

Instructions of the Board of Trustees Donation Fund

Issued by the Board of Trustees in session No...

Article (1)	These Instructions shall be called "Instructions of the Board of Trustees Donation Fund at the German Jordanian University". They are applicable from the start of the second semester of the academic year 2022/2023.
Article (2)	<p>The following words and expressions, wherever appearing in these Instructions, shall have the meaning assigned thereto unless the context indicates otherwise:</p> <p>University: German Jordanian University</p> <p>Board: Board of Trustees</p> <p>Fund: Board of Trustees Donation Fund at the German Jordanian University</p> <p>Committee: Committee of the Board of Trustees Donation Fund Management</p> <p>Vice President: Vice President for International Affairs at the University</p> <p>Student: Registered student who is predicted to be awarded a scientific degree at the University</p>
Article (3)	A Fund called the Board of Trustees Donation Fund at the German Jordanian University shall be established in order to support excellent students in need for financial assistance.
Article (4)	<p>A. The financial resources of the fund consist of donations by members of the board who are willing to do so on a voluntary basis from their monthly rewards in this function.</p> <p>B. The fund is eligible to receive further donations by other parties and/or individual donors. The reception of any further donation needs the approval by the Board.</p> <p>C. Neither the donators individually nor the board as such shall bear any financial liability whatsoever with regard to the creation or implementation of the Fund.</p>
Article (5)	<p>A. The scholarships consist of the full tuition fees for the respective study programme at the university plus a monthly allowance to be decided by the board.</p> <p>B. Scholarships are awarded up to the full duration of a study programme, including the German Year.</p>
Article (6)	<p>The Board shall assume the following missions and authorities:</p> <p>A. Outlining the general policies of the Fund.</p> <p>B. Placing and approving principles of granting scholarships from the fund.</p>

	<p>C. Approving the overall and annual budget of the Fund.</p> <p>D. Approving further donations by other parties according to Art. 4 B.</p> <p>E. Determining the number of scholarships to be granted to students by the University as well as their amounts according to Article 5 A based on the available budget.</p> <p>F. Appointing two members of the Board as member in the Committee according to Article 7 A 1.</p> <p>G. Awarding the scholarships according to Article 9 B.</p>
Article (7)	<p>A. A Committee called the Committee of the Board of Trustees Donation Fund Management shall undertake the management of the Fund. It shall be chaired by the Vice President and have the following members:</p> <ol style="list-style-type: none"> 1. Two Board members 2. The Dean of Student Affairs of the University (Vice Chair) 3. One student from the student's council appointed by the Dean of Student Affairs <p>B. The Committee is assembled when the need arises upon by a call from the Chair or Vice Chair. Meetings of the Committee shall be legal if at least the majority of its members are present, including the Chair and Vice Chair. The Committee shall make its decisions and recommendations by the majority of the members present.</p>
Article (7)	<p>A. Applications for scholarships shall be submitted on the dates and according to the specifications determined by the Committee.</p> <p>B. The committee selects students to receive the scholarship based on the following criteria:</p> <ol style="list-style-type: none"> 1. Outstanding high school certificate 2. Proven need for financial assistance ¹ <p>C. Students can only apply if no disciplinary action has been taken against them and if no other scholarship has been awarded to them.</p>

¹ Prove might include: (i) A copy of the family book, all pages. (ii) A recent student proof document for each sibling at the university or college (except for siblings at the German university). (iii) If the father or mother is not employed or retired, a document must be brought from the Financial Department and the Social Security Institution stating that they are not beneficiaries of retirement and are not subject to social security. (iv) A statement of the heirs' pension salary if the father is a deceased pensioner. (v) A letter from the Ministry of Finance / Department of Lands and Surveys regarding the presence / absence of movable and immovable funds in the name of one or both parents. (vi) A letter from the Ministry of Industry and Trade/Commercial Registry regarding the existence/or absence of a business in the name of one or both parents. (vii) Proof of a health condition for the student and/or one of the parents, or unmarried brothers or sisters, if the cases require long-term treatments and expensive hospital admissions, with the necessary evidence and medical reports attached (excluding cases that have been exempted from any party and under penalty of liability). (viii) Proof of death of father or mother. (ix) Family registered in the Jordanian National Aid Fund (or similar).

Article (8)	<p>A. The committee will select students based on</p> <ol style="list-style-type: none"> 1. The two criteria according to Article (7) 2. A motivation letter (no more than 3 pages) outlining the motivation for selecting the study programme and the university including its German dimension 3. An application interview with the committee (for the best applications only; in presence, online, or hybrid) <p>B. At least half of the selected students (scholarship holders) in any three-year period must be female.</p>
Article (9)	<p>A. The call for applications for the BoT scholarships will be widely announced on the website of the university, in social media and by other suitable channels.</p> <p>B. The scholarships will be awarded by the Chairperson of the Board of Trustees in a public ceremony.</p>
Article (10)	<p>A. Scholarship holders must submit progress reports of their studies each semester.</p> <p>B. The committee can decide to withdraw scholarships based on unsatisfactory performance of the scholarship holders based on these progress reports.</p>
Article (11)	<p>A. Scholarships shall be dispensed in accordance with the regulations applied in the University.</p> <p>B. The Chair of the Board, the Vice President, the Dean for Student's Affairs and the Head of the Financial Department in the University are responsible for executing such Instructions.</p> <p>C. The Vice President, the Dean for Student's Affairs and the Director of the Finance Department in the University shall execute the decisions of the Committee and Board.</p>
Article (12)	<p>A. The Board shall decide on any issues that may result from the application of these Instructions. The Committee may submit recommendations in that regard.</p> <p>B. The Board shall decide on the cases that are not mentioned in these Instructions. The Committee may submit recommendations in this regard.</p>