

**Instructions for Granting a Ph.D. Degree at the German Jordanian
University**

**Issued in accordance with Article (9) of the Graduate Studies Regulations at the German
Jordanian University No. (57) for 2008**

Based on the Deans' Council decision No. (175/2022/2023)

Article (1)	These instructions are called “ The Instructions for Granting a Doctoral Degree at the German Jordanian University ” and shall be effective from the beginning of the first semester of the academic year 2022/2023.
Article (2)	<p>The following words and expressions shall have the meanings assigned to unless the context indicates otherwise:</p> <p>The University: The German Jordanian University</p> <p>The President: The President of the University</p> <p>The Deanship: The Deanship of Graduate Studies at the University</p> <p>The Dean: The Dean of Graduate Studies at the University</p> <p>The School: Any of the schools of the University</p> <p>The Department: Any academic department that offers doctoral programs.</p> <p>The Council: The Council of Graduate Studies at the University</p> <p>The Department Committee: The Graduate Studies Committee in the department</p> <p>The School Committee: The Graduate Studies Committee in the School</p> <p>The Program: PhD program at the university</p> <p>The Supervisor: The supervisor of the doctoral dissertation of the student.</p> <p>The Student: PhD student</p> <p>Remedial Course: Any course at a lower level than the doctoral level requested for the purposes to obtain the knowledge base for the doctoral program.</p>

Doctoral Programs	
Article (3)	<p>A. To obtain a Ph.D. degree at the university, a minimum of (54) credit hours is required, based on the study plan for each program.</p> <p>B. Each study plan shall have a guideline indicating the standard duration of study based on the load of the student consisting of attending lectures, self-study and exam preparation for each course of the study plan, calculated according to the European Credit Transfer and Accumulation System (ECTS: European Credit Transfer and Accumulation System) hence each credit point in it is equivalent to (30) hours of study load for the student, or as determined by the study plan.</p> <p>C. The study plan for each program consists of the following:</p> <ol style="list-style-type: none"> 1. Compulsory courses with a minimum of (21) credit hours 2. Elective courses with a maximum of (15) credit hours. 3. Dissertation of (18) credit hours. <p>D. In addition to what is mentioned in these instructions, all the instructions and decisions of the Higher Education Council shall be taken into account, which is related to granting doctoral degrees, and are considered conditions that shall be met for graduation and obtaining the degree.</p>
	<p>A. When offering courses called "studies" or "special topics" or the like within the study plans, only one course shall be credited to the student, even if the subjects differ.</p> <p>B. The student may, with the approval of the Dean based on the recommendation of the School Committee, and the recommendation of the Department Committee, study only one course at the doctoral level from other doctoral programs related to the study plan, and it shall be counted among the elective courses.</p>
Acceptance	
Article (5)	<p>At the beginning of each academic year, the Council determines, upon the recommendation of the School Council, and the recommendation from the Department Council, the following:</p> <p>A. The number of students admitted to each program.</p>

	<p>B. The appropriate degree, and the appropriate majors, for admission to doctoral programs.</p> <p>C. The minimum number of students admitted to any of the doctoral programs.</p>
Article (6)	<p>A. Applications for admission to doctoral programs shall be submitted within the period determined by the Council, and all necessary identification documents shall be attached to the application.</p> <p>B. The Dean issues lists of the names of those admitted to doctoral programs, upon a placement from the School Council, and a recommendation from the Department Council.</p>
Article (7)	<p>It shall be mentioned in detail the admission requirements for each program in its study plan, which include:</p> <p>A. The student must have a bachelor's degree (or equivalent) with at least a grade of Good (or equivalent) from a recognized university, and a master's degree (or equivalent) with a grade of at least "Good" (or equivalent).</p> <p>B. The study track of the student at the bachelor's and master's levels shall be regular.</p> <p>C. The major of the student shall be among the accepted majors in the program the student wishes to join, according to paragraph (b) of Article (5).</p> <p>D. The total number of hours that the student studies to obtain a doctoral degree plus the number of hours studied to obtain the bachelor's and master's degrees shall be equivalent to at least (480) ECTS points according to the Polish system.</p> <p>E. The student must submit proof of success in the Foreign Languages proficiency Test (English: TOEFL, IELTS) in accordance with the decisions of the Higher Education Council. For programs that require German, German language proficiency is required to pass the German language test (TestDaF or OnSet: Level B2).</p> <p>F. Upon a proposal from the Department Committee, a placement from the School Committee, a recommendation from the Council, and a decision from the Deans Council, other foundations may be added to the differentiation, such as conducting a competitive exam for the applicants (students), hence that its percentage in the differentiation shall not exceed (20%).</p> <p>G. Conduct a personal interview for applicants.</p>

Article (8)	<p>A. In the event that the student fails to achieve the English language requirement, and does not achieve the required grade for the major the student wishes to study, he/she must study a qualifying program at the university by (6) credit hours, and obtain the required mark according to the major the student wishes to study, during the first semester of joining the program, and the grade of the qualifying program shall not be calculated within the cumulative average of the student.</p> <p>B. It is not permissible to register for any other courses with the qualifying program, and this semester shall not be counted within the maximum or minimum limit for obtaining a doctorate degree referred to in Article (11).</p> <p>C. In the event that the student fails to succeed in the qualifying program, his/her admission to the program shall be considered canceled.</p>
Article (9)	<p>A. The department committee may determine for the student, upon his/her admission, the study of no more than (9) credit hours, as remedial courses of the bachelor's or master's level, and these courses shall be included on the admission form.</p> <p>B. Remedial hours shall not be included in the credit hours required to obtain a doctoral degree, and their marks shall not be included in the cumulative average of the student, and they shall be recorded as (pass) or (fail).</p> <p>C. The student must pass the remedial courses no later than by the end of the second semester of joining the program, and the summer semester shall not be counted as a semester for this purpose, and in the event that the student does not pass it within the specified period, his/her acceptance shall be considered canceled.</p>
Article (10)	<p>A student who withdraws from the university may be readmitted during two years following his withdrawal from the university, and all the courses the student studied at the university shall be recognized, except for the dissertation hours, and all the semesters the student studied at the university shall be counted within the maximum limit for obtaining a doctorate degree referred to in paragraph (b) of Article (11).</p>
<p>Duration of study and academic load</p>	

Article (11)	<p>A. The academic year consists of two semesters each of (16) weeks, and the study during the summer semester is considered optional, in accordance with the instructions and standards of the general accreditation for graduate programs and the decisions of the Higher Education Council.</p> <p>B. The duration of study spent by the student registered to obtain a doctoral degree shall not be less than (4) semesters.</p> <p>C. The maximum duration for obtaining a Ph.D. degree is (8) semesters, which can be extended to two semesters, with the approval of the Council and the placement of the School Committee, and the recommendation of the Department Committee.</p> <p>D. The summer semester shall not be considered a semester for the purposes of calculating the minimum or maximum duration of the study, or for the purposes of dismissal, or warning.</p>
Article (12)	<p>A. The minimum study load in the regular semester shall be (6) credit hours, and the maximum (12) credit hours.</p> <p>B. The maximum number of hours studied by the student in the summer semester shall be (6) credit hours.</p> <p>C. In special cases, with the approval of the Dean, a placement from the School Committee, and a recommendation from the Department Committee, the minimum and maximum limits may be exceeded by (3) credit hours.</p>
Transfer, changing track, equivalency, and recognition of courses	
Article (13)	<p>A. The student may transfer from one program to another at the university, provided that all admission requirements in Article (7) of these instructions are met, with the approval of the Council based on the placement of the School Council, and the recommendation of the Department Council to which the program transferred to belongs.</p> <p>B. It is permissible to count no more than (18) credit hours, except for the dissertation hours from the courses studied in the program from which the student transfers, provided that the grade of each course is not less than (very good), and the grade of these courses shall be included in the new cumulative average of the student.</p> <p>C. One semester shall be deducted from the maximum duration of study for each (6-12) credit hours studied in the program from</p>

	<p>which the student transfers, and recognized for the student in the program to which he/she transferred.</p>
<p>Article (14)</p>	<p>A. A student may transfer from another recognized university to a similar program at the university, provided that all admission requirements in Article (7) of these instructions are met, and vacancies are available in the program, with the approval of the Council based on the placement of the School Council, and the recommendation of the Department Council.</p> <p>B. It is required that the courses that the student has studied at another university and wishes to be recognized, be equivalent in content, level and number of credit hours for a course or courses in the study plan prescribed at the university and that the grade of the student in each of them is not less than (very good) or (B) or equivalent. and that no more than (3) years have passed since the student succeeded in it.</p> <p>C. The number of recognized hours shall not exceed (18) credit hours, and these courses shall not be included in the new cumulative average of the student.</p> <p>D. The hours of the dissertation registered at the university from which the student is transferring shall not be counted.</p> <p>F. One semester shall be deducted from the maximum duration of study for the student, for every (6-12) credit hours studied at the university from which the student transfers and recognized for him/her in the program to which the student is transferring.</p>
<p>Article (15)</p>	<p>A. In the event that there are joint programs or dual degrees within the university, or between the university and another university, the student enrolled in these programs shall be exempted from paragraph (c) of Article (14), and the student shall abide by the conditions mentioned in the memorandum of understanding or agreement with regard to these programs.</p> <p>B. It is permissible for a student enrolled in a Ph.D. program that contains a focused (minor) program may transfer from one minor to another at the university once.</p> <p>C. It is permissible to recognize all courses shared between the major transferred from and the transferred to in paragraph (a) and paragraph (b) of this article, except for dissertation hours and they shall be included in the cumulative average of the student.</p>

Article (16)	In special and justified cases, and after the approval of the Dean based on a placement from the concerned Dean of the School, and the recommendation from the head of the concerned department, a specific course may be offered for a period of two weeks or more, provided that the total number of lecture hours during this period is not less than the total number of lecture hours in the regular semester.
Article (17)	<p>Subject to the provisions of paragraph (b) of Article (14), it is permissible for the student to study no more than (6) credit hours in a similar program at another university, provided that:</p> <ul style="list-style-type: none"> A. Prior approval of the Dean, based on the placement from the School Committee, and the recommendation from the Department Committee. B. The student shall not have taken courses from another university. C. The student shall be registered or postponed at the university. D. In the event that the student is postponed, one semester shall be deducted from the maximum period of study for the student in exchange for (6) credit hours studied at another university and recognized for the student within his/her study plan.
Article (18)	<ul style="list-style-type: none"> A. In addition to the hours referred to in Article (17), the student may study two semesters of no more than (18) credit hours in a similar program at one of the German partner universities, provided that: <ul style="list-style-type: none"> 1. Prior approval of the Dean, based on the placement from the School Committee, and the recommendation from the Department Committee. 2. To be registered at the university, and the credit hours studied at the partner German universities are considered registered at the university. B. In the event of joint programs with a German university, other semesters may be studied at the German partner university, according to the conditions set out in the memorandum of understanding.
Grades and Exams	

Article (19)	<p>A. The passing grade in each course of the Ph.D. program is (70%), including remedial courses.</p> <p>B. The general grade of a student is determined according to the cumulative average, according to the following table:</p> <table border="1" data-bbox="651 407 1263 758"> <thead> <tr> <th>Grade</th> <th>Average</th> </tr> </thead> <tbody> <tr> <td>70 – less than 76</td> <td>Good</td> </tr> <tr> <td>76 – less than 84</td> <td>Very good</td> </tr> <tr> <td>84 – less than 92</td> <td>Excellent</td> </tr> <tr> <td>92 – 100</td> <td>Excellent with honors</td> </tr> </tbody> </table> <p>C. The minimum GPA for obtaining a Ph.D. degree is (Very Good).</p> <p>D. Result (pass) or (fail) shall be recorded for remedial courses, for the cognitive proficiency exam, and for the dissertation.</p>	Grade	Average	70 – less than 76	Good	76 – less than 84	Very good	84 – less than 92	Excellent	92 – 100	Excellent with honors
Grade	Average										
70 – less than 76	Good										
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84 – less than 92	Excellent										
92 – 100	Excellent with honors										
Article (20)	<p>A. The student may, for the purposes of raising his/her cumulative average, re-study no more than (6) credit hours in which the student has succeeded throughout the period of study, and the last grade shall be recognized for him/her, and the first grade shall not be included in his/her cumulative average, while it remains visible in his/her academic record.</p> <p>B. If the student fails an elective course, the student may re-study it, or study another elective course, according to his/her study plan, in which case, the grade of the first course shall not be included in his/her cumulative average, while it remains visible in his/her academic record.</p>										
Article (21)	<p>A. The student can submit a request to the Dean of the School for the purpose of reviewing the final grade in any course, on the approved form, within a maximum period of one week after the announcement of the final results.</p> <p>B. The department committee reviews the mark in the presence of the course instructor, and the dean of the school approves the result of the review, based on a recommendation from the school committee, no later than the end of the second week of the semester following the semester in which the student applied for revision.</p>										
Article (22)	The distribution of grades for doctoral courses is as follows:										

	<p>A. (60%) of the course grade shall be allocated to semester work</p> <p>B. (40%) of the course grade shall be allocated to the final exam</p> <p>C. With the approval of the Dean, upon the placement of the School Committee, and the recommendation of the Department Committee, a different distribution of course grades that are mainly practical or research-oriented may be approved.</p>
<p>Cognitive Proficiency Test</p>	
<p>Article (23)</p>	<p>A. The student takes the cognitive proficiency exam after passing (21) credit hours of his/her study plan, and with a cumulative average of at least very good, in order to continue in the program.</p> <p>B. The cognitive proficiency exam is held in the field of specialization and related knowledge, as the exam aims to measure the following:</p> <ol style="list-style-type: none"> 1. The understanding of the student of the basics of his major. 2. Ability of the student to think critically and analytically about issues related to the discipline. 3. The ability of the student to innovate and be creative in solving theoretical and practical problems related to the major <p>C. The cognitive proficiency exam consists of two papers in two days, each takes at least (3) hours.</p> <p>D. The process of preparing and correcting cognitive proficiency exams is limited to those who are at the rank of (Full- Professor) or (Associate-Professor) at the university.</p>
<p>Article (24)</p>	<p>The Department Committee shall:</p> <ol style="list-style-type: none"> A. Organize the cognitive proficiency exam, manage its affairs, determine the areas it covers, indicate references and indicative readings for this, and announce it to the students at least one semester before the date of the exam session. B. Recommend to the School Committee to form a committee of (3) to (5) members with the rank of (Full-Professor) or (Associate-Professor) chosen from the faculty members specialized in the subject of the exam, to develop questions and correct the answers, and the Council issues a decision to form the committee. C. Recommend the results of the exam to the School Committee to be studied and recommend them to the Council for approval.

Article (25)	<p>A. If the student fails the cognitive proficiency exam, he/she can apply for a second time only, and if the student does not pass the second time, he/she will be dismissed from the program.</p> <p>B. The student is given a grade of (pass) or (fail) in the cognitive proficiency exam every time the student takes the exam.</p> <p>C. The cognitive proficiency exam shall be held once during the first semester, once during the second semester, during the fourteenth week of the semester, and may be held again in the fourth week of the summer semester.</p>
Monitoring and dismissal	
Article (26)	<p>The student is placed under monitoring by obtaining academic probation, if his/her cumulative GPA is lower than (very good) in any semester, and the student must remove the probation status within a maximum period of two semesters after that semester.</p>
Article (27)	<p>The student gets dismissed from the doctoral program in the following cases:</p> <ul style="list-style-type: none"> A. If the student fails two or more courses in the same semester B. If the student fails in three courses or more of his study plan during the period of his/her studies. C. If the student fails the same course three times. D. If the cumulative GPA of the student is lower than (very good) at the end of the two semesters following the probation. E. If the cumulative GPA of the student falls below (70%) in any semester. F. If the student is unable to successfully complete the requirements for obtaining the required degree within the time period allowed in these instructions. G. If the student fails the cognitive proficiency exam twice H. If the student fails the dissertation defense. I. If the department committee submits a report to the dean, based on a report from the supervisor of the student, stating the student's non-compliance, or inability to write his/her dissertation. J. If the student commits a violation that requires dismissal of him/her according to the regulations and instructions in force at the

	<p>university, then the student is not entitled to enroll in any other program.</p>
Article (28)	<p>A student who has been dismissed from a program is not allowed to return to the program from which he was dismissed.</p>
<p>Continuity</p>	
Article (29)	<p>A. If the absence of the student exceeds (25%) of the total hours scheduled for any course, he/she shall be deprived of taking the final exam, and the student shall be considered withdrawn from that course, by a decision of the Dean based on the recommendation of the course instructor.</p> <p>B. If the student is absent from the announced final exam with an excuse accepted by the Dean after consulting the course instructor, an (incomplete) grade shall be recorded, and the student along with the instructor shall be informed of this, for the purposes of conducting a make-up exam no later than the end of the second week of the following semester in which the student attends the study.</p> <p>C. The medical excuse shall be supported by a report issued by the medical reference approved by the university, and the student must submit this report to the Dean within a period not exceeding two weeks from the date of the demise of the excuse.</p> <p>D. If the student is unable to remove the (incomplete) result, the grade obtained from the semester work will be assigned to the student.</p>
<p>Withdrawal</p>	
Article (30)	<p>A. A student may withdraw from studying one or more courses within a maximum period of (14) weeks from the start of the semester, and (5) weeks from the start of the summer semester, and a note (withdrawn) for the courses from which the student withdraws shall be recorded in his/her academic record.</p> <p>B. The number of hours assigned to the student shall not be less than the minimum permissible academic load of (3) credit hours, as a result of withdrawal in accordance with these instructions.</p> <p>C. If the absence of the student exceeds (25%) of the prescribed hours in each of the courses registered in the semester with an excuse</p>

	<p>accepted by the Council, the student shall be considered withdrawn from all courses and duly postponed from that semester.</p> <p>D. The student may withdraw from all courses in which the student was enrolled in the semester with the approval of the Dean, based on a placement from the School Committee, and the recommendation from the Department Committee, provided that the withdrawal request is submitted within the period mentioned in paragraph (a) of this article, and in this case, the student is considered duly postponed for that semester.</p> <p>E. A student shall not withdraw from the first semester of his/her enrollment in the program, otherwise the student is considered to be lost his/her seat at the university.</p> <p>F. A student may permanently withdraw from the program, provided that the final withdrawal request is submitted at least two weeks before the date of the final exams.</p>
Article (31)	<p>A. If the student withdraws from any course during the add and drop period, the fees for that course shall be allocated to him/her, and if the student withdraws thereafter, the full credit hour fees for that course shall be deducted.</p> <p>B. If the newly enrolled student or the student registered in one of the semesters withdraws from the university, and informs the university in writing about this, the fees of the credit hours the student registered shall be refunded according to the following mechanism:</p> <ol style="list-style-type: none"> 4. The full credit hour fees shall be reallocated to students who withdraw before the start of the study 5. (50%) of the credit hour fees shall be reallocated to students who withdraw during the first week of study 6. No amount of fees shall be reallocated to students who withdraw after the end of the first week of study <p>C. The fees of the credit hours registered in the semester shall be paid back to the student or his family, by a decision of the Deans Council, in any of the following cases:</p> <ol style="list-style-type: none"> 1. The death of the student during that semester 2. If the health condition of the student does not allow him/her to continue his/her studies at the university, according to a report approved by the university doctor. 3. Fees paid for the semester following the semester in which the student was finally dismissed from the university.

	<p>D. University services allowance or semester fees are not allocated or refunded.</p> <p>E. In any case, the fees of credit hours shall not be reallocated until the completion of the clearance approved by the university.</p>
Postponement	
Article (32)	<p>A. The student may, with the approval of the Dean, postpone his studies for two semesters for the duration of his/her study, and these semesters shall not be counted within the maximum period for obtaining the degree, and the summer semesters are not counted for this purpose.</p> <p>B. Those who postpone their studies shall have spent at least one semester in the program in which they are enrolled.</p> <p>C. The postponement request shall be submitted to the Dean before the start of the study, and if the student is in the stage of preparing the dissertation, the Dean must seek the opinion of the supervisor.</p> <p>D. In special and justified cases, the study may be postponed for a third semester by a decision of the Council based on a placement from the School Committee, and a recommendation from the Department Committee, and this period shall not be calculated from the maximum limit for obtaining a doctorate degree referred to in paragraph (c) of Article (11).</p>
Interruption	
Article (33)	<p>A. If the study begins in any semester, and the student is not registered or postponed for that semester, the student is considered dropped out of study and loses his/her seat, and his/her seat shall not be recovered unless the student submits a compelling excuse accepted by the Council, and the student shall be considered postponed if the excuse is accepted.</p> <p>B. A student may not interrupt the study with an acceptable excuse for more than two consecutive semesters.</p>
Article (34)	<p>A. If a student interrupts his/her studies for one semester or more without an acceptable excuse as mentioned above, his/her registration at the university shall be canceled, the student shall be considered lost seat, and the student shall apply for new admission.</p> <p>B. If the student is accepted in his/her previous major the student keeps his/her full academic record.</p>

	<p>C. In the event that the study plan in force differs upon the return of the student from the study plan on which he/she studied, or if the student is accepted in another major, one semester will be deducted from the maximum duration of study for every (6-12) credit hours of courses that are calculated for the student.</p> <p>D. The period of interruption from the study shall not exceed two years.</p>
Supervision	
Article (35)	<p>A. The student shall apply for the appointment of a supervisor for his/her dissertation during the first semester of joining the program.</p> <p>B. The Council shall issue a decision approving the appointment of the supervisor, based on the placement from the School Committee, and the recommendation from the Department Committee.</p>
Article (36)	<p>A. The student shall not submit a research project that is the subject of his/her dissertation (Proposal) before obtaining approval for his/her request to designate a supervisor for his/her dissertation.</p> <p>B. The student must submit the research project under the subject of his/her dissertation before the end of the second semester of joining the program.</p> <p>C. It is permissible with the approval of the Dean, the placement of the School Committee, the recommendation of the Department Committee, and a proposal from the supervisor, that the student may be granted an additional semester to submit the research project subject.</p> <p>D. If the student is unable to submit a dissertation research project within the time period specified in this article, the student shall be considered withdrawn from the program.</p>
Article (37)	<p>A. The student presents the research project subject of his/her dissertation to the department committee, and discusses it in the presence of his/her supervisor, and post-graduate students are allowed to attend.</p> <p>B. The Council issues a decision approving the title of the dissertation and its research project, based on the placement from the School Committee, and the recommendation from the Department Committee.</p>

	<p>C. The student shall not register the dissertation hours before or during the semester in which the student gets a supervisor for his/her dissertation, or if his cumulative GPA is less than (very good).</p> <p>D. Dissertation hours shall be recorded with the approval of the Dean, based on the recommendation of the main supervisor.</p>
Article (38)	<p>The main supervisor shall meet the following conditions:</p> <p>A. To be a faculty member at the university or at one of the German partner universities.</p> <p>B. To be a full-professor or associate-professor, and has two published research papers or accepted for publication in refereed and classified scientific journals, or refereed books in the field of specialization, in the last (5) years.</p>
Article (39)	<p>The Dean may nominate a co-supervisor from among the faculty members of the university or one of the German partner universities, provided that he/she holds a doctorate degree, upon the placement of the School Committee, the recommendation from the Department Committee, and a proposal from the supervisor. In special and justified cases, it may be from other universities.</p>
Article (40)	<p>A. The maximum number of dissertations supervised by a faculty member at the university at the same time according to the academic rank is (6) dissertations for a full professor, and (4) dissertations for an associate professor.</p> <p>B. The maximum number of dissertations in which a faculty member is a co-supervisor at the same time according to academic rank is (6) dissertations for a full professor, and (4) dissertations for an associate professor.</p>
Article (41)	<p>A. The single supervisor shall be counted for each dissertation supervised by a load of (1) credit hour per semester, starting from the beginning of the semester following the semester in which he/she was appointed as a supervisor, and not more than six semesters, and in the case of a co-supervisor, the credit hour shall be divided equally between them.</p> <p>B. The maximum supervision load for a faculty member at the same time according to the academic rank is (6) credit hours for a full professor, and (6) credit hours for an associate professor.</p>

Article (42)	<p>A. It is permissible, for justified reasons, to change the supervisor without changing the research project subject of the dissertation, provided that the current supervisor of the student approves, in the same manner in which the current supervisor was appointed, in which case the load of the new supervisor shall be deducted from what was calculated for the previous supervisor.</p> <p>B. For justified reasons, the supervisor and the research project subject of the dissertation may be changed, subject to the approval of the supervisor of the student, or the research project subject of the dissertation only, in the same manner in which he/she was appointed, or in the same manner in which the research project subject of the dissertation was approved, no later than the end of the fourth semester of the enrollment of the student in the program, and the note (withdrawn) shall be recorded for all hours of the dissertation registered by the student before changing the research project subject of the dissertation.</p> <p>C. With the approval of the Dean based on a proposal from the supervisor, and upon the placement of the Department Committee, and the recommendation of the School Committee, and for justified reasons, the title of the research subject of the dissertation may be modified.</p> <p>D. The Council shall decide on any disputes between the supervisor and the student.</p>
Article (43)	<p>The Council, based on a placement from the School Committee and the recommendation from the Department Committee, approves that the faculty member who has sabbatical leave, secondment, leased, or leave without payment, or whose service at the university has ended, continues to supervise the dissertation of the student or participate in supervision.</p>
Dissertation	
Article (44)	<p>A. The student writes his/her dissertation under the supervision of his/her supervisor and co-supervisor (if present), and after completing its preparation, the supervisor prepares a report on the scientific and linguistic readiness of the dissertation and its compliance with scientific integrity.</p> <p>B. The percentage of citations in the dissertation shall not exceed (30%) using the citation detection software approved at the university.</p>

	<p>C. The student authorizes the university in writing the right to use the dissertation in whole or in part, for the purposes of research and scientific exchange.</p>
<p>Article (45)</p>	<p>A. The doctoral dissertation shall be written in English, or in German (for majors that require it).</p> <p>B. The dissertation shall be accompanied by two abstracts, one in the language of the dissertation, and the other in Arabic, thus that neither of the abstracts exceeds (350) words.</p> <p>C. The abstracts shall not include more than (10) keywords, for the purposes of indexing.</p>
<p>Article (46)</p>	<p>A. cover of the dissertation shall be according to a form prepared by the Deanship of Graduate Studies and includes the following:</p> <ol style="list-style-type: none"> 1. The university logo. 2. The name of the university. 3. The name of the school to which the program belongs. 4. The name of the department to which the program belongs. 5. The dissertation title. 6. The name of the applicant as officially registered at the university. 7. The following statement: <i>A Dissertation Submitted in Partial Fulfillment of the Requirements for the Degree of Doctor of Philosophy in the German Jordanian University</i> 8. Name of supervisor and co-supervisor, if any. 9. Date of discussion. <p>B. The title page shall be according to a form prepared by the Deanship of Graduate Studies, which includes the following:</p> <ol style="list-style-type: none"> 1. The university logo. 2. The name of the university. 3. The name of the school to which the program belongs. 4. The name of the department to which the program belongs. 5. The dissertation title. 6. The name of the applicant as officially registered at the university. 7. The following statement: <i>A Dissertation Submitted in Partial Fulfillment of the Requirements for the Degree of Doctor of Philosophy in the German Jordanian University</i> 8. Name of supervisor and co-supervisor, if any.

	<p>9. Names of the discussion committee.</p> <p>10. Date of discussion.</p>
<p>Article (47)</p>	<p>A. The dissertation shall be submitted as a hard copy on A4 measuring paper.</p> <p>B. The dissertation shall be written in Times New Roman font and the font size is (12 points) for Latin characters and (14 points) for Arabic letters.</p> <p>C. Applying a space and a half between the two lines.</p> <p>D. Applying a margin of (3.5) cm on the left of the page and each of the other margins is (2.5) cm.</p> <p>E. The program follows one method in organizing the parts of the dissertation, according to the methods of scientific research, developing footnotes, and fixing references and indexes, according to forms prepared and distributed by the school committee to its post-graduate students.</p> <p>F. If the student includes maps, photographs, tables, or any other data or drawings, the materials used should be of a type that ensures that they remain in good condition, and be identical in all copies of the dissertation.</p>
<p>Article (48)</p>	<p>A. The student shall deposit two hard copies of the dissertation at the Deanship of Graduate Studies, signed by the members of the defense committee after making the amendments requested, and it shall be bound according to the specifications of the university library.</p> <p>B. One copy shall be sent to the school and one copy to the university library.</p> <p>C. The student shall deposit at the Deanship two electronic copies of the dissertation, written statements and programs, etc., on two computer disks integrated with the specifications requested, and one of the copies shall be sent to the university library, and the deposit shall be duly documented.</p> <p>D. The student and the supervisor submit an acknowledgment that the content of the hard copies and electronic copies are identical.</p> <p>E. The Deanship, in coordination with the University Library, publishes the university dissertation on the website of the library and may be published on a local, regional or international database in agreement with one of the publishers.</p>

Dissertation Defense

Article (49)	<ul style="list-style-type: none">A. The Dean of the school shall address the Dean to proceed with the defense procedures, based on the placement of the School Committee, and the recommendation of the Department Committee, attaching an electronic copy of the dissertation.B. The Dean shall nominate an external evaluator, to whom a copy of the dissertation shall be sent anonymously without the names of the student and the supervisor, for the purposes of expressing his/her opinion in writing on its validity for defense, according to the form prepared by the Deanship for this purpose, provided that the evaluator shall be a specialist in the subject of the scientific dissertation, and holds the rank of (full-professor), and the arbitration period does not exceed (4) weeks.C. In light of the external report of the evaluator, and after consulting the opinion of the supervisor, the Dean shall issue a decision specifying the date of the defense and the members of the defense committee.D. The dissertation shall be submitted to the members of the defense committee (4) weeks before the date of the defense.E. If the external evaluator expresses an opinion that the dissertation is not valid for defense, the dissertation shall be returned to the student, and the student has the right to submit it again in the following semester.
Article (50)	<p>The defense committee consists of:</p> <ul style="list-style-type: none">A. Supervisor / Chairman.B. Co-supervisor, if any.C. At least two faculty members from the university who meet the conditions of supervision.D. A member from outside the university with the rank of a full professor who is specialized in the subject of the dissertation.
Article (51)	<p>The dissertation defense shall be as follows:</p> <ul style="list-style-type: none">A. The student presents a summary of his/her dissertation in a seminar open to attendees.B. The head of the Committee shall conduct the discussion in a closed session, and after its completion, the Committee shall discuss, except for the main and co-supervisor for deliberation, and shall decide, by a majority of votes, one of the following results:<ul style="list-style-type: none">1. Pass without modifications.

	<ol style="list-style-type: none"> 2. Pass with minor amendments, in which case the student must amend his/her dissertation within a period not exceeding two weeks from the date of the defense, and present it to the defense committee for approval. 3. Substantial amendments in this case, the student must amend his/her dissertation within a period not exceeding four months from the date of the defense and re-defense, and the student is considered pass if the defense committee approves the dissertation, otherwise, the defense is considered as fail. 4. Fail in which case the student is considered dismissed from the program. <p>C. The decision of the defense committee is adopted by the Council.</p> <p>D. The discussion takes place in the presence of the head of the department in which the dissertation was prepared, and a proctor with the rank of a (full-professor) selected by the dean, each of whom prepares a report on the progress of the defense to be submitted to the deanship.</p> <p>E. The deadline for discussing the doctoral dissertation shall be the end of the 14th week in either of the first and second semesters or the end of the 5th week in the summer semester.</p>
Article (52)	<ol style="list-style-type: none"> A. The student must defend the doctoral dissertation during the six semesters following the semester in which the research project endorses the dissertation topic. B. With the approval of the Council and upon the placement of the School Committee and the recommendation of the Department Committee, and for justified reasons, the deadline for defending the dissertation may be extended for an additional semester. C. The student shall not defend the doctoral dissertation in the semester in which he/she approves his/her research project and may defend it in the following semester. D. The student under observation shall not discuss the doctoral dissertation.
Article (53)	<p>In order to graduate, the student shall participate in at least one refereed scientific conference, in addition, to publishing a research paper (or its acceptance for publication), prepared by the student through the research the student carried out in his/her dissertation with the supervisor in a</p>

	<p>specialized international scientific journal with classification, and indexed in one of the following international databases:</p> <ul style="list-style-type: none"> • Web of Science (Clarivate) • Scopus
Awarding a PhD	
Article (54)	<p>A. The doctoral degree shall be granted by a decision of the Deans Council based on a placement from the Council, the recommendation from the Department and School Councils and on its determined dates.</p> <p>B. The minimum overall grade for the student as per the GPA for the doctoral degree shall be very good.</p> <p>C. Whoever completes the requirements for obtaining a doctoral degree receives from the university a certified transcript, a certified certificate and the appendix of the qualified certificate, after completing the clearance procedures from the university.</p>
Teaching Assistance Grants and Research Assistance Grants	
Article (55)	The University Council approves the allocation of an annual amount in its budget for grants and rewards for outstanding postgraduate students, based on the placement of the Council deriving from the recommendations of both school and department councils.
Article (56)	<p>The grants mentioned in these Instructions shall consist of:</p> <ul style="list-style-type: none"> A. Teaching Assistance Grant. B. Scientific Research Assistance Grant.
Article (57)	<p>The conditions to be met to apply for the grants shall be as follows:</p> <ul style="list-style-type: none"> A. Average <ul style="list-style-type: none"> 1. The cumulative average of the applicant should not be less than (excellent) for postgraduate students enrolled at the university, and the applicant shall not have been enrolled in the university for more than two semesters except for the summer semester.

	<p>2. The cumulative GPA of the master's degree for new students applying for admission to postgraduate programs at the university shall not be less than (excellent).</p> <p>B. The student shall not have been subjected to any disciplinary sanction.</p> <p>C. The student shall not be committed to any other party.</p> <p>D. The student shall not be a recipient of any other grant from the university.</p> <p>E. The student shall not be a holder of any other grant from outside the university, under which he/she receives a financial reward and performs tasks other than studying at the university.</p> <p>G. The student shall commit to studying full-time, work at the university, and carry out the tasks assigned to him/her for the entire duration of the grand.</p>
<p>Teaching Assistance Grant</p>	
<p>Article (58)</p>	<p>The Teaching Assistance Grant is a grant provided by the University to outstanding students to work, as teaching assistants in the academic departments of the University, according to the major of the student and experience, and the duration of the grant shall be three years, including summer semesters. The grant includes:</p> <p>A. Credit hour fees for the student with a maximum of (9) credit hours for the semester, and (6) credit hours for the summer semester and a maximum number of hours of the study plan.</p> <p>B. A reward of (600) dinars per month subject to regulations and instructions.</p>
<p>Article (59)</p>	<p>Subject to the provisions of Article (57) of these Instructions, teaching assistance grants may be provided to new students from the first semester of their enrollment in the program, provided that their cumulative GPA in the master's degree is not less than (excellent), and priority is given to university graduates, and by a decision of the Council, based on a placement from the School Council, and a recommendation from the Department Council.</p>
<p>Article (60)</p>	<p>A. The student who is awarded the Teaching Assistance Grant is obligated to work in an academic department as a teaching assistant, working 30 hours per week, including (9-12) hours in teaching, or</p>

	<p>supervising laboratories during the semester, including the summer semester.</p> <p>B. The tasks assigned to the grant student include correcting semester work, proctoring of exams for undergraduate students, and contributing to the development of leadership and innovation at the university.</p> <p>C. The grant shall be renewed quarterly by a decision of the Council based on a performance report from the Head of the Department and the Dean of the School, to be submitted to the Deanship two weeks before the start of the study in the semester following the grant.</p> <p>D. Despite what is stated in this article, the President may assign the teaching assistant to perform any other tasks.</p>
Article (61)	<p>A. The school provides the Deanship with the number of teaching assistance grants needed 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 the council sends its recommendation to the President of the University for approval according to the allocations due for grants in the budget.</p> <p>B. The Deanship announces grants for all Ph.D. students at the university and students applying for admission to any of the doctoral programs at the university three months before the start of the academic year.</p> <p>C. Applications for grants shall be submitted to the Deanship.</p> <p>D. The Council shall issue a decision approving the names of the candidates for the grant based on the placement from the School Committee and the recommendation from the Council of the Department incubating the grant.</p>
Scientific Research Assistance Grant	
Article (62)	<p>The Scientific Research Assistance Grant is a grant provided by the university to outstanding students to work as research assistants in research projects carried out by researchers from the faculty members at the university according to the major and experience of the student, and the duration of the grant shall be one year (12 months). The grant includes:</p> <p>A. Credit hour fees with a maximum of (9) credit hours for the semester and (6) credit hours for the summer semester, with a maximum number of hours of the study plan.</p>

	B. A reward of (600) dinars per month subject to regulations and instructions.
Article (63)	The student awarded the Research Assistance Grant is committed to working on a research project for (30) hours per week.
Article (64)	<p>A. The Deanship of Scientific Research provides the Deanship with the vacancies of research assistants, based on research projects submitted by faculty members at the university to the Deanship of Scientific Research.</p> <p>B. The Deanship announces research assistant vacancies for all PhD students at the university and students applying for admission to any of the doctoral programs at the university.</p> <p>C. Applications for grants shall be submitted to the Deanship.</p> <p>D. The Dean issues a decision approving the names of the candidates for the grant based on a placement from the main researcher in the research project and a recommendation from the Dean of Scientific Research.</p> <p>E. The grant shall be renewed quarterly upon the placement of the researcher, based on a performance report, two weeks before the start of the study in the semester following the grant.</p> <p>F. The grant shall be paid monthly according to the regulations and instructions.</p>
Article (65)	<p>A. The student applying to either grant must submit a financial guarantee determined by the Financial Department, equivalent to the value of the grant for one semester (fees of (9) credit hours + (4) months reward).</p> <p>B. In the event that the grant is suspended during the semester and before the completion of the student assigned to it in that semester for any of the reasons stipulated in Article (67), the financial guarantee becomes a right of the University.</p>
Article (66)	The student who receives a grant shall bear the credit hour fees for the courses from which he withdraws or fails.
Article (67)	<p>A. The grant shall be suspended by a decision of the Dean in any of the following cases:</p> <p>B. If the student who received the (Teaching Assistance Grant) does not comply with the teaching tasks or any other tasks assigned to</p>

	<p>him, or it turns out that he/she is incompetent, upon the placement of the School Council and the recommendation of the Department Council that incubates the grant.</p> <p>C. If the student who received a grant (scientific research assistance) does not comply with the tasks assigned to him/her or is incompetent, upon the placement of the main researcher, and the recommendation of the Dean of Scientific Research at the university.</p> <p>D. The grade of the cumulative average of the grant recipient is lower than (excellent) for two consecutive semesters or (very good) in any semester.</p> <p>E. Postponing studies or withdrawing from the university.</p> <p>F. The student receives a disciplinary penalty of a warning level or higher.</p> <p>G. Canceling the registration of the student, or dismissing him/her from the program or from the university.</p> <p>H. The student commit to work outside the university.</p>
<p>Scientific misconduct</p>	
<p>Article (68)</p>	<p>A. The University shall cancel the awarded Ph.D. degree in the event that it is proven that there has been fatal scientific misconduct committed by the student, and the scientific misconduct includes any of the following:</p> <p>B. Proven fraud or scientific plagiarism in the doctoral dissertation</p> <p>C. Proven falsification of data in the doctoral dissertation</p> <p>D. It is proven that a third party wrote parts of the dissertation</p> <p>E. It is proven that a third party has carried out any work related to the dissertation without the consent of the supervisor.</p>
<p>Article (69)</p>	<p>A. To cancel the degree, unquestionable evidence shall be submitted to the Deanship, and the Council shall form a committee to verify the evidence within a period not exceeding three months from its receipt.</p> <p>B. If, based on the report of the verification committee, the Council considers that the evidence is conclusive, and is convinced of the reasons for the cancellation of the grade, the Council shall submit a recommendation to the Deans Council to study the case and take the appropriate decision.</p>

	C. Degree cancellation procedures must commence within (3) months of the Deanship receiving documented evidence of fatal scientific misconduct.
Article (70)	In the event of scientific misconduct committed by the student in any of the coursework by the student at the university, the student is considered failed that course.
Article (71)	If any scientific papers extracted from the doctoral dissertation are published, the name of the student as a principal investigator shall show his affiliation with the university, in addition to the name of the supervisor and co-supervisor (if any), and in the event of failure, it is considered scientific misconduct for which the offending party is responsible.
Alternative Course and Equivalent Course	
Article (72)	If the graduation of the student is interrupted by a compulsory course because it is not offered, or because of an unresolvable conflict in his/her study program, the Dean may, upon a placement from the Department Committee, approve that the student studies another course as an alternative of the same level, provided that the Director of Admission and Registration notifies this in writing, before the end of the add and drop period for that semester.
Article (73)	<p>A. The student may, with the approval of the Dean, and upon the placement of the Department Committee, study a course at the university as an equivalent course, provided that it is equal to the original course in the number of credit hours and that its content is similar to the content of the original course by no less than (80%).</p> <p>B. A larger number of equivalent courses may be calculated in the event of changing the study plan of the program, according to the schedules approved by the Dean based on a placement of the School Council and the recommendation of the Department Committee.</p>
General provisions	
Article (74)	The Council determines the minimum number of students enrolled in each of the courses offered in the program.

Article (75)	A. These instructions apply to students admitted after the first semester 2022-2023. B. The Deans Council shall decide on cases not provided for in these instructions.
Article (76)	The President, the Dean, and the Director of Admissions and Registration are responsible for carrying out these instructions.