.</td>
</tr>
</tbody>
</table>
K. Students who have been dismissed from their major for academic reasons may apply for Special Studies by a Deans Council decision upon a recommendation of the Students Admission and Transfer Committee. Should the student be able to raise his cumulative average to past 60% during two academic semesters, he may return to his regular studies.

**Alternative Courses**

Article (37)

a- If a student would be unable to graduate in a given semester unless he took one (or two) courses from the School or Department requirements and was unable to register in these courses because they are not offered in that semester or because of a conflict in his schedule that cannot be solved, then the Dean upon a recommendation from the head of department may approve of the student taking an alternative course (or two) that are of the same level and from the same School/Department in the same given semester. The Head of the Admissions and Registration department must be notified in writing before the end of the add and drop period for that semester.

b- If a student would be unable to graduate in a given semester due to being unable to pass one (or two) courses from the School or Department requirements and has already failed these courses then the Dean upon a recommendation from the head of department may approve of the student taking an alternative course (or two) that are of the same level and from the same School/Department in the same given semester The Head of Admissions and Registration Department must be notified in writing before the end of the add and drop period for that semester.

c- If a student would be unable to graduate in a given semester unless he took one course from the University requirements, except the language courses, and was unable to register in this course because it is not offered in that semester or because of a conflict in his
schedule that cannot be solved, then the President, upon the recommendation of the Dean, may approve of the student taking an alternative course in the same given semester. The Head of Admissions and Registration Department must be notified of this in writing before the end of the add and drop period for that semester.

d- In all cases, a student may not take more than two alternative courses.

e- If a student was unable to fulfill the graduation requirements in a given semester and has already passed the alternative courses, then it shall be calculated in the coming semester if the student’s graduation has been postponed for whatever reason.

### Equivalent Courses

**Article (38)**

A student may take any course offered by the University or any other university (according to the Article (25) of these Instructions as an equivalent course upon the approval of the Dean of his School, provided that the following conditions apply:

- The number of credit hours of the equivalent course is the same as the number of credit hours of the original course.
- The content of the equivalent course is no less than 70% similar to the content of the original course.
- A higher number of equivalent courses may be calculated credited should the Study Plans in the University change, in accordance with tables approved by the concerned Dean.

### Award of the Bachelor’s Degree

**Article (39)**

The Bachelor’s degree is awarded after fulfilling the following requirements:

A. Successfully passing all courses listed in the study plan.
B. Obtaining a cumulative average of no less than 60%.
C. That the student is enrolled in the University for the last academic
semester of his studies.

D. Not exceeding the maximum years for graduating that are stated in these Regulations.

E. Students who are enrolled in Partner Universities are considered enrolled in the University.

### Studying Another Bachelor’s Program

**Article (40)**

It is permissible to calculate credit hours that the student has completed during his regular studies and that has obtained him a Bachelor’s Degree in a certain major as part of the requirements of obtaining another Bachelor’s Degree in another major, provided that the number of the calculated credit hours does not exceed (50%) of the credit hours in the Study Plan of the student’s new major, that no more than seven years have elapsed since the student obtained his first Bachelor’s Degree, and that the admission conditions in public universities were taken into consideration when accepting the student. In all cases, the study period for the new Bachelor’s Degree should be no less than four academic semesters. Each (15) credit hours are to be calculated as one academic semester if included in the new study plan and are to be deducted when calculating the maximum number of years for graduating as per the new Study Plan.

### General Provisions

**Article (41)**

A. The Academic Departments shall undertake the responsibility of offering courses, keeping track of the academic progress of their students, and making sure that the students fulfill the requirements for graduation.

B. The Dean of the concerned School shall undertake the responsibility of offering courses that do not belong to a specific department, and distributing these courses among faculty members in coordination with the concerned department heads.

**Article (42)**

Interdisciplinary courses shall be offered in coordination with the
concerned heads of academic departments within the same or different School.

Article (43) Students who have successfully passed all courses listed in their study plans and fulfilled all the requirements needed to obtain a Bachelor’s degree at the University with a cumulative average of no less than 60% are not allowed to take further courses unless a decision is made by the Deans Council.

Article (44) a- A student may register extra courses that are not listed in his the study plan with prior approval of the Dean of his School. The marks for these courses will neither be calculated in the student’s semester average nor cumulative average, but the credit hours shall be calculated when calculating the maximum number of credit hours that could be registered for that semester. A note stating that this course is not within the study plan of the student must be written next to the course.

b- If the student transfers to another major, and has studied courses from outside his first study plan, and these courses are now within the courses in his new study plan, then the grades of these courses, if the student passed them, shall be calculated in the student’s average.

c- Despite what is stated in paragraph (A) of this Article, the student may register extra courses from the elective requirements, whereby the highest grade obtained shall be calculated for the student when calculating the cumulative average for graduation. The credit hours shall be calculated when calculating the maximum number of credit hours that could be registered for that semester.

Article (45) It is not permissible for students to be enrolled in two majors to obtain two Bachelor’s Degrees at the same time at the University.

Article (46) It is not permissible for a student to protest that he had not been aware of these Instructions, or that he had not been informed or did not have access
to the University’s publications or announcements whether on advertisement boards or via email.

| Article (47) | The student who is expected to graduate must fill out a special form together with his academic advisor within four weeks from the start of either the first or second semesters or two week from the start of the summer semester of each academic year. The concerned department should confirm that the student in question has completed the requirements needed for graduation by coordinating with the concerned registrar in the Admission and Registration department. |
| Article (48) | To be eligible for graduation, the student should obtain his a clearance form from the University beforehand. |
| Article (49) | The Deans Council should decide on the cases that are not mentioned in these Instructions or any issue that may result from their implementation. |
| Article (50) | The President, the Deans of Schools, the Heads of Departments, the Head of the Admission and Registration department shall be responsible for the execution of these Instructions. |
| Article (51) | Taking into consideration the acquired rights of students, the previous Instructions for Awarding a Bachelor’s Degree are annulled before implementing the execution of these Instructions and any decisions issued pursuant to the previous Instructions that contravene with these Regulations. |
German Jordanian University Instructions for Granting Master Degree

Issued in accordance with article (9) of the Higher Studies Regulations at the German-Jordanian University No. (57) For the year 2008

| Article (1) | These regulations shall be named “German Jordanian University Regulations for Granting Master Degree” and are effective as of the date of their approval. |
| Article (2) | The following terms and expressions shall have the meanings assigned below, unless the context states otherwise. |

**University**: German Jordanian University.

**The President**: President of the University.

**Deanship**: Deanship of Graduate Studies at the University.

**Dean**: Dean of the Deanship of Graduate Studies at the University.

**School**: The School to which the Department offering graduate studies program belongs to.

**Department**: Any academic department offering graduate studies program.

**Council**: Council of Graduate Studies at the University.

**School Committee**: Committee of Graduate Studies at the School.

**Department Committee**: Graduate Committee in the Department.

**Program**: Master Program at the University.

**Study Plan**: Study Plan accredited by the Council of Deans.

**Supervisor**: Faculty Member assigned to supervise the student’s thesis in order to attain his/her Master degree.

**Student**: Master student.

**Remedial Course**: Any course at a level less than 700 is required to fulfill the knowledge base of the Master program.

**Foreign Languages Proficiency Test**:  


### A-English Language
Such as (TOEFL, IELTS) tests in accordance with the Higher Education Council’s provisions.

### B- German Language
Test-DaF as determined by the School of Languages at the University.

## Master Programs

### Article (3)
To study for a master degree at the University, students are required to complete at least (33) thirty-three credit hours successfully, according to the study plan. These hours are distributed as follows:

A. **Master program/thesis track and it includes:**

1. Registering for at least (24) twenty-four credit hours and passing them successfully (these hours include (15) fifteen credit hours compulsory courses and (9) nine credit hours elective courses).
2. Drafting a (9) nine credit hours thesis, defending it and succeeding in its defense.

B. **Master program/Non-thesis track (Comprehensive exam). It includes:**

1. Studying for at least (33) thirty-three credit hours and successfully passing them (according to the study plan).
2. Passing the comprehensive exam of each specific major.

Meeting the provisions and regulations of the Higher Education Council for the Master degree is a prerequisite for graduation and for obtaining a Master degree in both tracks.

### Article (4)
The study plan of each program consists of the following:

A. **Master program/thesis track:**

1. Compulsory courses, a minimum total of (15) fifteen credit hours at a (700) level.
2. Elective courses, a maximum total of (9) nine credit hours at a (700) level.
3. Drafting a thesis and succeeding in its defense, where (9) nine credit hours are allotted to it.

B. **Master program/Non-thesis track (Comprehensive exam):**

1. Compulsory courses, a minimum total of (24) twenty four credit hours at a (700) level.
2. Elective courses, a maximum total of (9) nine credit hours at a (700) level.

### Article (5)
A. When offering courses entitled "studies" or "special topics" or similar topics in the study plans, only one course is counted for the student under the same title, even if the contents of these courses are different.

B. A student may only study one course at a (700) level from other programs related to his/her study plan after getting approval from the
| Article (6) | A. It is permissible for the Department Committee to request that a student study a maximum of (9) nine credit hours of remedial courses at the Bachelor’s level. These courses are specified in the admissions acceptance letter.  

B. The credit hours for remedial courses are not counted within the total hours required to obtain a master degree, and its grades are not included in the cumulative average of the student.  

C. The student has to successfully pass all remedial courses by the end of his/her first academic year in order to enroll in the program. |

| Article (7) | A. The academic year is made up of two semesters. Each semester lasts for (16) sixteen weeks. An optional summer semester may be offered as long as it is in line with the regulations and standards of the general accreditation for graduate studies and the Council of Higher Education.  

B. The summer semester is not to be counted in the calculation of the lower and upper limits of the study period, for probation and dismissal purposes.  

C. The minimum number of semesters a Master student should be registered for is three semesters and a maximum of eight semesters.  

D. Only in special and justified cases and after approval from the Dean, based on the recommendation of the Department Committee and the Chairman of the Department, is a specific course offered for a period of two weeks or more. This is only permissible if the total number of lecture hours is equivalent to the total number of hours in a regular semester, which is sixteen weeks. |

| Article (8) | A. The minimum study load for each student in a regular semester must be (6) credit hours, and the maximum load (12) credit hours, and in special cases it may be possible upon the recommendation of the student's Advisor, and consent of the concerned department’s Chairman to exceed the minimum and maximum load limits by (3) credit hours.  

B. The maximum number of credit hours a student is allowed to register for in the summer semester is (9) credit hours, provided the number of registered credit hours at a (700) level does not exceed (6) credit hours.  

C. The total number of semesters that may be postponed and withdrawn should not exceed two semesters, and this period is not counted in the maximum duration of obtaining the Master Degree as mentioned in Article (7/b).  

D. Only in special and justified cases it is permissible to increase the period of postponement for a third semester based on a suggestion from the Department Committee and recommendation from the School Committee and a decision by the Council, and this period is not counted in the maximum duration of obtaining the Master Degree as mentioned in |
E. The time period between the thesis proposal deadline and defense must be at least one semester.

### Admission

**Article (9)**

A. The numbers of accepted students in each program are determined by the Deans Council at the beginning of each academic year, upon the recommendation of the Council, referral from the School’s Council and suggestion from the Department’s Council.

B. The Council determines the major or appropriate majors suitable for enrolling in any master programs, based upon the recommendation of the Department’s Committee and referral from the School’s Committee.

**Article (10)**

The following requirements must be met in order for a student to get accepted into the program:

A. Must hold a Bachelor's degree with a minimum average of “good” or equivalent, from a recognized university or a higher diploma with minimum average of “very good” or equivalent. Bachelor students with a “satisfactory” average, or equivalent, may be accepted only if they abide to regulations of the Ministry of Higher Education and Scientific Research.

B. Bachelor’s student studies and attendance must be on a regular basis.

C. The Bachelor's degree has to be in a field that qualifies the student to study the major program that he/she wishes to enroll in. Section (b) of article (9) must be considered.

D. Student must show a documented proof indicating he/she successfully passed the Foreign Languages Proficiency Test (English language) (TOEFL, IELTS) in accordance with the decisions of the Higher Education Council. As for programs that require German Language Proficiency, the student must pass the Test-DaF 4 as decided by the College of Applied Humanities and Languages.

E. It is permissible upon the suggestion of the Department Council and referral from the Council of Graduate Studies and a Deans Council decision, to add other criteria in the selection process such as including a placement test for student applicants to take as long as it does not exceed (20%) of the total grade in the selection process.

**Article (11)**

A. Master programs applications issued by the Deanship are to be submitted to the Deanship during a period determined by the Deanship where all necessary official documents and credentials are attached to this form.

B. The name list of accepted applicants to the graduate studies programs is issued by the Dean in accordance with referrals from both the Department and School Committees.

C. Students with a satisfactory average or equivalent in their Bachelor’s Degree are required to study three Master courses at a (700) level, as determined by the Department, from the Master study plan during the first semester of their enrollment, and that is under the condition of passing in every course with a grade average of at least 70% and a cumulative average of at least 75% in order to become a regular student. If the student...
passes all these courses then the grades are included in his/her cumulative average, whereas if the student does not pass these courses he/she has to drop out of the University.

**Article (12)**

If a student was readmitted to the University then the courses that the student previously took are counted provided that no more than five years have passed on his completion of these courses.

## Transfer and Track Change

**Article (13)**

A. Upon recommendations from the Department and School Committees to which the student is transferring to and the consent of the Dean, a student may transfer from one program in which he/she is a regular student to another program in the university.

B. It is permissible to count a maximum of (15) fifteen credit hours from the courses taken by the student from the Department he/she left, and the grades of these courses are included in his/her new cumulative average.

C. One semester is deducted from the maximum duration of study for students who get (9-15) credit hours counted.

**Article (14)**

A. It is permissible for a student to transfer from a Master Program in another university to a similar Master program in the University provided that the student fulfills the conditions of admission and the availability of vacancies in the program.

B. For a student to get the courses which he/she studied in another university counted, these courses should be equivalent in content and course level to a course or courses in the study plan. The student’s average should be a minimum of very good or (B) or equivalent in each course, subject to the condition that no more than five years have elapsed from the date of passing these courses. The counted credit hours must not exceed (12) credit hours and they are not included in the new student’s cumulative average.

C. One semester is deducted from the maximum duration of study for students who get (9-12) credit hours counted.

D. In cases of joint programs or dual degree programs either within the university or between the university and another university, the student registered in these programs is exempted from Article 13-b and paragraph b of this Article and he/she has to comply with the requirements stipulated in the memorandum of understanding or agreement concerning the two programs.

E. In Schools that have a Master Program with different concentrations (minors) a student may register for more than one concentration (minor) and he/she is exempted from Article 13-b and paragraph b of this Article only for the additional concentrations (minors) that he/she registers for.

**Article (15)**

A student is allowed to change from one track to another only one time based on recommendations from the concerned department and school committees and the dean’s approval.

**Article (16)**

With reference to article (14/B), it is permissible for a student to study a maximum of (12) credit hours in a similar program in another university.
except in the graduation semester, provided that the student:
- obtains prior approval from the Dean based upon recommendations from concerned Department and School Committees.
- did not count courses from another university in his study plan.
- is a registered or postponed student in the University.

| Article (17) | No grades of courses studied outside the University shall be included in the student’s cumulative average. |
| Article (18) | The passing grade in each course in the Master program courses is (70%), including remedial courses. |
| Article (19) | A. The minimum passing cumulative average in the Master program is 75%.  
B. A student may – for the purposes of raising his/her cumulative average-repeat the study of two courses at most for the entire duration of his/her study where the last grade is counted.  
C. A student failing an elective course, may repeat it, or study another course within his/her study plan, if offered, and in this case the old grade is not counted in his/her cumulative average but the old grade still appears on his/her transcript.  
D. Pass or fail results are counted for the remedial courses studied by the student.  
E. A numerical grade for the thesis and the comprehensive exam is included in the grades transcript if sent by the school and is not counted in the cumulative average. |
| Article (20) | The distribution of grades for the graduate studies courses is as follows:  

1. (60%) of the final grade is allocated for semester work. This includes at least one test with half of the semester works grade allocated to it that is (30%), and other work which may include a second test, and/or reports, and/or research papers with an allocation of (30%) of the final grade, this brings the total semester work grade to (60%) of the final grade. The grade of the final exam makes up (40%) of the final grade.  
2. In cases of graduate project courses, seminar courses, research papers, laboratories, designs, practical tests and field training which all have credit hours, one grade is calculated based on all grades for the different activities. |
| Article (21) | A student may review the final grade of any course if he/she applies for review within a maximum period of one week after the announcement of the results. |
| Article (22) | A student may not register for the thesis credit hours before completing (15) credit hours successfully (with a cumulative average of at least 75%), and a supervisor has been assigned to him/her and that his/her thesis plan |
has been approved.

<table>
<thead>
<tr>
<th>Attendance</th>
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<tbody>
<tr>
<td><strong>Article (23)</strong></td>
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<tr>
<td>A. A student shall be deprived from taking the final exam if his/her unexcused and rejected absence from the course instructor and department chairman exceeds (25%) of the total planned hours of any course and is granted a minimum grade of 50%.</td>
</tr>
<tr>
<td>B. A student is considered withdrawn from the course if his/her excused and accepted absence from the course instructor and department chairman exceeds (25%) or more of the total planned hours of any course.</td>
</tr>
<tr>
<td>C. A sick report must be issued by a medical institute recognized by the University. In addition, the student must submit this report to the Dean of the concerned school during a period that does not exceed two weeks from the issuance date of the sick report.</td>
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<tr>
<td>D. A student who fails to take the final exams and has an excused absence accepted by the dean shall be granted an incomplete grade that is thereafter relayed to the course instructor in order to prepare a make-up exam for the student within a period that does not exceed four weeks from the beginning of the following semester, in which the student is registered to attend, with the exception of summer semester.</td>
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<tr>
<td>E. If a student fails to remove his/her &quot;incomplete&quot; grade, then a grade that the student accumulated from the semester work is recorded.</td>
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<tr>
<th>Withdrawal</th>
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<tr>
<td><strong>Article (24)</strong></td>
</tr>
<tr>
<td>A. A student is allowed to withdraw from one or more courses and add new courses during the first week of the semester, and during the first three days of the summer semester without recording the withdrawn courses in his/her academic record.</td>
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<tr>
<td>B. In accordance with these regulations, due to the withdrawal the number of registered credit hours must not go below the allowed minimum study load hours.</td>
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<tr>
<td>C. A student with an excused absence that exceeds (25%) of the planned hours for the courses of that semester, is considered withdrawn from the semester. As a result, a withdrawn remark is recorded in his/her academic record and his/her study for that semester is considered postponed.</td>
</tr>
<tr>
<td>D. A student may withdraw from all the courses registered in the semester with the Dean’s approval, provided the request for withdrawal is submitted at least two weeks prior to the final exams, and in this case, the study of the student is considered postponed and a withdrawn remark is recorded in his/her academic record, and the student is not entitled to withdraw during the first semester of attendance in the program, or else</td>
</tr>
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</table>
he/she is deprived of his/her seat in the University.

E. A student may withdraw definitely from the program in which he/she was admitted to, provided the withdrawal request is submitted at least two weeks prior to the final exams.

F. If a student withdraws from a course, that he/she has registered for, during the add and drop period, the fees for that course are reserved for him/her, and if the student withdraws after that period then the full study fees for that course are deducted.

<table>
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<tr>
<th>Postponement</th>
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<tbody>
<tr>
<td>Article (25)</td>
</tr>
<tr>
<td>A student who chooses to postpone his/her study must have spent at least one semester in the program that he/she has enrolled in.</td>
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</table>

| Article (26)                 |
| The request for postponement is submitted to the chairman of the concerned department on a special form for this purpose, before commencement of studies. The approval is issued by the Dean and the postponement period is not counted within the maximum number of years required for graduation or for the purposes of eliminating the causes of being put on the probation list. |

<table>
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<tr>
<th>Failure to register</th>
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<tbody>
<tr>
<td>Article (27)</td>
</tr>
<tr>
<td>A. A student’s registration in the university is canceled if he/she fails to register for any academic semester without a valid excuse accepted by the university. The student will remain registered only if a valid excuse is provided and accepted by the university as follows:</td>
</tr>
</tbody>
</table>

1. The Council: If the student submits the excuse during the first month of the academic semester in which the student failed to register for.

2. Deans Council: If he/she submits the excuse before the end of the semester in which he/she failed to register for.

B. If the excuse is accepted based on what is mentioned above then failure to register is regarded as a postponement.

C. No student is allowed to fail to register with an acceptable excuse based on what is mentioned above for a period that exceeds two consecutive semesters.

D. If a student fails to attend his studies for one or more semesters without an acceptable excuse as mentioned above, the student’s registration is canceled, then he/she has to apply for a new admission. If the student is accepted in his/her previous discipline then the student has the right to keep his/her complete academic record and only has to finish the remaining graduation requirements according to his/her new study plan. The student’s previous study duration is counted from within the maximum number of years limit for graduation. In order for the academic record to be counted, it is conditional that the absence duration from the
study does not exceed (5) years.

| Article (28) | A student is placed under probation if his/her cumulative average is lower than 75%, and he/she has to remove the probation status within a maximum period of two academic semesters immediately after the semester in which he/she was placed on probation as a result of his/her results. |
| Article (29) | A student is dismissed from a Master program in the following cases:  
  a. If he/she fails in more than two courses in a semester.  
  b. If he/she fails in more than three courses of his/her study plan for the entire duration of study.  
  c. If he/she fails in the same compulsory course more than twice.  
  d. If his/her cumulative average is lower than (75%) at the end of the two semesters following the probation.  
  e. If a student is unable to successfully complete the necessary requirements to obtain his/her scientific degree within the time allowed in these regulations.  
  f. If a student’s average in his/her Bachelor Degree is satisfactory and he/she did not pass in any of the three courses that he/she has in the first semester (at least 70%) or did not achieve the minimum cumulative average (at least 75%) for these courses.  
  g. If he/she fails twice in the comprehensive exam.  
  h. If he/she fails the thesis defense.  
  i. If the Department’s Committee presents a report, based on a report from the student’s supervisor, to the Dean, that shows a student’s incompetence to write his/her thesis.  
  j. If he/she committed an offence that lead to his/her dismissal according to the laws and regulations followed by in the University. |
| Article (30) | A student who is academically dismissed from a master's program is allowed to return to the same program again within three years from the date of his dismissal as a special study student. In the event that the student is dismissed from the program and returns to it again, the student must achieve the following:  
  A) The student must increase his average and remove any warnings he has within a maximum of two consecutive seasons, in a manner that does not contradict the instructions of Article (29). |
B) The student’s mark is not less than (75) in any subject he studies from among the subjects in which he has failed and because of it he has been dismissed from the program. The student must complete the graduation requirements according to the new plan in force upon his return, provided that the period of study of the repeated courses is calculated from within the legal period of the upper limit for graduation years.
C) The number of hours in which the student has failed and can be repeated must not exceed 6 approved hours of the program in which he is accepted.
D) This article applies to a student who has been academically dismissed for one time only, so that a student who has been dismissed twice cannot return to the same program again.

## Supervision

| Article (31) | The Dean, upon the recommendations of the Department and School Committees, issues a decision that includes: appointing the supervisor, approving the thesis title and its draft plan no later than the end of the third semester of the student’s enrollment in the program. |
| Article (32) | It is required that the principal supervisor be a faculty member at the University with a rank of Professor or Associate Professor, or an Assistant Professor, provided that he/she has published at least two articles. |
| Article (33) | A. The maximum number of theses a faculty member can supervise at once is (6) theses if he/she was a Professor or an Associate Professor or an Assistant Professor.  
B. In cases deemed circumstantial by the Deans Council, and upon referral from the Dean, a faculty member may be assigned to supervise more than the number of theses mentioned in paragraph (a) of this article. |
| Article (34) | A. The Dean may appoint (based on recommendations from the Department and School Committees and referral from the supervisor) another faculty member as a co-supervisor. It may be possible that the co-supervisor comes from outside the University provided that he/she holds a University degree (at least at a Master degree level), he/she has ample experience in this field or has previously held an academic rank in a recognized University.  
B. A co-supervisor who does not hold a PhD degree may be appointed from within the university based merely on his academic qualifications and experience. |
| Article (35) | A supervisor may be changed for justified reasons by following the same process in which he/she was appointed. |
| Article (36) | The Council, upon the recommendation of the Department Committee may agree that a faculty member on sabbatical leave or on mandate or on secondment or on leave without pay inside Jordan, or terminated because of reaching the legal retirement age, to continue supervising the student’s thesis or continue participating as a co-supervisor. |
| Article (37) | One credit hour per semester is counted for the supervisor for each supervised thesis. This shall be from the beginning of the semester in which he/she was appointed as a supervisor and for a period of maximum
three semesters. If there should be a co-supervisor participating, then the credit hour is divided equally in half between them.  

**Article (38)**  
The thesis title and its plan may be amended if the research deems so, and the amendment is done in the same way it is approved.  

**Article (39)**  
The defense committee consists of:  
1. The supervisor/Chairman.  
2. Co-supervisor if present.  
3. At least two faculty members who meet the conditions of supervision.  
4. A member from outside the University whose specialization is related to the student’s thesis and on whom the supervision conditions apply to.  

**Article (40)**  
A. Appointing a Thesis Defense Committee and setting the thesis defense date are decided by the Dean upon the recommendations of the Department and School Committees after consulting concerned supervisor’s opinion.  

B. The thesis is handed to the members of the Committee at least one month before the defense date.  

**Thesis Specifications**  

**Article (41)**  
The Master thesis shall be written in English, with two appended abstracts, one in Arabic and another in English, provided that the two abstracts don’t exceed (350) three hundred and fifty words. However in schools using another teaching language, the thesis, and its abstract (should not exceed (350) three hundred and fifty words) and are written in that language, and a proven English abstract of not more than (350) three hundred and fifty words be appended. It should be noted that the two abstracts must not include more than (10) keywords for the purposes of indexing the thesis.  

**Article (42)**  
The title page must comply with the format prepared by the Deanship of Graduate Studies and can be obtained from the Deanship and includes the following:  
1. The manner in which the thesis title and author’s name are officially registered in the University.  
2. The name of the supervisor and co-supervisor if present.  
3. The following statement: "Thesis Submitted in Partial Fulfillment of the Requirements for the Degree of Master of Science/Arts in the German Jordanian University."  
4. The names of the Defense Committee members.  
5. The date of the defense.  

**Article (43)**  
The thesis must be submitted in a typed format and on (A4) paper.  
A. One space and a half is left between two consecutive lines, if the thesis is written in Arabic and two spaces if is in English or any other language.
B. A (3.5) cm margin is left on the right side of the page in the Arabic copies and to the left of the page in the foreign languages versions, and all other margins will be (2.5) cm.

C. A unified style is adopted by the department regarding the arrangement of the thesis sections in line with the standard scientific research methods and in terms of adding footnotes, references and indices, in the form of samples prepared and distributed by the Department to the graduate students in it.

### Article (44)
In case a student includes in his/her thesis maps or figures or tables or any other graphs or data, the materials used should be able to endure multiple uses while remaining in good condition, and must be identical in all the versions of the thesis.

### Article (45)
A. A student hands in five copies of his/her thesis to the Deanship of Graduate Studies, after getting it signed by members of the Defense Committee and completing all their advised amendments, and thereafter having the thesis in accordance with the specifications of the University Library.

B. A copy is sent to the Department, two copies to the library, and a copy to the dissertation archiving center of the university, and one copy is kept at the Deanship of Graduate Studies.

C. Two copies of the thesis, the data, and written software etc. on two DVDs are submitted to the Deanship of Graduate Studies and archived according to the specifications asked by the Deanship.

D. The Deanship of Postgraduate Studies, in coordination with the University Library, publishes theses on a local / regional / global database, in agreement with one of the publishers.

### Thesis Defense

#### Article (46)
Thesis defense is completed as follows:

A. The student presents a summary of his thesis results in a seminar open to the public.

B. The chairman of the Defense Committee moderates the thesis discussion in a closed session, and after the discussion is finished the defense Committee deliberates and decides by majority of its members, one of the following results:

1. Pass.

2. Fail, and in this case the student is awarded a Higher Diploma Certificate of Graduate Studies.
3. Amending the thesis, where the student has to amend his/her thesis in a period that does not exceed four months from the date of the defense, and present it to the Committee, and the student is considered passing if the Committee approves the amended thesis otherwise, he/she is given a failing result.

C. The decision of the Defense Committee is adopted by the Council upon recommendations by the Department and School Committees.

D. The final deadline to defend the thesis is at the start of the week that precedes the beginning date of the final exams in any semester.

<table>
<thead>
<tr>
<th><strong>Comprehensive Exam</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Article (47)</strong></td>
</tr>
</tbody>
</table>
| **Article (48)**       | The Department Committee responsible for the comprehensive exam is in charge of the following:  
  a. Organizing the exam and managing its affairs.  
  b. Determining the fields that the comprehensive exam should cover and the necessary references and readings.  
  c. Forming a comprehensive exam committee made up of concerned Faculty Members teaching the topics of the exam in order to write the questions and correct the exam papers, provided that the decision to form the committee is issued by the Dean.  
  d. Sending the comprehensive exam results to the School Committee to study and provide its recommendation, and thereafter sending this recommendation to the Dean for approval. |
| **Article (49)**       | The comprehensive exam shall be of four hours duration. The exam is held during the first three weeks of each semester including the summer semester. |
| **Article (50)**       | A. A student is eligible to take the comprehensive exam only after finishing the planned courses, provided that his/her cumulative average in these courses is at least (75%).  
  B. If the student fails in the comprehensive exam then he/she can sit for the exam again only once, during the next exam date and if he/she fails in it then a Higher Diploma Certificate of Graduate Studies is awarded to him/her.  
  C. Pass or fail is recorded in the student’s grades transcript every time
he/she takes the exam.

**Article (51)**

If the student fails the comprehensive exam or is asked to amend the thesis, the Council may extend the maximum deadline for obtaining the master degree one more academic semester for the purposes of sitting for the comprehensive exam, or for the purposes of his/her thesis amendments.

---

**Awarding the Master Degree**

**Article (52)**

A. The Master degree is awarded based upon a decision passed by the Deans Council, with the referral from the Council and recommendations from both the Department and School Councils on the assigned dates.

B. The overall average of a student based on his/her cumulative average is identified in the following table:

<table>
<thead>
<tr>
<th>Cumulative Average</th>
<th>Rank</th>
</tr>
</thead>
<tbody>
<tr>
<td>75 — less than 80</td>
<td>Good</td>
</tr>
<tr>
<td>80-less than 90</td>
<td>Very good</td>
</tr>
<tr>
<td>90 – 100</td>
<td>Excellent</td>
</tr>
</tbody>
</table>

---

**Awarding Higher Diploma Certificate**

**Article (53)**

A. The Higher Diploma Certificate is awarded to a student registered in one of the Master programs/thesis track in one of the following cases:

1. If he/she is registered in the program and eight academic semesters have elapsed from the start of his/her regular studies, and was unable to sit for the thesis defense, taking into account what is stated in article (7) of these regulations, the summer semester is not considered a regular semester for this purpose.

2. If he/she fails in the thesis defense after successfully completing all required courses in his/her study plan.

3. If the Department Committee submits a written report based on a report from the student’s supervisor indicating his/her incapability to write his/her thesis, then in this case he/she has to study the rest of the obligatory and elective courses and obtain a cumulative average of at least (75%).

B. The Higher Diploma Certificate is awarded to a student who is registered in one of the Master programs/comprehensive exam track in one of the following cases:

1. If he/she fails in the comprehensive exam twice and successfully completes all courses.

2. If he/she is registered in the program and eight academic semesters have elapsed from the start of his/her regular studies, and was unable to sit for the comprehensive exam and succeed in it, taking
into account what is stated in article (7/b) of these regulations, the summer semester is not considered a regular semester for this purpose.

C. The Higher Diploma Certificate is awarded by a decision from the Deans Council, upon referral the Council and based on the recommendations of the Department and School Councils.

<table>
<thead>
<tr>
<th>Grants</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Article (54)</strong></td>
</tr>
</tbody>
</table>

**Article (55)** The grants described in these regulations consist of the following:

A. Grants of the Deanship of Graduate Studies and they cover:

1. Teaching assistant grant.
2. Academic excellence grant.

B. Grants of the Deanship of Scientific Research.

**Article (56)**

A. Grant requests are submitted to the Deanship of Graduate Studies through the concerned Departments.

B. The academic Departments that offer Graduate Studies are required to provide the Deanship of Graduate Studies with the number of academic and research grants their departments require before the start of the academic semester. The number is then presented to the Graduate Studies Council where it is discussed and approved according to the available financial resources for grants during that semester.

**Article (57)** A student applying for a grant must fulfil the following conditions:

A. Registered as a full-time regular student at the University.
B. Not an employee or holds a grant or any academic scholarship from any another party.
C. His/her cumulative average is not below (80%).
D. Has never received any disciplinary penalty.

**Article (58)** Half or quarter grants may be given to students from the first semester of their registration provided that their cumulative average in their Bachelor Degree is not less than 80% and priority is given to the German-Jordanian University graduates and by a decision from the Council.

**Article (59)**

**A. Deanship of Graduate Studies Grants**

Procedures for obtaining grants are as follows:

a. Student can download the grant application form from Deanship’s website, or obtain them from their departments.
b. Filling the grant application form, and accrediting it from the Registration and Admissions Department, and submitting the application to the concerned Department during a deadline set by the Deanship and declared at the beginning of each semester.

c. The type of grant and value must be clearly stated in the grant application form together with the attachment of required documents.

d. Requests are to be submitted to the concerned Departments a week before the start of the semester (except the summer semester).

e. The grant applications of the Deanship of Graduate Studies are reviewed at the beginning of each semester by the Council and are based on reports from the chairman of Department with descriptions of the type of the work and its load.

The names of beneficiaries are announced in the Schools of disciplines in the second week of the semester.

| Article (60) | The names of the beneficiaries are announced in the faculties of specialization in the second week of the start of the semester |
| Article (61) | First: - Teaching Assistant Grants |
| | Teaching assistant grants include the following:- |
| | 1. **Full grant:** Is granted to students with a cumulative average of at least 90% and includes an amount of JDs 450 per month, and an exemption from full registration and credit hours fees for the semester in which the student was awarded the grant. |
| | 2. **Half grant:** Is granted to students with a cumulative average of at least 84% and includes an amount of JDs 400 per month, and an exemption from 50% of the registration and credit hours fees for the semester in which the student was awarded the grant. |
| | 3. **Quarterly grant:** Is granted to students with a cumulative average of at least 80% and includes an amount of JDs 350 per month, and an exemption from 50% of the registration and credit hours fees for the semester in which the student was awarded the grant. |
| Article (62) | The teaching assistant grant is awarded for an academic semester and maybe renewed for a student for a period of maximum five semesters in total. |
| Article (63) | The grant is awarded based on the availability of financial funds to cover all expenses. |
Article (64)  The student awarded any of the grants listed in article (59) from these regulations shall commit himself/herself to the teaching load assigned to him/her by the Department and approved by the Council as follows:

   a. The student who receives a full or half teaching grant is required to work (15) hours per week with a maximum of (9) hours of teaching or supervision of laboratories.

   b. The student who receives a quarter teaching grant is to work (10) hours per week with no more than (6) hours of teaching or lab supervision.

Article (65)  The grant shall be terminated by the Council in any of the following cases:

   A. If the cumulative average falls below the respective cumulative averages mentioned in Article (60).

   B. If a student fails to abide with the teaching load he/she was entrusted with, or was deemed incompetent based upon referral from the chairman of the Department.

   C. Withdrawal from the University or postponement of the study.

   D. Issuance of any disciplinary penalty against the student.

   E. Cancellation of a student’s registration or dismissal from the University.

   F. The student's commitment to any work other than that entrusted to him/her.

Article (66)  Second: Academic Excellence Grants (The First Student of the Honors List)

   - The academic excellence grant is given to a student who is ranked first in his Bachelor’s Degree batch for that year in the university. This grant is granted based upon recommendations from the Department and School Councils and this grant is renewed every semester and for a period of another four academic semesters, provided that the student’s cumulative average does not go below 84% in any semester of the graduate study semesters.

   - The value of the grant is JDs (200) per month covering all of the student’s semester fees.

Article (67)  A student applying for a grant is required:
<table>
<thead>
<tr>
<th>Article (68)</th>
<th>The student who receives the academic excellence grant is to work (10) hours per week with a maximum of (6) hours of teaching or lab supervision.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Article (69)</td>
<td>The grant is terminated by the Council and will not be renewed in any of the following situations:</td>
</tr>
<tr>
<td></td>
<td>a. If the cumulative average falls below 84%.</td>
</tr>
<tr>
<td></td>
<td>b. If the number of registered hours is lesser than (6) credit hours in an academic semester except the graduation semester.</td>
</tr>
<tr>
<td></td>
<td>c. If he/she violates any of the conditions of the grants or is discovered to have two grants at the same time, and in this case all the money that he/she does not deserve will be reclaimed.</td>
</tr>
<tr>
<td>Article (70)</td>
<td>Deanship of Scientific Research Grants</td>
</tr>
<tr>
<td></td>
<td>The procedures to obtain the grants are as follows:-</td>
</tr>
<tr>
<td></td>
<td>a. The Deanship of Scientific Research announces the scientific research projects that are supported internally or externally by the faculty members in the school of discipline after approving these projects.</td>
</tr>
<tr>
<td></td>
<td>b. The student fills out the application form for the grant and attaches the required documents and hands it over to the Department of discipline after the researcher’s approval.</td>
</tr>
<tr>
<td></td>
<td>c. Approval is issued by the Dean of Scientific Research based on the recommendation of the Committees of Scientific Research in the Department and School in which the Dean of the School is informed of the decision.</td>
</tr>
<tr>
<td></td>
<td>d. A temporary contract is signed with the student.</td>
</tr>
<tr>
<td></td>
<td>e. The grant is paid on a monthly basis based on a report presented by the student after it is approved by the researcher.</td>
</tr>
<tr>
<td>Article (71)</td>
<td>The maximum value of the grant of the Deanship of Scientific Research is JDs (250) per month if the research is supported internally, but if the support is external then it is determined according to the agreement with the supporting party.</td>
</tr>
<tr>
<td>Article (72)</td>
<td>The grant is given to Master students for a period of maximum five semesters.</td>
</tr>
</tbody>
</table>
| Article (73) | The grant is terminated and will not be renewed in any of the following situations:
|             | 1. If the student's performance is not satisfactory, and this is upon the recommendation of the research supervisor.
|             | 2. If the cumulative average is below 80%.
|             | 3. If he/she violates any of the conditions of the grants or is discovered to have two grants at the same time and as a result all the money that he/she does not deserve will be reclaimed. |
| Article (74) | It is permissible in special cases evaluated by the Council:
|             | - To allow students with cumulative averages below (80%) to obtain any of the grants mentioned above.
|             | - To permit students to be awarded both grants, academic excellence grant and research grant at the same time. |
| Article (75) | The Council decides on the standards of competition among the students regarding the cumulative average and number of hours that the student completed according to the recommendations of the Schools of discipline. |
| Committees and Authorizations | |
| Article (76) | The Department Committee assumes the following authorizations:
|             | A. Reviewing the applications of graduate studies applicants in the Department and advice the Chairman of Department to accept a certain number of students set by the Deans Council.
|             | B. Request program study plans from the academic advisors for students and to approve it, and to present a semester report to the Chairman of the Department about the process of advising.
|             | C. To organize the basic exam and comprehensive exam and to supervise its execution, and approve the final result.
|             | D. To recommend to the School’s Dean the appointment of the student's supervisor, the thesis title and its draft plan.
|             | E. Suggest the thesis defense committee members to the School Committee.
|             | F. Recommending the Dean with the following:
|             | 1. Extending the maximum study period for a student.
|             | 2. Postponement of a student’s study within the period stipulated in these regulations.
|             | 3. Student transfer from one program to another within the University and from a program in another University to a similar program within the University and to get equivalence of these courses and get them counted for a student.
|             | 4. To allow students in exceptional cases to study remedial or additional approved courses in their plans outside the University. |
G. To consider any other matters referred to it by the Department Council.

**Article (77)**

The School Committee assumes the following authorizations:

A. The coordination between the various Departments in the School concerning graduate studies.

B. To ratify the appointment of the supervisor and recommend to the Dean the issuance of the appointment decision.

C. Recommendation to the Dean to appoint the Defense Committees based on the suggestion of the Departments Committees.

D. Recommendation to the Dean of the lists of applicants admitted to the graduate programs.

E. Any other matters concerning graduate studies that were not tackled in these regulations are mandated by the School’s Council to the School Committee.

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### Scientific Malpractice

**Article (78)**

A. The awarded master degree/thesis track can be revoked in case of serious scientific misconduct committed by the student in his master thesis. Serious scientific malpractice means the following violations:

1. Plagiarism
2. Forging data
3. That a third party write large parts of the thesis-related work without the approval of the supervisor and the department (such as programming and statistical analysis, or the thesis itself, etc.).

B. In the event of the occurrence of scientific misconduct committed by the student in any of the course projects that the student studies at the university, the student shall be deemed to have failed as a judgment in that course.

C. A bona fide proof must be presented to the Deanship of Graduate Studies in order for a degree to be revoked. The Dean shall form a committee to validate the proof. If the committee deems the proof to be substantial and valid, the dean of graduate studies then sends the committee’s results to the Council. If the Council deems the evidence to be substantial, the Dean will thereafter send a recommendation to the Deans' Council to revoke the awarded master degree. The Deans Council studies the recommendation and shall take the appropriate decision.

D. The revoke procedure must begin three months after the Dean of Graduate Studies receives the bona fide proof regarding the scientific malpractice.
If copies of the thesis are published, then the student should have his/her name clearly printed next to the supervisor or co-supervisor, failing to do so, the supervisor holds all the liability for such a scientific malpractice.

A student authorizes the University in writing, the right to completely or partially handle his/her thesis for purposes of scientific research and exchanges with educational institutions and universities.

The Dean determines the minimum number of students registered in each course offered in the program.

The Dean may, based on the recommendations of the Department and School Committees, give a student expected to graduate an alternative course instead of a compulsory course only if it is not offered as a result of a change in the study plan, or any other justified academic case assessed by the Dean and approved by the Council.

The Deans Council will decide in cases with no articles covering them in these regulations.

The President, the Dean, and the Director of Registration and Admissions are responsible for implementing these regulations.

**English Language Proficiency Test Foundations for Graduate Studies Students at the German Jordanian University**

The following foundations shall be named “English Language Proficiency Test Foundations for Graduate Studies Students at the German Jordanian University” and shall be implemented at the beginning of the academic year 2017/2018.

The English proficiency test shall be held at the German Jordanian University and shall be an equivalent to the international tests TOEFL and IELTS.

The test shall only be held for those interested in enrolling in graduate studies programs at the German Jordanian University.

A committee shall be formed to place questions and supervise tests.

The accredited marks by the Ministry of Higher Education and Scientific Research shall conform to any of the English Language Proficiency Tests as follows:

<table>
<thead>
<tr>
<th>Master’s Program Offered</th>
<th>Marks Equivalent to the International Tests</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Study Area</td>
<td>Minimum Pass Percentage</td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>-------------------------</td>
</tr>
<tr>
<td>Engineering and all its programs</td>
<td>Not less than 75%</td>
</tr>
<tr>
<td>MBA and Institutional Engineering Systems</td>
<td>Not less than 65%</td>
</tr>
<tr>
<td>Logistics Management</td>
<td>Not less than 50%</td>
</tr>
</tbody>
</table>

**Article (6)**

The university shall charge JOD 55 as test fees.

**Article (7)**

A financial reward payment shall be paid for individuals responsible for the test as per the university regulations and laws.

**Article (8)**

The deans council shall decide on cases that do not have an article in these criteria.
**Instructions for Students Health Insurance**

**Issued by the Deans Council, Decision No. (9)**

**on 16/6/2008**

| Article (1) | These Instructions shall be called “Instructions for Students Health Insurance’ for the German Jordanian University and shall come into operation effective once approved by the president. |
| Article (2) | The following words and expressions, wherever appearing in these instructions, shall have the meaning assigned thereto unless the context indicates otherwise:  
The University: German Jordanian University  
Members: Any of the German Jordanian University Students enrolled for any degree or any program and the special study students.  
Fees: the assigned fees for the Student health insurance.  
The semester: It is the first semester, the second semester or the summer semester.  
Registered student : A student who registers and pays university fees.  
Treatment: Any medical services received by the Students such as: Hospitalization, clinical and laboratory examination, X-ray images, medical treatment, surgical operations, medicines and any other required treatments according to the provisions of these Instructions.  
Committee: Students Health Insurance Committee at the University. |
| Article (3) | A- Participation in health insurance is compulsory for all university students who are enrolled in it to obtain any degree or scientific certificate, and for private study students.  
B - Health insurance takes effect upon payment of university fees. |
| Article (4) | A- No student is exempt from the health insurance subscription fee, whatever the reasons, and it is not permissible to recover it.  
B- Inspection and treatment are carried out according to a valid health insurance card and university card.  
C- The treatment is personal, and it is not permissible to give the university
| Article (5) | The treatment in accordance with the provisions of these foundations includes all that is mentioned in the health insurance agreement concluded by the university with the insurance company. |
| Article (6) | A-The accredited hospitals or specialist doctors accredited to the medical network are reviewed by the students' clinic at the university and by an official referral from the doctor accredited to the clinic.  

B - Excluded from Paragraph A of this Article are injuries and cases that require immediate admission or treatment in the hospital’s emergency department during holidays and outside official working hours. |
| Article (7) | Sick leave is approved for students by submitting it to the clinic doctor for approval within a period not exceeding three days from the date of its issuance or the disappearance of the medical case. |
| Article (8) | Dean’s council shall make decision in respect of any problems caused by the implementation of these foundations. |
# Instructions for the Students Union

**Issued by the Deans council in Session No. (9) On 16/6/2008**

<table>
<thead>
<tr>
<th>Article (1)</th>
<th>These Instructions shall be called ‘Instructions for the Students Union of the German Jordanian University’ and shall come into force from the beginning of the Academic year 2008/2009</th>
</tr>
</thead>
</table>
| Article (2) | The following words and expressions, wherever appearing in this law, shall have the meaning assigned thereto unless the context indicates otherwise:  
*The University*: German Jordanian University  
*The President*: The President of the German Jordanian University.  
*The Dean*: The Dean of Students Affairs at the University.  
*The Union*: Students Union formed according to the provisions of these Instructions.  
*General Assembly*: Students enrolled at the University to be granted a certificate or an academic degree.  
*Union Council*: formed of the members selected by the General Body according to the provisions of these Instructions.  
*Administrative Board*: the Board responsible for administrating the Union according to the provisions of these Instructions.  
*Polling Station*: the area specified therein the names of the voters within approved lists, and in which voting for the Union members takes place according to the provisions of these Instructions.  
*Electoral Area*: Students enrolled in one academic program.  
*The Higher Committee*: Committee in charge of supervising the elections. |
| Article (3) | In addition to other specialized student bodies, a Union shall be formed at the University and shall be called (The German Jordanian University student Union) to represent its students, and will reside at the University campus. |

## The Union Objectives

| Article (4) | The Union aims to pursue the following objectives: |
1. Represent the students of the University, maintain their acquisitions, adopt the student’s cases, and try to solve them with the relevant authorities in the University.
2. Participate and support the academic, cultural, social and athletic progress of the University students and help to improve its performance.
3. Collaborate with the University to help needy students within programs devoted for that cause.
4. Work on deepening the democratic behavior within the Union and allow the students to participate in its activities.
5. Seek to establish the concept of good citizenship and deepen the national identity, enhance the rejection of the manifestations, extremism, polarization, and any behavior that abuses the national unity and cause harm to the social fabric; and deepen a spirit of national responsibility.
6. Adopt the concept of ‘we all are Jordan’ as a motto to guide and organize the Unions programs in line with the regulations in force at the University.
7. Establish the traditions of democratic dialogue among the students themselves, between students and the University administration and all other student bodies in the University, in addition to the exchange of opinion and advice, which lead to raise the level of University students academically and behaviorally.
8. Participate in Student activities held with and outside Jordan according to the provisions of these Instructions and the regulations in force at the University.
9. Advocating the Arab Islamic nation issues, in addition to humanitarian issues in accordance with the provisions of the regulations in force at the University which aims to achieve the objectives of the Union.

### Elections of the Union Council, its Units and its Duties

| Article (5) | A. A General assembly member is entitled to run for the elections, vote |
and participate in all the Union activities.

B. A General assembly member shall commit to the following duties:
   1. Abide to the law, regulations, Instructions of the University, as well as its decisions in force.
   2. Abide to the Instructions of the Union, as well as its decisions in force.
   3. Aim to achieve the objectives of the Union.

<table>
<thead>
<tr>
<th>Article (6)</th>
<th>The Union exercises its authorities and work to the pursuit of its objectives through the following units:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1. The Union’s Council.</td>
</tr>
<tr>
<td></td>
<td>2. Administrative Board.</td>
</tr>
<tr>
<td></td>
<td>3. Sub-committees of the Union.</td>
</tr>
<tr>
<td></td>
<td>4. Activities Committees.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Article (7)</th>
<th>A. Taking the provisions of Article (9) of these Instructions into consideration, a Union’s Committee shall be formed of a group of elected members from the General assembly; each program at the University shall be presented by one member.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>B. The Union Council shall last one academic year as of the date of the announcement of the election results.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Article (8)</th>
<th>A. A General Assembly member who wishes to run for the Union council membership elections must fall under the following conditions:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1. His cumulative GPA must not be below 65%.</td>
</tr>
<tr>
<td></td>
<td>2. He must be enrolled at the University in the semester he wishes to run for the elections in, and his study load must not fall below the minimum allowed study load according to the Instructions in respect of that matter.</td>
</tr>
<tr>
<td></td>
<td>3. He must have completed one semester at the University, at least.</td>
</tr>
<tr>
<td></td>
<td>4. He must need at least two more semesters to graduate; summer semester excluded.</td>
</tr>
<tr>
<td></td>
<td>5. He should not have gotten any of the disciplinary penalties stipulated in the students’ disciplinary regulation, or any other</td>
</tr>
</tbody>
</table>
penalties mentioned in paragraph (A) of Article (28) of these Instructions, notice penalty excluded.

B. Taking the provisions of Paragraph (A) into considerations, the head of the Union Council must fall under the following conditions:
   1. He must hold a Jordanian Nationality
   2. He must be registered to get the Bachelor’s Degree in the regular program.

### Article (9)

Student Union Council elections run as follows:

A. Each major at the University shall be considered a separate electoral area, with the exception of:
   - Graduate Studies
   - parallel programs
   - foreign students,
   each of which shall be considered an independent electoral area.

B. General assembly members shall directly and secretly elect their council representative within each electoral area; each Student shall have one vote only.

C. Union Council membership elections are held on one day only, the elections shall be held from 9 am to 5 pm.

D. In order to adopt the election of the Union Council members, it is required that the majority of the General Assembly participates in the elections in every electoral area. In case of no quorum, elections shall be extended for two more hours, after that the elections will be legal notwithstanding the voter’s numbers.

E. In case of equal votes for two candidates within one electoral area, membership period shall be split equally between the winners by drawing their names, unless one of them gives up the position for the other.

### Article (10)

A. Elections for the Union Council membership are held on the last week of March of each year, according to specific procedures announced by the Deanship of Students Affairs.
B. In case it was not possible for the elections to be held on its scheduled time, due to unforeseen circumstances estimated by the President, the current Union Council shall proceed with its tasks until the reason of the delay has ended. The period should, however, not exceed one academic semester.

| Article (11) | A. A General Assembly member is entitled to vote within his electoral area one time only in each electoral round, mandating is not allowed in the elections.  
B. In case, it was proved to the Higher Committee of the elections that a member of the General Assembly has manipulated the process of the elections, his nomination and vote shall be cancelled immediately, and he becomes deprived from running for the elections in the following round. |
| Article (12) | A. Taking the provisions of Article (10) of these Instructions into consideration, candidature shall start as of the beginning of the second week of March for four academic days. Applicants must fall under the conditions previously mentioned in Paragraph (a) of Article (8) in these Instructions, and must submit their application in specified times and places.  
B. The Dean shall announce the names of the eligible candidates within 3 academic days as of the end of the candidature period.  
C. Election campaigns shall begin on the third week of March after the announcement of the candidates’ names.  
D. Union headquarters shall be evacuated and handed over, with all of its facilities assigned to the Union, to the Deanship of Student Affairs within two weeks before the beginning of the following electoral round. |
| Article (13) | A candidate is entitled to withdraw from the elections by submitting a written withdrawal letter to the Higher Committee of the elections, at least three days before the elections take place. |
| Article (14) | The election process is entrusted to a Higher Committee formed by the |
President, headed by the Dean, and the membership of:
1. One Faculty member from each school named by the Dean of the respective school.
2. Two students representing the University students recommended by the Dean to the President, they should not be running for the elections of the Union Council at the time.

<table>
<thead>
<tr>
<th>Article (15)</th>
<th>The Higher Committee shall undertake the following duties and responsibilities:</th>
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<tr>
<td></td>
<td>1. Forming sub-committees for the elections in each electoral area, which consists of a number of faculty members, recommended by the respective Dean, plus two of the University employees, one of the Faculty members shall be in charge of the sub-committee.</td>
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<tr>
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<td>2. Deciding the location of the electoral and vote counting stations for each electoral area, and preparing the requirements of the electoral process.</td>
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<tr>
<td></td>
<td>3. Issuing the rules and general guidance Instructions which organize the process of electoral campaigning, elections, and vote counting.</td>
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<tr>
<td></td>
<td>4. Considering appeals presented to the Committee from candidates and making decisions in this respect within a week of the appeal date.</td>
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<td>5. Extending the election period in the electoral area which has not completed the required quorum for the election.</td>
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<td>6. Deciding on the emergency issues which relate to the electoral process and have not been mentioned in the provisions of these Instructions.</td>
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<tr>
<th>Article (16)</th>
<th>Sub-committees, referred to in Article (15) of these Instructions, shall undertake the following duties and responsibilities:</th>
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<tbody>
<tr>
<td></td>
<td>1. Verifying the names of the candidate’s representatives and taking suitable precautions for the process of election and vote counting in each electoral area.</td>
</tr>
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<td></td>
<td>2. Stamping election papers with the stamp approved by the Deanship of Student Affairs.</td>
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</table>
|              | 3. Preparing the election and vote reports and having them signed by the
sub-committee members and the candidates or their representatives.

4. Deciding on the issues that hinder the electoral and vote counting process in the respective electoral area. In the occasion the sub-committee fails to solve any problem accruing at the respective electoral area, the matter shall be transferred to the higher committee.

| Article (17) | A. Election papers shall be considered invalid if not stamped with the approved stamp.  
B. In case there was an increase or decrease of number of election papers at one electoral area in a percentage of 5% or more, the election in the respective electoral area shall be invalid. Elections shall be repeated in the respective electoral area within a week of the original election on a date decided by the Higher Committee. |

| Article (18) | A. The first session of the Union Council shall be held within two weeks of the elections upon an invitation from the President. The eldest member shall head the Council in its first session in which the following personals shall be directly and secretly elected: The Head of the Council, the vice-chairman, the Secretary, the treasurer, and the rest of the Administrative Board members in the Union.  
B. The Union Council shall have three regular meetings each semester to discuss the issues within its agenda.  
C. The Union Council is entitled to have exceptional meetings in the following occasions:  
1. An invitation from the Administrative Board stating the reasons.  
2. A written request by at least the third of the Councils members stating the reasons for the request. In which case, the Council should hold a meeting based on an invitation from the Administrative Board within a week of the request date, and it is not permissible to discuss any matter outside the council agenda.  
D. The Administrative Board of directors shall announce the date and place of the meetings of the Union three academic days before the scheduled date, the agenda shall be distributed by the Secretary of the |
E. The head of the Union Council shall head the councils meetings, the vice chairman in the case of his absence, and the eldest member of the council in the case of absence of both the head and the vice chairman.

F. The Union Council sessions are considered legal in the presence of two-thirds of its members. In the absence of a quorum, the head of the council shall determine a new date for the session within a week; in that case the session should be legal in the presence of half of the council members.

G. All decisions for the Council shall be taken by absolute majority, except for the following cases, in which decisions shall be taken by the majority of two thirds of its members:
   1. Referral to the President to amend the instructions of the Union.
   2. Withholding confidence from the administrative Board of or one of its members.
   3. Falling any of the Councils member under the penalties set forth in Article (28) of these Instructions for any reason.

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<thead>
<tr>
<th>Article (19)</th>
<th>The Union Council exercises the following tasks and powers:</th>
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<tbody>
<tr>
<td>A.</td>
<td>Outline the general policy of the Union.</td>
</tr>
<tr>
<td>B.</td>
<td>Make the required decisions and recommendations in accordance with the University laws, regulations and instructions in force, and the Instructions and objectives of the Union</td>
</tr>
<tr>
<td>C.</td>
<td>Discuss and approve the financial and administrative reports submitted by the Administrative Board of directors.</td>
</tr>
<tr>
<td>D.</td>
<td>Discuss and approve the Administrative Board agenda.</td>
</tr>
<tr>
<td>E.</td>
<td>Dismissal of a member of the Administrative Board or the Unions council, if he committed an act which is prohibited or violated honor and reputation, and have been convicted of it by any relevant judicial board or the competent authorities at the University.</td>
</tr>
<tr>
<td>F.</td>
<td>Referral to the President to amend the instructions of the Union.</td>
</tr>
<tr>
<td>G.</td>
<td>Discuss and approve the Union draft budget submitted by the</td>
</tr>
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</table>
Administrative Board and transfer it to the Dean to approve it.

H. Consider to return membership for those who lost it to the Council if the reason of losing the membership has ended; upon a decision from Union Council.

I. Referral to the President through the Dean with the Union Logo or any amendments thereto.

| Article (20) | A. The Union Council shall form a Board within its members called ‘Administrative Board’ headed by the Head of the Union Council and the membership of the following: The Secretary of the Council, the treasurer of the Council, and three other members from the Council members.

B. The Administrative Board shall have a meeting every two weeks or whenever the need arises. The First meeting shall be held one week after its formation. All the meetings shall be chaired by the chairman of the Board or the vice chairman and the presence of three other members of the Board, at least, all members should be informed of the meeting and its agenda, in writing, at least three days before the meeting.

C. The Administrative Board takes decisions based on absolute majority, in the case of tie, the side on which the head of the meeting has voted would win the voting.

D. The Administrative Board informs the dean of the union decisions, which shall be effective unless the Dean decides otherwise; in such occasion, the decision shall be transferred to the President to make the final call about it within two weeks. |

| Article (21) | In case a member of the Administrative Board has lost his membership, the Administrative Board of shall call for an election among the Council members to determine a substitute within two weeks. |

| Article (22) | The Administrative Board exercises the following tasks and authorities:

A. Executing the decisions of Union Council and its Public Policy, as well as making decisions in respect of the activities that help achieve |
the Union objectives.

B. Preparing the Union draft budget and submit it to the Union Council to approve it.

C. Supervising the Committees of the Council and monitor its work.

D. Preparing a semester plan that converts the objectives of the union into a program, and presenting it to the Council to discuss and approve it, then place it to the Dean for final approval within two weeks from presenting the plan to him.

E. Studying the student’s issues within the University and work to solve them with the coordination of respective parties in the University when those cases have not been included or specified in the University Instructions in force.

F. Referring to the Union Council in the adjustments the Board wishes to make on these Instructions to approve it according to the provisions of these Instructions.

G. Preparing the Financial and administrative annual reports, and submitting them to the Union Council.

H. Forming permanent and temporary committees for activities from the members of the Union Council, and specify their specialties.

| Article (23) | The holders of the positions mentioned bellow shall be entitled with the following tasks and authorities:
A. The head of the Union Council:
   ▪ Heading the meetings of the Union Council and the Administrative Board.
   ▪ Signing the decisions and the official communications of the Union Council and the Administrative Board.
   ▪ Signing cashing orders for the expenses of the Union after approving them from the Administrative Board of and the Dean.
   ▪ Representing the Union in front of the official parties and student bodies.
   ▪ Sending invitations to hold the Union Council and the |
Administrative Board meetings.

- Sending invitations for the formed committees whenever the need arises according to the provisions of these Instructions.

B. The Vice-Head:

- Performing the tasks of the Head of the Council when absent.
- Performing the tasks given to him by the Head of the Council, in writing.

C. Secretary:

- Sending meeting invitations to members of the Union Council and the administrative Board, preparing the agendas. Writing and signing meeting reports to have the chairman of the Board submitting them to the Dean.
- Supervising the execution of the Administrative Board decisions.
- Receiving the letters sent in the name of the Union and saving all of the Union’s documents.
- Performing any other tasks assigned by the Head of the Union.

D. Treasurer:

- Expenditure of cash upon decisions of the Administrative Board that has been approved by the Dean and signed duly by the treasurer and the Head of the Administrative Board.
- Receiving revenues receipts that have been stamped with the Union stamp and deposit them in the Union account.
- Submitting monthly statement of expenditures and revenues to the Administrative Board.
- Preparing financial reports presented to the Union Council and the Administrative Board.
- Saving the Union financial documents in its headquarters.
- Sending a monthly copy of the receipts, bills and monthly account statements to the Head of the Union Council, which in his turn shall address the Dean to send them to the director of the Financial department and the director of Internal Audit Department at the
University to have them checked according to the regulations and instructions in respect of this matter.

- Receiving the required stationery and supplies from the Deanship of Student Affairs to prepare the Union headquarters and taking responsibility for them.

| Article (24) | A. The Union Council shall form Sub-committees within each school in the University which consists of the Council members elected in the respective school; each sub-committee shall have a voting to choose a rapporteur.

B. All sub-committees meetings are legal in the presence of the majority of its members. If the required quorum was not met, the meeting shall be postponed for no longer than a week. In this case the meeting shall be legal notwithstanding the No. of attendees.

C. All sub-committees shall make decisions based on the majority vote of members attending.

| Article (25) | The Sub-committees shall perform the following tasks and authorities:

1. Preparing financial and administrative reports on the level of the respective school, then submit them to the Administrative Board.

2. Supervising and implementing the decisions of the Administrative Board and the Union Council on the level of the respective school, and submit its recommendations to the Administrative Board.

3. Supervising the Union activities within the respective school, and forming necessary committees to activate them.

4. Studying the student’s issues within the respective school and recommending the proper solutions of those issues to the Administrative.

| Article (26) | Each sub-committee shall submit a monthly report to the Administrative Board that includes activities, expenditures, revenues and an activity plan for the following month. The sub-committee is also to present its decisions to the Administrative Board to discuss them and recommend them to the
Dean, which in his turn shall approve those decisions before their implementation.

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<tr>
<th>Membership Loss</th>
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<tr>
<td><strong>Article (27)</strong></td>
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<tr>
<td>A member of the Union Council shall lose his membership and thereby all the Authorities and Committees affiliated to him in the following cases:</td>
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<tr>
<td>1. If he committed a prohibited act, a violation to the objectives of the committee, or an act abusive to his reputation.</td>
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<td>2. If he committed any violation that requires a disciplinary sanction as set forth in the students’ disciplinary Instructions, giving notice penalty excluded.</td>
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<td>3. If he has been convicted with any felony or a misdemeanor by competent judiciary.</td>
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<td>4. If he no longer falls under any of the membership conditions set forth in Article (8/a) of these Instructions, cumulative average excluded.</td>
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<td>5. If he has transferred from one school to another in the period of his membership,</td>
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<td>6. If he handed in a written resignation.</td>
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<td>7. If he absents himself from the Union Council meetings for three consecutive times or five sporadic times with no eligible excuse acceptable by the Union Council or the Administrative Board.</td>
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<tr>
<td>8. In the case of the member’s death.</td>
</tr>
<tr>
<td><strong>Article (28)</strong></td>
</tr>
<tr>
<td>A. Taking the University disciplinary Instructions into consideration, the Union Council is entitled to subject one of following sanctions, in case one of the members has committed a violation to the these Instructions or an act that abuses the reputation of the University:</td>
</tr>
<tr>
<td>1. Notice.</td>
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<td>2. First warning</td>
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<td>3. Second warning</td>
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<td>4. Freezing of the membership for a period no longer than one semester.</td>
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<tr>
<td>5. Dismissal from the Union Council membership.</td>
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<tr>
<td>Article (29)</td>
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<td>Article (30)</td>
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<td>Article (31)</td>
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**The Union Finance**

| Article (32) | A. The Union shall have an independent budget overseen by the Administrative Board, and deposited in a deposit account at the Department of Finance.  
B. The Union Fund sources are as follows:  
2. Acceptable grants and donations.  
3. The revenues of the activities held by the Union. |
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<tr>
<td>Article (33)</td>
<td>A. The Administrative Board is entitled to request an advanced payment of 100 JDs maximum, which shall be kept with the treasurer of the Union to cover the Union incidental and emergency expenses. The advance payment shall be settled according to the financial procedures.</td>
</tr>
</tbody>
</table>
adopted at the University.

B. The Administrative Board is entitled to request an advanced payment of 25 JDs maximum, which shall be kept by the headquarters of the sub-committee, to cover incidental and emergency expenses of the activities performed within the respective school. The advanced payment shall be settled according to the financial procedures adopted at the University.

C. The Union money shall be disbursed upon a decision from the Administrative Board approved by the Dean, and signed duly by the Head of the Administrative Board and the Treasurer.

D. The Director of the Department of Finance at the University or any other person he authorizes, in writing, shall overtake organizing and checking all of the Union financial matters.

E. It is not permissible to cash any money from the Union budget for the new session before settling the budget of the previous session with the University financial department.

**Article (34)**

Any financial surplus in the Union's budget at the end of academic year shall be deposited within the University budget. The Administrative Board shall pay all of the Union financial dues before the end of its electoral period; a notice in respect of that matter shall be sent by the Dean to the Director of the Financial Department and the Director of the Internal Audit Department at the University.

**General Provisions**

**Article (35)**

The Head of the Union Council and its members shall take the following Oath in front of the President within a period no longer than one week of the date of the results announcements:

“I swear by the name of God Almighty to be faithful to the King, the Kingdom and the University. I swear not to violate the University laws, regulations, instructions, and decisions in force, and I swear not to violate the Instructions of the Union Council of the German Jordanian University”.
| Article (36) | The Union Council and the Administrative Board shall practice their authorities to the extent that does not conflict with the terms of reference assigned to the various departments and councils, in accordance with the University laws, regulations, and instructions. |
| Article (37) | The Union Council shall be dissolved by the resignation of the majority of its members; in which case the President shall call for new elections to form a new Union Council within two months of the date of the previous Council resignation. If it was not possible to hold new elections, the dissolved Union Council shall be considered standing. |
| Article (38) | The president is entitled upon the recommendation of the Deans Council to dissolve the current Union Council; in this case the provisions of Article (37) of these Instructions shall come in force. |
| Article (39) | In case of dissolving the Union Council, all of its budget money shall be transferred to the University account, and all of the bodies and committees emending form it shall be dissolved automatically. |
| Article (40) | All activities, Bodies and committees emending from the current Union Council shall be stopped two weeks before holding the elections for a new Council. |
| Article (41) | Taking the provisions of Article (10) of these Instructions into consideration, any Union Council which has completed its period shall be automatically dissolved with all of the Bodies and Committees emending from it. |
| Article (42) | Taking the University disciplinary Instructions into consideration, the Union is not entitled to issue any blog entries, data, prints or banners or organize any gatherings without the Dean’s prior approval, which shall have the Union’s stamp and the stamp of the Deanship of Student Affairs. |
| Article (43) | The Deans Council shall make decision in respect of the issues that has not been included or specified in the provisions of these Instructions. |
| Article (44) | The President and the Dean are responsible to execute the provisions of these Instructions. |
## Students Clubs Instructions

**Issued by the University Council pursuant to Article (37) of the Jordanian Universities Law No. (20) of 2009**

<table>
<thead>
<tr>
<th>Article (1)</th>
<th>These Instructions shall be called “Instructions of the Student Clubs at the German Jordanian University,” and shall be enforced as of the date of their issuance by the University Council.</th>
</tr>
</thead>
</table>
| Article (2) | The following words and expressions, wherever appearing in these Instructions, shall have the meaning assigned thereto unless the context indicates otherwise: University: German Jordanian University  
President: The President of the University  
Deanship: The Deanship of Student Affairs at the University  
Dean: The Dean of Student Affairs at the University  
Student: The registered student who are predicted to be awarded a scientific degree at the University  
Clubs: The Student Clubs at the University |
| Article (3) | Clubs at the University shall be founded under the supervision of the Deanship and based on a decision of the President with the placement of the Dean, where its headquarters shall be on the University campus. |
| Article (4) | 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.  
3. Providing the opportunity for students to participate in the activities that match |
their interests and capabilities.
4. Allowing non-Jordanian students to participate in student activities, and to exhibit their culture, interests and skills.
5. Developing an interest in aesthetic aspects.
6. Developing students’ interest in the cultural heritage in Jordan, the Arabic and Islamic culture in addition to taking care of local and global culture.

| Article (5) | Clubs shall not be permitted to exercise any activity that is political, partisan, sectarian, or regional, nor can they call for such matters and any other matters that could jeopardize the benefit of the University. |
| The Clubs Apparatuses and the Competencies thereof |

| Article (6) | Those who are eligible to be club members must be registered students predicted to be awarded a scientific degree, wherein the administrative body has approved his or her application to join the club. The student should adhere to exercising the related activities of the club he or she is in. |

| Article (7) | The Clubs shall practice their specialty, and aim to achieve their goals through the following two entities:
1. General body
2. Administrative body |

| Article (8) | The general body shall consist of all the associate members of the club, whereby the number of members shall be not less than 10 and the following conditions shall apply to the members:
1. That the student has not deferred his studies at the University.
2. That no disciplinary action which yields a first warning or higher has been taken against the student.
3. That the student possesses the interest, hobbies, and the relevant capabilities to the club’s activities. |
### Article (9)
The general body shall practice the following specialties:

1. Electing members of the general body to form the administrative body of the club in pursuance to these instructions.
2. Discussing the annual fiscal and administrative report submitted by the general body and adoption thereof.
3. Adopting an annual work plan for the club.
4. Withdrawing confidence from the administrative body or any of its members by a two-third majority of the general body members.
5. Active participation in the club’s activities through the relevant committees.

### Article (10)
The general body shall assemble at least once a year, and extraordinary meetings may be held upon a call from the Dean, a decision of the administrative body or a request from more than half of the general body members.

### Article (11)

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<tr>
<td>A.</td>
<td>Meetings of the general body shall be legal if more than half of the members attend. In the absence of the quorum, the meeting shall be postponed for two days, whereby it shall be legal regardless of the number of members who attend.</td>
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<tr>
<td>B.</td>
<td>Meetings of the general body of the club shall be headed by the President of the administrative body of the club or the Vice President in his absence.</td>
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### Article (12)

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<tr>
<td>A.</td>
<td>The administrative body of each club shall consist of seven members who are elected by secret ballot in the first half of November of every academic year. For the election to be legal, the voting regulation of (50 %+1) of at least the total number of the general body members of the club shall be used. In the absence of the quorum, elections shall be postponed for two days, whereby it is legal regardless of the number of members who constitute the quorum.</td>
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<tr>
<td>B.</td>
<td>For the purpose of executing paragraph (A) of this Article, the Dean shall release the executive and organizational principles of the elections of the administrative body of the clubs.</td>
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### Article (13)
It shall be required that the following conditions apply to the student who nominates himself for the membership of the administrative body of any club:

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<td>A.</td>
<td>That he is a member of the general body of the club.</td>
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<td>B.</td>
<td>That his cumulative average is not lower than 60%.</td>
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C. That he has spent at least two semesters at the University.
D. That he has at least two semesters left until graduation from the University.
E. That he has not deferred his studies at the University.
F. That no disciplinary action which yields a first warning or higher has been taken against the student.

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<tr>
<th>Article (14)</th>
<th>The administrative body shall be responsible for the conducting of administrative, financial, and organizational affairs of the club in addition to practicing the following duties and powers:</th>
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<tr>
<td></td>
<td>1. Taking decisions and required procedures to achieve the goals of the club.</td>
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<td></td>
<td>2. Determining the appropriate methods to achieve the goals of the club.</td>
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<td></td>
<td>3. Forming student committees for different activities from the general body members, and supervising their work.</td>
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<td>4. Submitting an annual work plan to the general body that includes the prepared/scheduled activities as well as the financial support needed.</td>
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<td>5. Preparing the administrative and financial report and submitting them to the general body.</td>
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<td>6. Executing decisions of the general body.</td>
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<td>7. Viewing applications to join a club, and deciding on them. If an application is</td>
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refused, the applicant has the right to request an appeal of the general body’s
decision, wherein the Dean decides on the application during a period of a
week from the date the general body’s decision is declared.

8. Approving the resignations of employees.
9. Supervision of the general body meetings.
10. Placement to the Dean in the value of the club membership fee, and the
    payment method.

| Article (16) | Duration of the administrative body membership including the relevant committees is one year, wherein afterwards new elections are held. |
| Article (17) | Membership of the administrative body shall be cancelled if a member fails to attend three consecutive sessions or six separate sessions without an excuse deemed acceptable by the administrative body with the written consent of the Dean. |
| Article (18) | When a membership position among the administrative body becomes vacant for whatever reason. The member 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 body. Should the student in question decline the position, the administrative body shall choose one of its members who meet the required conditions of the administrative body membership. |
| Article (19) | Administrative body members shall undertake the duties vested in them each according to his competency. The President of the club shall assume the task of representing his clubs in front of the concerned parties at the University. |
| Article (20) | Membership of the general body, and hence the administrative body shall be suspended in either of the following cases: A. Written resignation. B. Loss of one of the membership conditions stated in Article (8) of these Instructions. |
| Article (21) | Each of the President of the general body and the President of the administrative body shall submit the decisions to the Dean for adoption thereof. |
Article (22) | Decisions of the general body and the administrative body should be in accordance with the University’s policy, goals, and interest as well as what is stated in Articles (4 and 5) of these Instructions.

**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 body in a legal meeting.

Article (26) | The Deanship shall subsidize the expenses of the clubs according to what is stated in the Instructions.

Article (27) | The clubs revenue shall consist of:
1. Subscription of the club members.
2. The subsidy of the Deanship in supporting the club activities.
3. Income from club activities.
4. Donations, grants, scholarships and any other revenues the President approves and that are in accordance with the applicable legislations.

Article (28) | Invoices, procurement, and the financial matters related to the clubs shall be audited by an accountant appointed by the financial department at the University for such purpose.

**General Provisions**
| Article (29) | The Dean shall assume the powers of the administrative body 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 body of any club and during the dissolution of the administrative body until a new body is chosen. |
| Article (30) | The Dean may delegate his powers, which are stated in these Instructions either wholly or partially to any of his deputies, assistants or any of the officials working in the Deanship. |
| Article (31) | The 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 (32) | The President shall be entitled to issue executive and procedural decisions that he sees necessary for the execution of the provision of these Instructions. |
| Article (33) | The President of the University and Dean shall both be responsible for executing the provision of these Instructions. |
| Article (34) | The Body of Deans can decide on any conflicts that may arise from the implementation of these Instructions. |
Instructions for the Student Field Trips

Issued by the University Council pursuant to Article (37) of the Jordanian Universities Law No. (20) of 2009

| Article (1) | These Instructions shall be named (Instructions of The Student Field Trips at the German Jordanian University). It shall be enforced as of the date of its issuance by the University Council. |
| Article (2) | The following words and expressions, wherever appearing in these Instructions, shall have the meaning assigned thereto unless the context indicates otherwise: University: German Jordanian University President: The President of the University Deanship: The Deanship of Student Affairs at the University Dean: The Dean of Student Affairs at the University School Dean: The Dean of any School Field Trips: The various student field trips at the University. |
| Article (3) | For the purpose of applying these Instructions, University trips shall be divided into two categories: 1. General field trips. 2. Academic field trips. |

**Part One “General Field Trips”**

| Article (4) | Through organizing the general field trips, the University aims to achieve the following goals: 1. Introducing students to the cultural and historical landmarks in Jordan as well as Arabic and foreign countries. 2. Strengthening the existing bonds between the students, the academic staff, and University employees. 3. Developing the interest of students for travel. |
4. Providing the opportunity for the students to meet students from other Jordanian, Arabic or foreign universities.

5. Providing the opportunity for students who are excellent in activities, and student clubs to represent the University in courses and festivals in addition to the cultural, sports, and artistic meetings that are hosted inside and outside of the Kingdom.

### Types of the General Field Trips

**Article (5)** General field trips shall be divided into three types:

A. Recreational field trips:
   These are the field trips the University organizes in order to visit the historical and touristic landmarks as well as to observe the cultural landmarks, and the cultural and economic renaissance in Jordan and abroad.

B. Private field trips:
   These are the field trips the University organizes for those who are participants in athletic and artistic activities, bodies, student clubs, and public service in order to achieve the goals of the activities.

C. Student exchange visit programs:
   These are the student trips that take place in accordance with the agreements made between the University, organizations, and educational institutions, whether Arabic or foreign.

### Organizing General Field Trips

**Article (6)** General field trips shall be organized by:

A. The Deanship.

B. Student clubs and student bodies at the University.

**Article (7)** Procedures of the general field trips organized by the Deanship:

A. The Deanship shall announce its recreational and private field trips to all related students, whereby the announcement is declared a sufficient time in advance of the trip and should be included in the annual programmes prepared by the Deanship.
B. The field trip announcement shall include all the necessary information about the trip.

C. Participating students shall be chosen in accordance with the conditions issued by the Deanship for each trip.

Article (8) Procedures of the general field trips organized by the student bodies and student clubs:

A. The administrative body of each club shall suggest scheduling a field trip.

B. The Approval of the Dean shall be taken on the suggestion.

C. The field trip shall be announced to students, whereby all of the necessary information about the trip is included in the announcement.

D. Applications to join the general field trips shall be submitted to the concerned body of the Deanship, and then to the office of the Dean.

E. Applications to join the general field trips are submitted according to the following dates:
   - At least before two weeks from the in-country field trips.
   - At least before three weeks for out-of-country field trips (Arabic countries).
   - At least before six weeks for out-of-country field trips (foreign countries).

F. Applications shall include the following information:
   - Type and level of the trip.
   - Duration and schedule of the trip.
   - Estimated expenses of the trip, and suggested fee.

G. The club or student body shall present a list of the names of all participating students to the office of the Dean in advance to the trip, according to what the Deanship determines.

H. The Deanship sends the latter list after approval thereof in a formal letter to the field trip responsible to abide by it.

Supervising the General Trip
### Article (9)
The field trip shall have one or more supervisors who work in the Deanship and are appointed by the Dean according to the following:

A. For one-day in-country field trips, there shall be a supervisor for each 50 students. Additionally, a female supervisor shall be appointed should there be female students on the trip.

B. For in-country field trips that last more than a day, there shall be a supervisor for each 25 students. Additionally, a female supervisor shall be appointed should there be female students on the trip.

C. For out-of-country field trips, there shall be a supervisor for each 25 students. Additionally, a female supervisor shall be appointed should there be female students on the trip.

D. The President shall appoint supervisors for the general out-of-country field trips.

E. In cases determined by the dean, it is permissible to recommend to the president to assign one or more of the university employees to supervise the trip.

### Article (10)
The supervisors for each field trip shall undertake the following missions and duties:

A. Previous preparation for the fieldtrip in addition to supervising its administrative and financial affairs.

B. Making the general program as well as issuing instructions related to the field trip and supervising its execution.

C. Accompanying the students during transportation and residence both inside and outside of Jordan.

D. Submitting the required reports to the Deanship once after the trip ends.

### Financial Affairs of the General Field Trips

### Article (11)
The University may subsidize no more than 25% of the transportation and residence expenses of the general recreational field trips which are hosted by the Deanship.
| Article (12) | The University shall bear the expenses resulting from the participation of the students in private field trips that are hosted by requesting approval from the Dean. |
| Article (13) | A. The students who have been chosen to participate in student exchange visiting programs benefit from what is included in the agreements made between the University and other parties.  
B. Should the University bear any expenses of the student exchange visiting programs, each participant shall contribute of no less than 50% of the incurred expenses. |
| Article (14) | The Dean shall determine the fee of the field trip upon the placement of the concerned body of the Deanship, whereby the following is considered when determining the fee:  
A. The University subsidy of the field trip expenses  
B. Fees of the internal and external transportation in addition to the expenses of the residence, fees of visiting the touristic attractions, theaters, and other places scheduled for visit in the general program of the field trip.  
C. Facilities that may be offered by the competent parties in the host nation. |
| Article (15) | The amounts available in any student field trip as a result of hosting the delegation by the competent authorities in the Arab and foreign countries shall be transferred to the activity budget in order to spend from it when the visit is returned to the University. |

**Part Two “Academic Field Trips”**

**Organizing Academic Field Trips**

| Article (16) | The academic field trips aim to enrich the academic studies of students, and allow them to gain academic and research skills through watching and observing. |
| Article (17) | The academic departments shall determine the courses, which require academic field trips provided that the field trips are necessary to the content of the courses. Relevant information about the nature of the field trip, date, time, location and conditions must be clearly stated. |
| Article (18) | The concerned Head of Department shall inform the School Dean of the courses which require academic field trips, and gives details of the suggested field trips. |
| Article (19) | Academic field trips shall be organized with the approval of the President or whomever is delegated/authorized/designated to approve field trips upon the recommendation of the concerned academic Head of Department and placement of the School Dean. |
| Article (20) | Applications to join the general field trips are submitted according to the following dates:  
- At least before two weeks from the in-country field trips.  
- At least before six weeks from the out-of-country field trips. |
| Article (21) | Applications include the following information:  
- Supervising body of the trip.  
- Nature and type of the trip.  
- Duration and schedule of the trip.  
- Estimated expenses of the trip.  
- Number of participants in the trip. |
| Article (22) | The academic field trip is exclusive for the students who are enrolled in the related course. |
| Article (23) | A. The concerned courses lecturer shall be the field trip Supervisor, wherein additional supervisors from the Deanship may be assigned should the No. of participating students exceed 50.  
B. At least one female supervisor shall be assigned should there be girls on overnight field trips. |

**Financial Affairs of the Academic Field Trips**

| Article (24) | The University shall bear the transportation and residence expenses for the in-country academic field trips; and what does not exceed 25% of the transportation and residence expenses for the out-of-country academic field trips. |
| Article (25) | The School Dean shall be informed of the academic field trips at least one week in advance of the trip via a formal letter including a roster of the names of the |
### General Rules

| Article (26) | The approval of the president should be taken in order to schedule out-of-country student field trips. |
| Article (27) | Field trips are University sponsored events and as such all relevant University policies shall apply to trip participants. |
| Article (28) | Assigned supervisors shall receive travel and relocation allowances in accordance with the financial regulations and instructions applied in the University. |
| Article (29) | Participating students shall fully abide by the written and oral Instructions issued by the supervising body for the trip. Any violation committed by the student during the trip shall be punished by the students disciplinary regulation applied at the University. |
| Article (30) | Students who are participant in out-of-country student trips that last more than one day must bring proof that their parents or guardian approves of them participating in the trip. |
| Article (31) | The President, Dean of Student Affairs, and the concerned School Deans at the University shall be responsible for executing such Instructions. |
| Article (32) | The Deans council shall decide on the cases that are not mentioned in these Instructions in addition to any issues that may result from their application. |
### Instructions of the Students Fund

**Issued by the Deans council in session No. (9) On 16/6/2008**

<table>
<thead>
<tr>
<th>Article (1)</th>
<th>These Instructions shall be called “Instructions of the Student Fund at the German Jordanian University” and are applicable from the start of the first semester for the academic year 2008/2009.</th>
</tr>
</thead>
</table>
| Article (2) | The following words and expressions, wherever appearing in these Instructions, shall have the meaning assigned thereto unless the context indicates otherwise:  
University: German Jordanian University  
Board: Deans council  
Fund: The Students Fund  
Committee: Committee of the Students Fund  
Dean: The Dean of Student Affairs at the University  
Student: The student registered to receive a Bachelor’s Degree at the University  
University activity: Any extracurricular activity decided by the University.  
School Dean: Dean of the School in which the student is enrolled. |
| Article (3) | A Fund called the Students Fund shall be established in the University in order to financially assist students by granting them scholarships, loans or employing them at the University, and to show appreciation of their academic excellence and distinction in extracurricular activities and to develop a work culture. |
| Article (4) | The financial resources of the Fund consist of:  
A. Annual Subsidy received by the University.  
B. Income from investing the Fund’s money.  
C. Grants, donations, and bequests received by the Fund according to the Law of Higher Education and Scientific Research and the Public Jordanian Universities Law.  
D. Any financial resources received from external parties or through the
organization of some activities permitted by the University’s rules and regulations.

<table>
<thead>
<tr>
<th>Article (5)</th>
<th>The Board shall assume the following missions and authorities:</th>
</tr>
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<tbody>
<tr>
<td>A.</td>
<td>Outlining the general policies of the Fund including how to invest its money.</td>
</tr>
<tr>
<td>B.</td>
<td>Laying the foundations for awarding symbolic, in-kind, or financial prizes to outstanding students.</td>
</tr>
<tr>
<td>C.</td>
<td>Approving the basis on which the fund’s money is spent, including loans and aids provided to university students.</td>
</tr>
<tr>
<td>D.</td>
<td>Laying the foundations for employing students at the university.</td>
</tr>
<tr>
<td>E.</td>
<td>Approval of the fund's draft budget.</td>
</tr>
<tr>
<td>F.</td>
<td>Approving the annual budget and final accounts of the fund.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Article (6)</th>
<th>A Committee called the Student Fund Management Committee shall undertake the management of the Fund. It shall be headed by the President and the following members:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>The Dean of Student Affairs at the University as the Vice President.</td>
</tr>
<tr>
<td>2.</td>
<td>The Head of the Financial Department at the University.</td>
</tr>
<tr>
<td>3.</td>
<td>The Head of Registration at the University.</td>
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<tr>
<td>4.</td>
<td>Two academic university employees appointed by the president at the start of every school year.</td>
</tr>
<tr>
<td>5.</td>
<td>The head of the committee nominates the director of the Student Services Department or one of the department’s employees as a secretary to the committee, based on the recommendation of the Dean of Student Affairs.</td>
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</tbody>
</table>

| Article (6) | B. The committee meets at the invitation of its chairman or his/her deputy in their absence whenever the need arises, and its meeting shall be legal in the presence of at least the majority of its members, provided that the chairman or his/her deputy be among them, and its decisions and recommendations are taken by a majority of its members’ votes at least. |
## First: Financial Aid

<table>
<thead>
<tr>
<th>Article (7)</th>
<th>The committee determines the amount of financial aid the university provides and its value for each university year to students who meet the conditions mentioned in Article (8) of these instructions.</th>
</tr>
</thead>
</table>
| Article (8) | A. A student is entitled to the prescribed financial aid if he/she fulfills the following conditions:  
1- The student has successfully passed at least thirty hours of approved academic hours within the university  
2- The student should not have been punished by one of the penalties stipulated in the student discipline system at the university.  
3- With the exception of fourth-year students, he/she should not be a student already receiving any financial aid from other governmental and non-governmental bodies.  
4- The student is registered for an academic load not less than the minimum stipulated in the instructions for granting a bachelor’s degree.  
5- Their GPA should be good or higher.  
6- The student must provide evidence of his/her financial need that qualifies them to receive assistance, based on principles approved by the committee.  
7- A student is entitled to benefit from the financial aid of the fund only twice throughout their university studies.  
B. The university allocates a financial reward from the student fund budget for distinguished students’ activities that does not exceed 8,000 dinars (eight thousand dinars) for the academic year, so that the value of the reward ranges between 200 to 500 dinars distributed to students by a decision from the committee and upon the appointment of the Dean of Student Affairs in accordance with the special incentive criteria that is set by the Deanship of Student Affairs with the aim of promoting a culture of distinction and fair competition among students, according to the following conditions: |
1- That the student be regular in activity throughout the semester.
2- That the student give an outstanding performance attested by the Dean of Student Affairs in coordination with the head of the division and the director of the concerned department, such as excelling in the field in which he participated, and that the student represent the university in one of the local, Arab or international forums by obtaining a medal or a certificate of appreciation from the entity with which he participated under Supervision of the director of the concerned department.
3- Student activities include every student activity in which the university participates or is organized by the Deanship of Student Affairs at the level of the Kingdom or abroad, whether it is a sports, cultural, artistic or social activity, volunteer work or camps, and student activity includes individual and group cases.
4- That the student was not subjected to a disciplinary punishment during the semester, with the exception of the warning penalty.

**Second: Loans**

<table>
<thead>
<tr>
<th>Article (9)</th>
<th>A. The Committee may grant a student a conventional loan once per semester should the following conditions apply:</th>
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<tbody>
<tr>
<td></td>
<td>1. That the student is in need of financial assistance.</td>
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<td></td>
<td>2. That the student has not received a scholarship from an official or unofficial party.</td>
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<td>3. That the student has not been academically warned unless this warning is canceled.</td>
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<td>4. That no disciplinary action has been taken against the student during the last two semesters, excluding warnings.</td>
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<td>5. That the student is not an employee at an official or unofficial organization.</td>
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<td></td>
<td>B. Notwithstanding what is stated in paragraph (a) of this Article, the Committee may grant a student an emergency loan within a week from the</td>
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</tbody>
</table>
date of application should there be a need for urgency, whereby the maximum amount of the loan shall be the estimated University fees for that semester.

| Article (10) | There are two types of loans:  
1. Emergency loan as in paragraph (B) of Article (9).  
2. An ordinary loan as in paragraph (A) of Article (9) which fulfills the conditions mentioned in the aforementioned article. |
| Article (11) | A. The loan application shall be submitted to the Student Services Department at the Deanship of Student Affairs in accordance with the form prepared for this purpose, provided that it includes a statement of the conditions stipulated in Paragraph (a) of Article (9) of these instructions.  
B. The student applying for the loan shall submit a financial guarantee to the university signed by a full-fledged sponsor, where the committee determines its conditions and informs the student’s parents/guardian of the guarantee and the amount of the loan. |
| Article (12) | Loans are repaid as follows:  
A. Emergency loans shall be repaid in a single payment at any time before the end of the semester following the one in which the borrower received the loan.  
B. The borrower shall begin repaying the conventional loan received six months after graduation, whereby the Committee may allow deferment if valid reasons exist.  
C. The loan shall be repaid in monthly installments, whereby the amount of the installments shall be determined by the Committee. |
| Article (13) | Regular loans are granted according to the following formula:  
1- The cumulative average for the student with 40 marks, and it is calculated as follows:  
GPA - 55 = score out of 40.  
2- The economic status of the student’s family, which has 45 marks, and is calculated as follows:  
Family income divided by the number of family members, and if the output per
| Article (14) | The president has the right, and after consultation and coordination with the Dean of Student Affairs and the Director of the Financial Department, and in light of the financial budget and the value of savings allocated to loans and in the loan fund, to determine the number of students who will obtain loans and the value of each loan during one semester. |
| Article (15) | A. If the borrower is expelled from the University, he or his guarantor is asked to repay the loan principle according to what the Committee sees fit.  
B. In the event of the death of the borrower student or his complete disability, the committee may exempt him and his sponsor from paying the borrowed amount in whole or in part after presenting the medical reports and documents that present proof. |
| Article (16) | The University may pursue students or their guarantors in case they either refuse to pay or pay less than the required amount, wherein their pursuance shall be performed legally or in the method the Committee finds suitable. |
| Article (17) | A. Fourth-year students may apply for a loan to cover the expenses of the fourth academic year in Germany if the conditions mentioned in Paragraph A of Article (9) are met.  
B. That the amount of the regular or emergency loan is not less than the fees of 6 credit hours, and that it does not exceed the fees for the credit hours that the
A student will register in the semester in which the loan is requested except for fourth-year students; where the committee has the right to determine the value of the loan that will be granted to the student in light of the available data.  
C. A student may not combine financial aid and a loan in the same semester.

### Third: Student Employment

<table>
<thead>
<tr>
<th>Article (18)</th>
<th>Students are employed by a decision of the Dean, taking into account the following procedures:</th>
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<tbody>
<tr>
<td></td>
<td>A- The Deanship of Student Affairs announces to the deanships, administrative departments, centers and offices at the university of its desire to employ a number of students in the facilities supervised by each deanship or department proportional to the nature of the student and his capabilities one week before the start of the semester and according to the following procedures:</td>
</tr>
<tr>
<td></td>
<td>1. The number of students to be employed during the semester is determined by panels 032d and hours by a decision of the Student Fund Committee in accordance with the operating budget approved by the Student Fund Committee for the university year.</td>
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<tr>
<td></td>
<td>2. The Deanship of Student Affairs receives the responses of the colleges, deanships and departments concerned about this and announces the available job opportunities. The college, department, administrative unit or office attribute the names of students it wants to employ according to the numbers that have been approved, according to a list sent to the Deanship of Student Affairs at the beginning The semester in which the number of students to be employed and the tasks and duties required of them are indicated.</td>
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<td></td>
<td>3- The employment application is submitted to the Director of the Student Services Department at the Deanship of Student Affairs at the university according to the program that matches the dates of the applicant’s lectures. (Who in turn checks the names of the students who have been appointed according to the operating principles in force, and the names to which the principles apply are considered names approved in that semester, and students</td>
</tr>
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</table>
will not be employed until they are formally notified by a letter of assignment by a decision from the Dean of Student Affairs)
4- The total work hours of the student may not exceed (12) hours per week during the academic semester.
5- The student's fee is two dinars in all university facilities.
6- Financial applications for student working hours from deanships, administrative departments, centers and offices are submitted to the Deanship of Student Affairs within a maximum period of one month from the date the student’s work ends with them.

B. The dean may suspend the employment of the student in any of the following cases:
1- If he does not perform his assigned duties based on a placement from the deanship or department in which he works.
2- If any of the disciplinary penalties stipulated in the student discipline system at the university are imposed on him/her, with the exception of the warning penalty.
3- If there is no longer a need to hire him/her.

Article (19)
A- The Deanship of Student Affairs shall prepare the forms for employment requests (after coordination with the departments and colleges with the qualifications required for employment) and they should then be filled out by students who meet the conditions for operating instructions and financial claim forms for student employment and their follow-up. These conditions are as follows:
1- The student must have successfully passed at least 30 credit hours of study within the university.
2 - That the student is registered in the semester in which he applies for employment that is not less than the minimum stipulated in the instructions for the Bachelor’s degree program.
3 - Students studying at the expense of any governmental or non-governmental bodies and holders of non-Jordanian nationality are allowed to benefit from the student employment program, and students who work for a government or
private entity are excluded from this condition.

4- That the student has not been punished with one of the penalties stipulated in the student discipline system, with the exception of the warning penalty.

5- In the event that more than one student applies for employment, the selection is made according to principles laid down by the Deanship of Student Affairs, in which the GPA is taken into account, the number of hours that the student has successfully passed, and priority is given to students who have not previously been able to benefit from any student fund programs.

B - Students are allowed to benefit from the employment program for a maximum of three semesters during their academic years, and the committee or dean may, for justifiable reasons, exclude some students from this condition.

C - The student does not benefit from more than one aspect of the support in the same semester.

### Fourth: Honoring the Academically Outstanding Students

**Article (20)**

<p>| | |</p>
<table>
<thead>
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<tbody>
<tr>
<td>A.</td>
<td>Two honor lists exist in the University. The first is called the “The Honour List of the Academically Outstanding Students of The School” and the second is called “The Honor List of the Academically Outstanding Students Of The University”. Both these lists aim to reward academically outstanding students and encourage them to further excel.</td>
</tr>
<tr>
<td>B.</td>
<td>Students who have excelled during a given semester shall be enlisted in the first list mentioned in paragraph (a) of this Article. The following conditions should apply to them:</td>
</tr>
<tr>
<td></td>
<td>1. That the student has registered no less than 15 credit hours in that semester.</td>
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<td></td>
<td>2. That the student has a semester average of no less than 84 %.</td>
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<td></td>
<td>3. That no disciplinary action has been taken against the student, excluding notification.</td>
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<tr>
<td>C.</td>
<td>Students who have been enlisted in the first list twice consecutively are then enlisted in the second list that is mentioned in paragraph (a) of this Article.</td>
</tr>
<tr>
<td>Article (21)</td>
<td>The School Dean and Head of the Registration Department shall be assigned to make a list of the names of the students to whom the conditions stated in paragraph (b) of Article (13) apply. The list is then presented to the President in order to determine whether the students should be listed in the Honor List of the School or that of the University.</td>
</tr>
<tr>
<td>Article (22)</td>
<td>The names of the outstanding students who meet the conditions mentioned in Paragraph (b) of Article (13) are listed on the faculty honor board or the university honor board in the university’s presidency building, colleges and prominent places in the university as appropriate, in addition to the university announcing the names of these students in its internal publications in every chapter.</td>
</tr>
<tr>
<td>Article (23)</td>
<td>The President shall send a letter of thanks and appreciation to each student whose name has been listed on the Honor Board of the School or the University, wherein the President reaffirms the significance of academic excellence in the advancement of communities and nations.</td>
</tr>
</tbody>
</table>
| Article (24) | A. A financial award of 50 Jordanian Dinars and an academic excellence certificate shall be given to each student whose name has been listed on the Honor Board of the School. Additionally, a financial award of 100 Jordanian Dinars and a discretionary academic excellence certificate shall be given to each student whose name has been listed on the Honor Board of the University. The President shall present the awards and certificates to the students in a special honorary ceremony.  
B. It is not permissible to combine two awards from the awards stipulated in paragraph (a) of this Article. |
| **Fifth: Honoring Distinguished Students in University Activities** |
| Article (25) | A. Honoring students aims at increasing the standard of extracurricular student activities at the University and encouraging students to participate by honoring those who excel.  
B. All of the registered University students shall be entitled to student |
| Article (26) | An Honor List exists in the University. It shall be called the “Honor of the Students who Excel at University Activities”. Students who excel in one or more University activity in a given semester shall be enlisted in it. The following conditions should apply to them:
A. That the student is participated in at least one activity.
B. That no disciplinary action has been taken against the student, excluding warnings.
C. That the student has a distinctive achievement by being a participant in one or more activity either on the individual or group level inside or outside the University. Activities include: (Sports, Music, Playing Instruments, Singing, Acting, Sculpting, Drawing, Impressive Handwriting, Various Literary Work, and Volunteer Work).

| Article (27) | The Dean shall prepare a list of the names of the students to whom the conditions stated in Article (5) apply accompanied by a detailed report of their distinctive achievement of having participated in University activities. It shall be presented to the President in order to decide to put their names on the List of The Students who Excel at University Activities, and shall be displayed in the Student Affairs Building at the University, and in prominent places. The University shall also announce their names in its internal publications each semester.

| Article (28) | The President shall send a letter of thanks and appreciation to each student whose name has been listed on the Honor List of the Students who Excel at University Activities, wherein the President reaffirms the significance of University Activities in building a student’s character and increasing the standards of University Activity. |
**Sixth: General Rules**

| Article (29) | An in-kind award and a certificate of appreciation shall be given to the student whose names have been listed on the Honor List of the Students who Excel at University Activities. The President shall present the awards and certificates to the students in a special honorary ceremony. |
| Article (30) | For the purposes of implementing these instructions, the Board allocates annually in the fund's budget a special item for each of the following: - A. Grants. B. Loans. C. Student employment. D. Honoring the scientifically outstanding students. E. Honoring outstanding students in university activities. |
| Article (31) | Applications for loans and employment shall be submitted on the dates determined by the Committee. |
| Article (32) | Scholarships, loans, and employment wages shall be dispensed in accordance with the regulations applied in the University. |
| Article (33) | The Dean and Head of the Financial Department in the University shall execute the decisions of the Committee. |
| Article (34) | The financial department at the University assumes the following up on borrowers for the purpose of repaying the loan in accordance with these Instructions or any suitable legal procedure the Committee approves of. |
| Article (35) | The Dean, School Dean, Head of the Financial Department, and Head of the Registration Department in the University are responsible for executing such Instructions. |
| Article (36) | The Committee shall decide on any issues that may result from the application of these Instructions. |
| Article (37) | The Board decides on the recommendation of the committee regarding what has not been provided for in these instructions. |
### Instructions of the Acceptance of Students who Excel in Sports

Issued by the University Council pursuant to Article (37) of the Jordanian Universities Law No. (20) of 2009

<table>
<thead>
<tr>
<th>Article (1)</th>
<th>These Instructions are called “Instructions of the Acceptance of Students who Excel in Sports at the German Jordanian University” and they shall be implemented as of the date of their issuance by the University Council.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Article (2)</td>
<td>These Instructions aim to increase the standard of the athletic activities at the University, and provide those who excel in sports with the opportunity to gain a University-level education.</td>
</tr>
<tr>
<td>Article (3)</td>
<td>The following words and expressions, wherever appearing in these Instructions, shall have the meaning assigned thereto unless the context indicates otherwise: University: German Jordanian University President: President of the University Dean: The Dean of Students Affairs at the University Committee: The Committee annually formed by the President for the purposes of executing these Instructions.</td>
</tr>
<tr>
<td>Article (4)</td>
<td>The president determines, upon the placement of the dean before the beginning of each academic year, a certain number of academic seats at the university for students who excel in sports, to be distributed among the various specializations in the colleges of the university, according to which the types of sports required for that academic year are determined based on the dean’s placement.</td>
</tr>
<tr>
<td>Article (5)</td>
<td>These Instructions shall apply to Jordanian students who have obtained the Jordanian General Secondary Education Certificate or its equivalent provided that the student’s average is not lower than the minimum average of acceptance at the public Jordanian Universities.</td>
</tr>
<tr>
<td>Article (6)</td>
<td>A student shall be considered to excel in sports should one of the following conditions apply: A. That the student is a player on the national team of a particular sport that is</td>
</tr>
</tbody>
</table>
acknowledged by a sports federation from the federations affiliated with the Jordanian Olympic Committee.

B. That the student is a player on the Jordanian Armed Forces team or a varsity team for schools in the Kingdom, and has represented Jordan in at least one external event.

C. That the student is a player on the team of one of the Premier, first, second or third class leagues, or was in possession of one of the top three ranks in the individual championships organized by the competent sports federations in Jordan.

D. That the student is a player on a military or school team, whereby the team must have won either the first, second or third position in one of the official Jordanian Armed Forces sports championships or in one of the school championships of the governorate to which the student or schools belong.

| Article (7) | The University shall accredit certificates of sports excellence for the purpose of executing these Instructions as follows:
| A. The sports excellence certificates that are outlined in Clauses (A,C) of Article (6) of these Instructions, issued pursuant to the concerned sports federations. The certificates must be certified by the Jordanian Olympic Committee.
| B. The sports excellence certificates that are outlined in sections (B,D) of Article (6) of these Instructions, issued pursuant to the Military Sports Federation for military championships, or issued pursuant to the competent authorities in the Ministry of Education in the case of scholastic championships. The certificates should be duly certified either by the concerned parties in the Jordanian Armed Forces or the Ministry of Education.
| C. The applicant to apply for excellence in karate and taekwondo self-defense sports is required to have a black belt (one Dan and above) based on a certificate issued by the club and the concerned association and certified by the Jordanian Olympic Committee. |

| Article (8) | Students who excel in sports and have achieved the required averages shall be accepted in any of the majors offered by the University in accordance with what is stated in these Regulations. If two or more students achieve the same position in a |
sports championship, the student with the higher school average is preferred. If two or more students achieve the same school average, the student who has more athletic fitness shall be accepted.

**Article (9)**

It is required that the student who excels in sports:

A. Has no criminal record, and that no sports penalty has been issued against him in the sports season in which the student has obtained sports excellence.

B. Is physically fit and athletically active.

C. Has obtained a sports excellence certificate in the season preceding the date the student has applied to the University, or in a championship or sports course during high school.

**Article (10)**

The accepted student shall undertake, according to what is stated in these Instructions, to practice the athletic activity and represent the University both inside and outside of the Kingdom.

**Article (11)**

The Committee shall evaluate those who excel in sports according to the following standards:

A. The student’s high school average, which will account for 40%.

B. A test of the student’s athletic skills, which will account for 50%.

C. Personal Interview, which will account for 10%.

**Article (12)**

The President shall form a Committee, chaired by the Dean along with the membership of the Head of the Registration Department and the Head of the Sports Activities Department. The Committee shall supervise the acceptance of students who excel in sports and shall determine the principles that should be followed in order to apply such Instructions. The committee has the right to form subsidiary technical committees of specialists from inside or outside the university whose task is to test the athletic abilities of advanced students and raise its recommendations in this regard.

**Article (13)**

Students who excel in sports shall submit their applications on special forms to the Dean, in addition to submitting certificates of sports excellence alongside the application. The certificates should be certified by the concerned parties as what is decreed in Article (7) of these Instructions according to the dates that are determined by the Deanship of Student Affairs at the beginning of each academic
| Article (14) | The rules for the accepted student shall be applied to the sports excellence system in the event that he/she refuses to participate in the internal and external activities in which the university participates, or commits any violation of the regulations and instructions of the organizing body or the university, the disciplinary measures in force at the university, including canceling his/her admission to the university by a decision of the president based on the placement of the dean. |
| Article (15) | The Deans council shall decide on any issues that may result from the application of these Instructions. |
| Article (16) | The President, Dean of Student Affairs, and the Head of the Registration Department shall be responsible for executing these Instructions. |
Instructions of the Acceptance of Students who Excel in the Arts

Issued by the University Council pursuant to Article (37) of the Jordanian Universities Law No. (20) of 2009

| Article (1) | These Instructions shall be called “Instructions of the Acceptance of Students who Excel in the Arts at the German Jordanian University,” and shall come into force as of the date of its issuance by the University Council. |
| Article (2) | These Instructions aim to increase the standard of the artistic activities at the University, and provide those who excel in the arts with the opportunity to gain a University-level education. |
| Article (3) | The following words and expressions, wherever appearing in these Instructions, shall have the meaning assigned thereto unless the context indicates otherwise: University: German Jordanian University President: President of the University Dean: The Dean of Student Affairs at the University Committee: The Committee annually formed by the President for the purpose of applying these Instructions. |
| Article (4) | The President shall allocate a specific number of seats for those who excel in the arts at the beginning of each academic year, wherein they may be enrolled in any of the Universities majors. The types of artistic skills required for admission in a given academic year shall be determined upon the placement of the Dean. |
| Article (5) | These Instructions shall apply to Jordanian students who have obtained the Jordanian General Secondary Education Certificate or its equivalent provided that the student’s average is not lower than the minimum average of acceptance of the public Jordanian Universities. |
| Article (6) | A student shall be considered to excel in the arts should the student have one of the following artistic skills: Music (playing instruments and singing), acting, sculpting, Arabic handwriting, |
photography, the visual arts, and graphic design.

| Article (7) | The president forms a committee headed by the dean and the membership of the director of the admission and registration department and the director of the student activities department. The committee supervises the acceptance of outstanding students in the arts and this committee determines the technical foundations that must be followed to implement the provisions of these instructions. The committee has the right to form sub-technical committees of specialists from inside or outside the university whose task is to test the technical capabilities of advanced students and raise its recommendations to do so. |
| Article (8) | In addition to the Committee’s decision, students who excel in the arts must provide the University with either of the following certificates along with proof that the student does not have a criminal record:  
1. A certificate issued pursuant to the school where the student attended high school, certified by the concerned parties in the Ministry of Education. The certificate should determine the fields and activities in which the student excelled.  
2. A certificate from the artistic center or club of which the student is a member, certified by the party the center or club is affiliated to. |
| Article (9) | Applications of the students who excel in the arts shall be submitted to the Dean of the University along with the certificates stated in Article (8) of these Instructions in accordance with the dates that are determined by the Deanship of the Student Affairs of the University at the beginning of each academic year. |
| Article (10) | The committee presents to the president the students who meet the conditions for excellence in the arts according to the following criteria:  
A. The student’s high school average, which will account for 40%.  
B. A test of the student’s artistic level, which will account for 50%.  
C. Personal Interview, which will account for 10%. |
| Article (11) | The accepted student, on the basis of these instructions, undertakes in writing to participate in art activities and to represent the university inside and outside the |
Kingdom. The disciplinary measures in force at the university shall be applied to the student who is accepted based on his/her arts excellence in the event that he/she refuses to participate in the internal and external activities in which the university participates or commits any violation of the regulations and instructions of the organizing body or university.

| Article (12) | The committee submits its recommendations for admission of excellence in the arts to the president for decision and approval. |
| Article (13) | The University Council decides on any problems that may arise from the application of these instructions. |
| Article (14) | The President of the University, the Dean of Student Affairs, and the Director of Admission and Registration are responsible for implementing the provisions of these instructions. |
Instructions of the Students Disciplinary Regulation  
Issued pursuant to the Deans Council Session  
No. (4) on 4/5/ 2010  

By Virtue of Article (36) of) of the Jordanian Universities Law  
No. (20) of 2009

| Article (1) | These Instructions shall be called “Instructions of the Disciplinary Regulations at the German Jordanian University”, and are applicable from the date of its approval by the University Council. |
| Article (2) | The following words and expressions, wherever appearing in these Instructions, shall have the meaning assigned thereto unless the context indicates otherwise:  
University: German Jordanian University  
President: President of the University  
Dean: The Dean of Student Affairs at the University  
Dean of the School: The Dean of the School the student is enrolled in  
Council: The Disciplinary Council for students at the University  
Committee: The Investigation Committee, which is formed in accordance with the provisions of these Instructions. |
| Article (3) | The provisions of these Instructions shall be applicable to all of the registered students in the University, whereby the students shall be subject to the disciplinary actions and procedures these Instructions entail in its provisions. |
| Article (4) | The following acts shall be considered violations. Any student who commits, aids, or attempts to commit any of the following acts is subject to disciplinary punishments stated in these Instructions:  
A. Deliberately abstaining or otherwise encouraging others to abstain |
from attending classes, lectures, or other University related work that a student must attend.

B. Cheating or attempting to cheat on an exam, or engaging in behavior that disrupts the orderly function of examinations.

C. 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 participate or an activity which the University conducted.

D. 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.

E. Use of University buildings for purposes other than the ones they are prepared for without a prior written permission by the competent authorities at the University.

F. Distributing pamphlets, putting up wallboards, posters or any form of banners on University buildings and facilities without the approval and getting the official stamp of the Deanship of Student Affairs, or soliciting signatures on matters which disrupt University function or harm national unity.

G. Disrupting the orderly function of seminars, lectures, or activities that take place on the University campus.

H. Any insult or offence a student makes against a member of the academic staff, University employee or another student in the University.

I. Any damage or theft of the movable or immovable property of the University.

J. Forging University documents or furnishing false papers for any of the purposes of the University.

K. Giving University documents and University IDs to others in order
to use them in an illegal manner.

L. Encouraging or otherwise colluding with students or other persons on committing an act of violence or fight against other students or other University personnel.

M. Assuming the identity of another person in any matters related to the University or its affairs.

N. 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.

O. Violating University Laws, Regulations, and Instructions or the enforced Decisions thereof.

P. Any violations committed by the student during the German year, or during training or during language courses in contradiction with the regulations and instructions of the German Jordanian University, provided this is not contradicting with the instructions of the entity in which the student is studying or getting training.

<table>
<thead>
<tr>
<th>Article (5)</th>
<th>Students who have committed any of the violations stated in Article (4) of these Instructions shall be subject to any of the following disciplinary actions:</th>
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<tbody>
<tr>
<td>A.</td>
<td>Written notification.</td>
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<tr>
<td>B.</td>
<td>Getting the student out of a class room, lab, or activity and ask for the help of guards when the need arises.</td>
</tr>
<tr>
<td>C.</td>
<td>Suspension from a few or all lectures of a course, wherein the student has disrupted the orderly function of the course.</td>
</tr>
<tr>
<td>D.</td>
<td>Depriving the student from using services offered by the University facility, wherein the student has committed a violation, for a specific period of time.</td>
</tr>
<tr>
<td>E.</td>
<td>Depriving the student from any student’s activities, wherein the student has committed a violation, for a specific period of time.</td>
</tr>
<tr>
<td>F.</td>
<td>Suspension of scholarship, student loans, or from student employment for one or more academic semesters.</td>
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</tbody>
</table>
G. First, second and final warning.
H. Canceling the registration of one or more courses, wherein the student has committed a violation.
I. Failing him/her in one or more courses.
J. Temporary suspension from the University for one or more academic semesters.
K. Final suspension from the University.
L. Revoking the decision to award a degree should there be evidence of forgery or falsification in the requirements for obtaining a degree.

Article (6) The following shall outline the powers of University personnel in imposing penalties on students:
A. A member of the academic staff shall be authorized to impose in written form the disciplinary actions stated in paragraphs (a), (b), and (c) of Article (5) of these Instructions.
B. The Dean shall be authorized to impose the disciplinary actions stated in paragraphs (a) – (g) of Article (5) of these Instructions.
C. The Dean shall be authorized to substitute any of the disciplinary actions stated in paragraphs (a) – (g) of Article (5) with actual service in one of the University facilities or neighboring areas for a specific period according to the type of disciplinary action imposed and location of the service to be done.
D. The School Dean shall be authorized to impose the disciplinary actions stated in paragraphs (a) – (i) of Article (5) of these Instructions.
E. The President shall be authorized to impose the disciplinary actions stated in paragraphs (a) – (j) of Article (5) of these Instructions.
F. The council shall be authorized to impose the disciplinary actions stated in Article (5) of these Instructions according to its conviction of the suitable disciplinary action for the committed violation.

Article (7) Should a student violation result in financial damage to the University funds or the funds of other parties during events hosted by the
University or events the University participates in, it is required that the student pay a restitution, whereby the amount of restitution is determined by the President or whomever is delegated upon the recommendation of the concerned body in the University.

<table>
<thead>
<tr>
<th>Article (8)</th>
<th>Article (8) has been deleted based on decision No. (2012/15) of the University council in session No. (4) On 29/8/2012.</th>
</tr>
</thead>
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<tr>
<th>Article (9)</th>
<th>A. The following disciplinary actions combined shall be imposed on the student who allows another student or person to set for an exam or test instead of him:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1. Receiving a failing grade in the exam or test.</td>
</tr>
<tr>
<td></td>
<td>2. Cancellation of all the courses the student is registered for in the academic semester, in which the violation has been committed.</td>
</tr>
<tr>
<td></td>
<td>3. Suspending the student from University for at least two academic semesters effective from the semester, in which the violation has been committed.</td>
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<tr>
<th></th>
<th>B. 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:</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>1. Cancellation of the student registration for the whole academic semester, in which the violation has been committed.</td>
</tr>
<tr>
<td></td>
<td>2. Suspending the student from University for at least two academic semesters effective from the semester, in which the violation has been committed.</td>
</tr>
</tbody>
</table>

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<tr>
<th></th>
<th>C. 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.</th>
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<tr>
<th>Article (10)</th>
<th>A. Combining two or more of the disciplinary penalties that are stated</th>
</tr>
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in these Instructions shall be permissible.

B. Should a student be temporarily suspended from the University, the ID of that student shall be withdrawn and 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 (11) | Any disciplinary action imposed on a student shall be noted in the student record, whereby all student records are maintained by the Deanship of Student Affairs. The entity which imposed the disciplinary action shall report to the Dean of the concerned School, the Registration Department, the student’s parents or guardian, and the party covering the study expenses, if any. |
| Article (12) | A. A student who has been temporarily suspended from the University may not register for summer semester that precedes the semester in which the disciplinary action is effective.  
B. Any courses taken at another university by a student who has been temporarily suspended from the University shall not be accredited during the time the temporary suspension is imposed. |
| Article (13) | A. The student who is under investigation may not withdraw from his studies until the investigation is over.  
B. The graduation procedures of a student shall be halted until a decision has been reached regarding the committed violation. |
| Article (14) | The President shall form, upon the recommendation of the Dean of Student Affairs, one or more investigation Committees composed of three members in addition to a fourth substitute member from the academic staff at the University for one renewable year for the purpose of investigating student violations.  
A. At the beginning of each academic year, the President shall form, upon the recommendation of the Graduate Studies Council, a Committee which investigates the violations committed by graduate students, whereby the members are: |
- The Dean of Scientific Research and Graduate Studies or whomever he delegated as the Chairman.
- The Dean of Student Affairs or whomever he delegated as a member.
- A Member of the Academic staff with the rank of professor as a member.
- A Member of the Academic staff with the rank of professor as a substitute member.

B. During the first month of each academic year, the school council shall form an investigation Committee for investigating student violations in the School. The Committee shall comprise of three members in addition to a fourth substitute member from the academic staff members at the school, and shall be valid for one renewable year. The School Council shall appoint a Chairman for the Committee, whereby both the President of the University and Dean of Student Affairs shall be informed of the Committee member’s names. The School Dean shall assume the responsibility of referring student violations to the Committee for investigation and subsequent recommendation of the appropriate disciplinary action.

| Article (15) | A. The Committee must decide on the violations referred to it within a period that does not exceed 14 days from the date the violations were referred. The President may extend this period, if the need arises.  
B. The student who has committed a violation must be present before the Committee, whereby he shall be informed by an announcement made in the School he is enrolled in. Should the student fail to appear, the Committee has the right to proceed with its investigation and impose the appropriate disciplinary action while the student is absent. |
### Article (16)

A. At the beginning of each academic year, the University Council shall form a Disciplinary Council composed of the Dean as head, the Dean of the School the student is enrolled in, and three members of the academic staff at the University. The Council shall be valid for one extendable year.

B. The University Council may, in special cases, substitute the Chairman of the Council or any of its members by an academic staff for a limited period of time.

### Article (17)

The Board should decide on the violations referred to it within a period that does not exceed (21) days from the date the violations were referred. The President may extend this period, if the need arises.

The student who has committed a violation should be present before the Council, whereby he shall be informed by an announcement made in the School he is enrolled in. Should the student fail to appear, the Committee has the right to impose the appropriate disciplinary action in the student’s absence.

### Article (18)

All disciplinary actions shall be final, excluding the ones stated in paragraphs (j), (k), and (l) of Article (5) of these Instructions, whereby a student has the right to appeal to the University Council with regards to any decision it makes provided that the appeal is submitted within 15 days from the date the decision is declared or announced in the School. The Committee shall have the right to adopt the declared decisions, wherein it may amend or cancel an imposed disciplinary action. Should the student not submit an appeal, the disciplinary action imposed on him shall be final.

### Article (19)

The President may, without consulting the Council, impose any of the disciplinary actions stated in Article (5) of these Instructions 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, disciplinary procedures shall be taken urgently. The President shall declare any
| Article (20) | The University may continue its disciplinary procedures which is stated in these Instructions even after the violation becomes pending before other parties. |
| Article (21) | The President, Deans, members of the academic staff, and Heads of the concerned Departments shall be responsible for executing these Instructions, each according to his competency. |
| Article (22) | The University Council shall decide on any issues that may result from the application of these Instructions. |