Instructions for Graduate Studies Grants at the German Jordanian University Issued pursuant to Article (29) of the Faculty Regulations of 2009, as amended

Article 1

These instructions shall be cited as the (Instructions for Graduate Studies Grants at the German Jordanian University) for the year 2025 and shall come into effect as of Deans Council Decision No. (0000) dated (0000)

Article 2

The following words and phrases shall have the meanings assigned to them below, unless the context indicates otherwise:
University: The German Jordanian University.
President: The President of the University.
Deanship: The Deanship of Graduate Studies at the University.
Dean: The Dean of Graduate Studies at the University.
School: Any of the University's schools.
Council: The Graduate Studies Council at the University.
Department Committee: The graduate studies committee in the department.
School Committee: The graduate studies committee in the school.
Student: A graduate studies student who has received the grant.
Direct Supervisor: The dean of the school or the deanship, or the director of the department or center in which the student works, or the principal researcher on the scientific research project.
Grant: The teaching assistance grant, the business and entrepreneurship grant, or the scientific research assistance grant offered by the University to graduate studies students.
Academic Year: The academic year according to the academic calendar approved at the University.
Semester: The first semester or the second semester.
Workplace: The place where the student is obliged to complete the work assigned to him or her at the University.

Article 3

The University Council shall approve the allocation of an annual amount in the University's budget for grants for graduate studies students.

Article 4

a. The grant shall be offered to graduate studies students in the master's and doctoral programs at the University.
b. The grants referred to in these instructions include the following grants:
    1. Teaching assistance grant.
    2. Business and entrepreneurship grant.
    3. Scientific research assistance grant.
c. The grant shall be either a full grant or a partial grant.
d. Partial grants shall be exclusively for graduates of the German Jordanian University.
e. The grant is a form of support provided to graduate studies students in return for carrying out specific academic, research or institutional tasks, and it is not in itself intended to appoint the student to any position at the University, subject to the legislation in force and the actual nature of the relationship between the University and the student.

Article 5

The conditions that must be met in order to apply for the grant are as follows:

a. That the cumulative GPA grade for the bachelor's degree is not less than (Excellent) for applicants for full grants who are new students in master's programs.
b. That the cumulative GPA grade for the bachelor's and master's degrees is not less than (Excellent) for applicants for full grants who are new students in doctoral programs.
c. That the cumulative GPA grade for the bachelor's degree is not less than (Very Good) for applicants for partial grants who are new students in master's programs and are graduates of the University.
d. That the cumulative GPA grade for the bachelor's degree is not less than (Very Good) and for the master's degree is not less than (Excellent) for applicants for partial grants who are new students in doctoral programs and are graduates of the University.
e. In special cases determined by the Council, graduate studies students already enrolled at the University may apply for the grant, provided that the applicant's cumulative GPA grade at the University is not less than (Excellent) and that no more than two academic semesters, excluding the summer semester, have passed since his or her enrollment at the University.
f. That he or she is not committed to any other party.
g. That he or she has not received any exemption from university fees or any other scholarship from the University.
h. That he or she has not received any other scholarship from outside the University under which he or she receives financial remuneration and performs other duties, other than studying at the University.
i. To pledge full-time dedication to study, and to commit to carrying out the tasks assigned to him or her and the assignment hours stipulated in these instructions for the entire duration of the grant.
j. That no disciplinary penalty has been imposed on him or her.
k. Priority shall be given to graduates of the University.

Article 6

The grant includes the following:

a. A monthly remuneration of (420) dinars for master's students and (525) dinars for doctoral students, subject to the regulations and instructions.
b. Credit hour fees for the student, up to a maximum of nine (9) credit hours per semester and six (6) credit hours for the summer semester, and up to the maximum number of hours of the study plan for the full grant.
c. 25% of the credit hour fees for the student, up to a maximum of nine (9) credit hours per semester and six (6) credit hours for the summer semester, and up to the maximum number of hours of the study plan for the partial grant.

Teaching Assistance Grant

Article 7

a. The teaching assistance grant is a grant provided by the University for outstanding students to work as teaching assistants in the academic departments at the University, according to the student's specialization and experience.
b. The duration of the grant is two years for master's students and three years for doctoral students, including the two summer semesters. This grant shall be either a full grant or a partial grant.
c. The teaching assistance grant aims to support the educational process at the University by involving outstanding students in academic activities, developing their teaching and research skills, and preparing them for future academic work, thereby contributing to enhancing interactive learning, linking the theoretical and practical aspects, and supporting faculty members in improving the quality of learning outcomes.

Article 8

a. A student who receives a full or partial teaching assistance grant is obliged to perform the duties of a teaching assistant in an academic department for no more than (30 hours per week), of which (9 – 12) hours are for teaching or supervising laboratories during the semester, and (3 – 6) hours during the summer semester, as determined by his or her direct supervisor and in a manner that achieves the purpose of the grant.
b. The tasks assigned to a student who receives a full or partial grant include grading coursework, participating in proctoring examinations for bachelor's students, and contributing to the development of entrepreneurship and innovation at the University.
c. The Council shall consider the continuation of the grant every semester, based on a performance report from the direct supervisor, submitted to the Deanship two weeks before the start of studies in the semester following the grant.
d. Notwithstanding what is stated in this article, the President may assign the student to carry out any other tasks related to the objectives of the grant and the student's specialization.

Article 9

a. The schools shall provide the Deanship with the number of teaching assistance grants required by the academic departments four months before the start of the academic year, and the number shall be presented to the Council for discussion and referred to the President for approval according to the allocations earmarked for grants in the budget.
b. The Deanship shall announce the grants to students applying for admission to any of the graduate studies programs at the University three months before the start of the academic year.
c. Applications for grants shall be submitted to the Deanship.
d. The Council shall issue a decision approving the names of the candidates for the grant, upon the nomination of the School Council and the recommendation of the Department Council hosting the grant.

Business and Entrepreneurship Grant

Article 10

a. The business and entrepreneurship grant is a grant provided by the University for outstanding students to assist in the work of the supporting research and academic centers, deanships and departments at the University, according to the student's specialization and experience.
b. The duration of the grant is two years for master's students and three years for doctoral students, including the two summer semesters. This grant shall be either a full grant or a partial grant.
c. The business and entrepreneurship grant aims to enable outstanding students to apply their knowledge and skills in supporting the work of the supporting research and academic centers, deanships and departments at the University, and to develop their capabilities in the fields of innovation, entrepreneurship and institutional work, thereby enhancing their professional readiness and contributing to raising institutional performance efficiency and the quality of outputs.

Article 11

a. A student who receives a full or partial business and entrepreneurship grant is obliged to carry out the tasks assigned to him or her at the University, for no more than (30 hours per week), as determined by his or her direct supervisor and in a manner that achieves the purpose of the grant.

b. The tasks assigned to a student who receives the grant include assisting in the work of the supporting research and academic centers, deanships and departments at the University, and contributing to the development of entrepreneurship and innovation at the University.
c. The Council shall consider the continuation of the grant every semester, based on a performance report from the direct supervisor, submitted to the Deanship two weeks before the start of studies in the semester following the grant.
d. A student who receives a full or partial business and entrepreneurship grant may be assigned to perform the duties of a teaching assistant in an academic department for (3 – 6) hours of teaching, or supervising laboratories, during the semester or the summer semester, as determined by the Dean and in a manner that achieves the purpose of the grant.
e. Notwithstanding what is stated in this article, the President may assign the student to carry out any other tasks consistent with the objectives of the grant and the nature of the student's specialization.

Article 12

a. The supporting research and academic centers, deanships and departments at the University shall provide the Deanship with the number of business and entrepreneurship grants they require four months before the start of the academic year, and the number shall be presented to the Council for discussion and referred to the President for approval according to the allocations earmarked for grants in the budget.
b. The Deanship shall announce the grants to students applying for admission to any of the graduate studies programs at the University three months before the start of the academic year.
c. Applications for grants shall be submitted to the Deanship.
d. The Council shall issue a decision approving the names of the candidates for the grant, upon the nomination of the direct supervisor in the supporting research and academic centers, deanships and departments hosting the grant.

Scientific Research Assistance Grant

Article 13

a. The scientific research assistance grant is a grant provided by the University for outstanding students to work as research assistants on research projects carried out by researchers from faculty members at the University, according to the student's specialization and experience.
b. The duration of the grant is (12) months, and this grant shall be either a full grant or a partial grant.
c. The scientific research assistance grant aims to enable outstanding students to contribute to implementing research projects at the University by working as research assistants, and to develop their skills in scientific research methodologies, analysis and critical thinking, thereby enhancing their readiness for graduate studies and contributing to supporting research output and the quality of its outputs.

Article 14

A student who receives a full or partial scientific research assistance grant is obliged to perform the duties of a research assistant on a research project for no more than (30 hours per week), according to the task implementation plan set by the principal researcher and in a manner that achieves the objectives of the research project, and research tasks may be carried out outside the university campus when the nature of the research so requires and with the approval of the principal researcher.

Article 15

a. The Deanship of Scientific Research shall provide the Deanship with vacancies for research assistants, based on research projects submitted by faculty members at the University and approved by the Deanship of Scientific Research.
b. The Deanship shall announce vacancies for research assistants to students applying for admission to any of the graduate studies programs at the University.
c. Applications for grants shall be submitted to the Deanship.
d. The Council shall issue a decision approving the names of the candidates for the grant, upon the recommendation of the principal researcher on the research project.
e. The Council shall consider the continuation of the grant every semester, based on a performance report from the principal researcher, submitted to the Deanship two weeks before the start of studies in the semester following the grant.
f. The grant may be extended, by decision of the Council and upon the recommendation of the principal researcher, up to a maximum of twelve (12) months for master's students and a maximum of twenty-four (24) months for doctoral students.

Working Hours

Article 16

For the purposes of regulating the disbursement of the grant, the academic year shall be divided into semesters as follows:

a. The first semester is the period extending from the first week (1) of the academic year until the end of the twentieth week (20) of the academic year.
b. The second semester is the period extending from the twenty-first week (21) of the academic year until the end of the fortieth week (40) of the academic year.
c. The summer semester is the period extending from the forty-first week (41) of the academic year until the end of the fifty-second week (52) of the academic year.

Article 17

a. For the purposes of coordinating between working hours and working days, each working day is equivalent to six (6) working hours.
b. A student who receives the grant is obliged to perform the tasks assigned to him or her under these instructions on a part-time basis of (30) hours per week during any semester, including the summer semester.
c. The maximum daily working hours shall be eight (8) hours.
d. The minimum daily working hours shall be four (4) hours.
e. Daily working hours shall be recognized only during the period between (8:00) eight o'clock in the morning and (5:00) five o'clock in the afternoon, unless the nature of the task requires otherwise and with the approval of the direct supervisor, and a student who receives the scientific research assistance grant is exempt from this item.
f. Every (40) minutes of work shall be counted as one working hour during the holy month of Ramadan.
g. The student is obliged to dedicate himself or herself fully to carrying out the tasks assigned to him or her under the grant, and may not carry out any task, commitment or activity that conflicts with carrying out those tasks or affects their performance, except after obtaining the proper approvals from the Deanship and the approval of the President.

Article 18

a. The electronic fingerprint system is the official reference for a student who receives the teaching assistance grant and the business and entrepreneurship grant for calculating working hours.

b. Working hours for a student who receives the scientific research assistance grant are approved based on a working hours statement approved by the principal researcher.
c. The remuneration due to the student shall be calculated on the basis of the actual recorded working hours, and any hours that are not recorded or not approved in accordance with the provisions of these instructions shall not be counted among the actual working hours eligible for remuneration.
d. Any error in entering the fingerprint or forgetting to enter it must be reported within a period not exceeding three (3) working days; otherwise the day shall be treated as an unjustified absence and shall be deducted from the remuneration due.
e. Attendance and departure shall be recorded on the electronic fingerprint system from the same location at the University for the same day, except in special cases and with the approval of the direct supervisor.
f. The student is obliged not to carry out any tasks outside the University related to the grant except after obtaining prior proper approvals from the Deanship and the approval of the President.
g. Recording actual working hours in the fingerprint system or other means of recording shall not be considered evidence of the existence of an employment relationship or a work relationship.

Leave

Article 19

a. Leave shall be granted according to work requirements and in a manner that does not affect the progress of work.
b. The leave to which the student is entitled includes annual leave and sick leave.

Article 20

Annual leave:

a. The student is entitled to annual leave of (11) working days.
b. Annual leave shall be distributed over the semesters so that it does not exceed four (4) days in one semester.
c. Leave shall not be granted during study days except in emergency and urgent cases as assessed by his or her direct supervisor.
d. Leave may not be carried forward, rolled over or accumulated for more than two consecutive semesters, excluding the summer semester.
e. Leave may not be replaced with a cash allowance.
f. The student may not leave work and take leave before obtaining approval for the leave in accordance with procedure.
g. The student is obliged to dedicate himself or herself fully to carrying out the tasks assigned to him or her under the grant, and may not carry out any task, commitment or activity that conflicts with carrying out those tasks or affects their performance, except after obtaining the proper approvals from the Deanship and the approval of the President.

Article 21

Sick leave:

a. The student may be granted sick leave whose total (combined or separate) does not exceed (11) days in the academic year, based on a report from a physician approved by the University and with the approval of the Dean, and this leave shall not be deducted from the annual leave balance.
b. If the duration of sick leave (combined or separate) exceeds (11) days in the academic year, the excess period shall be deducted from the student's due annual leave balance, and if his or her annual leave balance is exhausted, it shall be deducted from his or her financial remuneration.

Article 22

a. The student is obliged to maintain the confidentiality of all information, data, documents, records, and academic, research or administrative work, including personal data of students, employees or any other persons, which he or she accesses, obtains or participates in preparing or carrying out while performing the tasks assigned to him or her under these instructions.
b. The student may not use, copy, retain, disclose, publish or enable others to access any of the information, data or documents referred to in paragraph (a) of this article, except to the extent required by the assigned tasks, or with prior written approval from the competent body at the University, or if required by law or by a decision issued by a judicial or competent authority in accordance with the legislation in force.
c. The obligation to maintain confidentiality shall continue after the grant ends or is suspended or terminated for any reason, to the extent required by the legislation in force and the interest of the University.

Article 23

a. All intellectual property rights, including copyright and related rights, patents, utility models, databases, software, works, and research, educational, artistic or technical works that are prepared or developed, or participated in preparing or developing, by the student while carrying out the tasks assigned to him or her under these instructions, shall belong to the University, unless the University decides otherwise or a special provision appears in the legislation in force or in an approved agreement or research project, without prejudice to the moral rights of the author as established, subject to the legislation in force and the University's policies relating to intellectual property, copyright and patents, and the approved funding or research cooperation agreements.
b. The student is obliged to take all necessary measures to enable the University to register, protect or exploit the intellectual property rights arising from carrying out the assigned tasks, whenever the University so requests.
c. The student may not publish, exploit or dispose of any outputs of works, projects, research or educational materials resulting from carrying out the assigned tasks except after obtaining the proper approvals in accordance with the legislation, regulations and instructions in force at the University.

Article 24

The student is obliged to disclose in writing to the direct supervisor any personal, financial or professional interest that may affect his or her impartiality or independence when carrying out the assigned tasks, and shall also refrain from carrying out any task that creates a conflict between his or her personal interest and the interest of the University throughout the duration of the grant.

Article 25

The grant shall be suspended by decision of the Council in any of the following cases:

a. Subject to Article (17) of these instructions, the student who receives the teaching assistance grant (full or partial) or the business and entrepreneurship grant (full or partial) fails to comply with the required working hours according to the electronic fingerprint system or with the tasks assigned to him or her, or is proven to be incompetent in them, upon the nomination of his or her direct supervisor.
b. Subject to Article (17) of these instructions, the student who receives the scientific research assistance grant (full or partial) fails to comply with the required working hours and the tasks

assigned to him or her, or is proven to be incompetent in them, upon the recommendation of the principal researcher.

c. If the student is absent from work for ten (10) consecutive days or twenty (20) intermittent days without a legitimate excuse accepted by the Council, and did not notify his or her direct supervisor and the Dean by any available means during the period of absence.
d. The cumulative GPA of the student who receives the grant falls below (Excellent) for two consecutive semesters or below (Very Good) in any semester.
e. Postponing studies or withdrawing from the University.
f. A disciplinary penalty is imposed on the student at the level of a warning or higher.
g. Cancellation of the student's registration, or his or her dismissal from the program or from the University.
h. The student carries out any task, activity or commitment that conflicts with carrying out the tasks assigned to him or her under the grant, without obtaining the proper approvals stipulated in these instructions.

Article 26

a. A student applying for a full grant is obliged to provide a financial guarantee equivalent to (fees for (9) credit hours + remuneration for five (5) months).
b. A student applying for a partial grant is obliged to provide a financial guarantee equivalent to (fees for (3) credit hours + remuneration for five (5) months).
c. If it is decided to suspend the grant before the student completes the tasks assigned to him or her or the working hours in accordance with the provisions of Article (17) of these instructions, for any of the reasons stipulated in Article (25) of these instructions, the University may, after hearing the student's statements and by a reasoned decision, forfeit the financial guarantee in whole or in part, to the extent commensurate with the obligations that the student has not fulfilled.

Article 27

The direct supervisor is responsible for following up on the student's performance of the tasks assigned to him or her, and ensuring that they are completed as required and at the highest level of efficiency and quality.

Article 28

a. The grant does not cover credit hour fees for courses that are re-registered for any reason.
b. If the student withdraws from the grant at the end of any semester during the academic year, he or she must pay a financial penalty equivalent to the fees of (4.5) credit hours.
c. The grant shall end automatically when the student completes all requirements for obtaining the degree before the end of the grant period, and the student shall not be required to pay the penalty mentioned in paragraph (b) of this article.

Article 29

The provisions of these instructions shall apply as of the first semester of the 2026/2027 academic year.

Article 30

The Deans Council shall decide on any case not covered by a provision in these instructions, in a manner that does not conflict with the provisions of these instructions and the provisions of Article (29) of the Faculty Regulations and the legislation in force at the University.

Article 31

The President, the Dean of Graduate Studies, the deans of schools, the department heads, the principal researchers, the direct supervisors, and the director of the Finance Department, each within his or her competence, are responsible for implementing the provisions of these instructions.