

The bylaws of the E-Learning and Academic Performance Development Center at the German Jordanian University

Issued under Article (7) of the Jordanian Universities Law No. (18) of 2018 and its amendments

Article (1)	These bylaws are called the bylaws of the E-Learning and Academic Performance Development Center, and shall be implemented by the date of their approval.
Article (2)	<p>The following words, wherever mentioned in these bylaws, shall have the below meanings assigned to them, unless the context indicates otherwise:</p> <p>The kingdom: The Hashemite Kingdom of Jordan</p> <p>The university: German Jordanian University</p> <p>The council: Deans Council</p> <p>The president: The President of the University</p> <p>The center: The E-Learning and Academic Performance Development Center</p> <p>Center council: The council of the E-Learning and Academic Performance Development Center</p> <p>Head of the council: Head of the Center Council</p> <p>The director: The director of the center</p> <p>The agreement: Any agreement or memorandum of understanding aims to execute a study or a training or consultation held by the Center jointly or in cooperation with another party.</p>
Article (3)	<p>A- The center is considered a unit of the university, and the university's regulations and instructions shall be applied to it, and it is located on the university campus.</p> <p>B - The center is administratively and academically linked to the president, and the president may delegate his powers in this regard to any of his deputies.</p>
Article (4)	<p>The center aims to provide all services to the university and the local, regional and international community related to e-learning and blended learning. In addition, developing the academic performance of the university's faculty members. The center undertakes the following tasks and duties:</p> <p>A- Working with the schools and academic departments at the university with the aim of creating, introducing and developing e-learning programs (online learning programs).</p> <p>B- Working with the schools and academic departments at the university in order to offer and develop online and blended courses that are offered within the blended learning programs.</p>

	<p>C- Managing the systems and developing digital content, including online and embedded courses and e-learning programs, so that they are compatible with accreditation standards.</p> <p>D- Ensuring the quality of digital learning content design so that it is compatible with accreditation and quality standards locally and internationally.</p> <p>e- Developing the necessary mechanisms to ensure the continuous improvement of digital learning content, including online and blended courses and e-learning programs, by keeping up with the modern technology used in this field and developing the capabilities of the academic staff to use it.</p> <p>F- Working with the Information Systems and Technology Center to provide technical support for the development and use of digital learning content, including electronic and blended courses and e-learning programs.</p> <p>G- Applying the best practices and teaching methods used in the field of e-learning and blended learning, and working to keep up with these practices and methods at the university.</p> <p>H- Building the capabilities of the academic staff in the field of online and blended learning and the use of related systems through holding training courses and workshops.</p> <p>i- Working with the schools and academic departments at the university to develop the academic performance of faculty members, including applied education.</p> <p>j- Providing technical support and consultations for research projects related to e-learning and blended learning based on the instructions and mechanisms followed at the university, through both the Deanship of Scientific Research and the Consultation and Training Center.</p> <p>K- Seeking to obtain projects and consultations in the field of the center's work in cooperation with the Consultation and Training Center.</p>
<p>Article (5)</p>	<p>A- The center shall have a council called the "Council of the E-Learning and Academic Performance Development Center" headed by the president or his representative and the membership of each of the following:</p> <ol style="list-style-type: none"> 1- Director of the Center 2- Three deans of the schools at the university nominated by the president upon the recommendation of the deans' council 3- Two directors of centers at the university nominated by the president 4- Two experts and specialists in the field of e-learning from outside the university, nominated by the president based on the placement of the director of the center <p>b- The head of the council chooses a deputy from one of the council members</p>

	<p>C- The president, upon the recommendation of the director of the center, chooses one of the center's employees to take over the secretariat of the center's council</p> <p>D- The membership of the Center Council is for two years, subject to renewal</p>
Article (6)	<p>a- The center's council meets at least once every four months, or whenever the need arises based on an invitation from its president.</p> <p>B - The quorum is legal in the presence of the majority of the members, so that one of them is the head of the council or the deputy of one of them.</p> <p>C- The center council takes its decisions by the majority of the present members, and if the votes are equal, the vote of the president shall be the casting vote.</p>
Article (7)	<p>The Council of the Center over takes the following duties and powers:</p> <p>A- Approval of the center's work plan.</p> <p>b- Discussing the center's draft budget and submitting it to the Deans' Council.</p> <p>C- Discussing and approving the annual report.</p> <p>D- Approving the agreements and contracts concluded by the Center with the institutions related to the work of the Center.</p> <p>e- Provide everything that would support and advance the center.</p> <p>F- Considering any other issues approved by the council chairman.</p>
Article (8)	<p>a. The head of the Council shall over take the powers entrusted to him under these bylaws and shall, in particular, exercise the following tasks:</p> <ol style="list-style-type: none"> 1- Heading council meetings. 2- Providing the necessary requirements to enable the center to achieve its objectives. 3- Signing agreements and contracts after their approval. <p>B. The head of the Council may delegate in writing the Director or any employee of the Center some of his powers and duties set forth in these bylaws.</p>
Article (9)	<p>a. One of the faculty member at the university is appointed as the director of the center by a decision of the president for a renewable period of two years, and his service ends with the end of his service period, his resignation or his transfer.</p> <p>B. The director of the center shall be responsible for managing the affairs of the center in a manner that ensures the smooth running of work therein. He is also entrusted with the following tasks:</p> <ol style="list-style-type: none"> 1- Managing the affairs of the center and supervising the implementation of the decisions of the center council. 2-Representing the center with the authorities related to its work inside and outside the Kingdom. 3-Preparing the center's budget draft and submitting it to the Council for discussion.

	<p>4-Contacting the concerned authorities inside and outside the Kingdom to activate the center's work.</p> <p>5-Proposing the center's work plans and programs and supervising their implementation in accordance with the center's objectives.</p> <p>6-Preparing draft contracts and agreements between the center and the beneficiaries.</p> <p>7-Preparing lists of scientific competencies at the university and abroad that are able to provide services to the beneficiaries.</p> <p>8- Submitting an annual report to the Council on the Center’s activities at the end of each year, in addition to any other reports required by the Center’s work or requested by the Council.</p> <p>10- Proposing pricing mechanisms and policies for all services provided by the Center and submitting them to the Board, supported by a feasibility study.</p> <p>10- Issuing releases and the web page about the center’s work and activities and marketing them through various means of communication.</p> <p>11- Preparing financial clearances related to the studies and training courses in coordination with the financial department at the university.</p> <p>12- The president recommends the rewards of the employees and workers in the center and according to the university's regulations and instructions.</p> <p>13- Any other work assigned to him by the President.</p> <p>c. The director of the center is responsible for preparing the organizational structure of the center and submitting it to the president after it is approved by the center council for approval and approval by the university council.</p> <p>D. The process of appointing employees or consultants in the center shall be in accordance with the university’s instructions and the applicable basis for appointment, whether the appointment is permanent or temporary for one of the projects.</p> <p>H. The director of the center, with the approval of the president and the deans council, has the right to appoint a consultant to work on one of the projects or files in return for a remuneration determined by the president.</p>
Article (10)	At the Financial Department a special account for the center shall be open under the name "E-Learning and Academic Performance Development Center" in which its revenues are deposited and its expenses are disbursed in accordance with the financial system in force at the university.
Article (11)	<p>The revenues of the center shall be from:</p> <p>A-Net fees for training and qualification courses and workshops after deducting their direct costs.</p> <p>b- Consulting proceeds.</p> <p>C- Donations and gifts after obtaining the approval of the competent authorities.</p> <p>d- Any other revenues consistent with the objectives of the center.</p>

	E- The amount that the university allocates annually in its budget to run the center's work.
Article (12)	The University's Financial Department is responsible for keeping the books and accounting records necessary to control the financial affairs of the center.
Article (13)	Assigning to carry out services, consultations, studies and training courses in the center: A- Faculty members and other university employees, and they shall always have priority. B- those who have rare experiences from outside the university, if the university does not have similar experience from whom the director of the center sees the need to agree with them.
Article (14)	For the purposes of disbursing rewards to those charged to carry out services, consultations, studies and training courses, shall the "Instructions for calculating and distributing faculty members' income from work in training and consulting" be applied.
Article (15)	The center has the right to appoint a number of university students to help fulfill the services provided by the center within the student employment program and the graduate student scholarship program, and rewards are paid to them according to the university's regulations and instructions.
Article (16)	Coordination is made between the center and the financial department to assign a financial employee to collect the participation fees in the courses and deposit them in the center's account, and the financial department is responsible for following up on the center's financial transactions.
Article (17)	The Council decides on cases that are not provided in these bylaws.
Article (18)	The Council, the University President, the Center Council, and the Director are responsible for implementing these bylaws.