

Instructions for Awarding the Higher Diploma Degree at the German Jordanian University

Article 1	These instructions are called the “ The Instructions for Awarding the Higher Diploma Degree at the German Jordanian University ” Issued Under Article (9) of the Graduate Studies Regulation of the German Jordanian University No. (57) of 2008 and shall come into force starting from the first semester of the 2024/2025 academic year in accordance with the University Council decision no. (180/2023/2024) dated 27/2/2024.
Article 2	<p>The following terms and phrases have the meanings specified below, 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 University’s schools.</p> <p>The Department: Any academic department offering Higher Diploma programs.</p> <p>The Council: The Graduate Studies Council 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: The Higher Diploma program at the University.</p> <p>The Student: A Higher Diploma student.</p> <p>The Remedial Course: Any course at a level lower than the Higher Diploma, required to meet the knowledge base for the Higher Diploma program.</p>
Higher Diploma Programs	
Article 3	<p>A. To obtain the Higher Diploma at the University, a minimum of 24 credit hours must be completed according to the study plan of each program.</p> <p>B. Each study plan has a guideline indicating the standard study duration based on the student's load, which includes attending lectures, self-study, and preparation for exams for each course, calculated according to the European Credit Transfer and Accumulation System (ECTS), where each credit point represents 30 hours of student load, or as determined by the study plan.</p> <p>C. Each program’s study plan consists of:</p> <ol style="list-style-type: none"> 1. Compulsory courses at least 15 credit hours. 2. Elective courses a maximum of 9 credit hours. <p>D. In addition to what mentioned in these instructions, the instructions and decisions of the Higher Education Council related to awarding the Higher Diploma must be observed and are considered conditions for graduation and obtaining the degree.</p>
Article 4	A. When courses are listed as “Studies” or “Special Topics” or similar in study plans, only one such course is counted for the student, even if different subjects are involved.

	<p>B. With the Dean’s approval based on a placement from the school committee and a recommendation from the Department Committee, a student may take only one course from another Higher Diploma or Master’s program that is related to their study plan, and it will be counted as an elective course.</p>
	Admission
Article 5	<p>At the beginning of each academic year, the Council, based on a placement from the School Council and a recommendation from the Department Council, determines the following:</p> <p>A. The number of students to be admitted to each program.</p> <p>B. The appropriate academic degree and majors required for admission to Higher Diploma programs.</p> <p>C. The minimum number of students to be admitted to any of the Higher Diploma programs.</p>
Article 6	<p>A. Applications for admission to Higher Diploma programs must be submitted during the period specified by the Council, accompanied by all necessary supporting documents.</p> <p>B. The Dean issues lists of accepted students into the Higher Diploma programs based on placement from the School Council and the recommendation of the Department Council.</p>
Article 7	<p>The admission requirements for each program are detailed in its study plan and include:</p> <p>A. The student must hold a bachelor’s degree with at least a “Good” grade (or equivalent) from a recognized university.</p> <p>B. If the student holds a bachelor’s degree with a “Pass” grade or its equivalent, they may enroll in Higher Diploma programs provided they study 3 specific courses designated by the department, which are the same for all applicants to that major (during the first semester of admission). The student must pass each course with a grade of at least 70% to become a regular student, and these grades will be counted towards their study plan. Failure to meet this requirement results in expulsion from the program.</p> <p>C. The student’s undergraduate study must be regular study.</p> <p>D. The student’s major must fall within the acceptable majors for the program they wish to join, as outlined in Article (5) paragraph (b).</p> <p>E. The total number of hours the student will study for the Higher Diploma, added to the hours studied for the bachelor’s degree, must equal at least 236 ECTS credits according to the Bologna system.</p> <p>F. The student must provide proof of passing a foreign language proficiency test (English: TOEFL, IELTS) according to the decisions of the Higher Education Council. For programs requiring German, passing the German language proficiency test (TestDaF or OnSet: Level B2) is required.</p> <p>G. Upon the Department Committee’s proposal, the School Committee’s recommendation, and the Deans’ Council decision, additional criteria for selection may be applied, such as a competitive exam for applicants, but this cannot exceed 20% of the selection criteria.</p> <p>H. A personal interview for applicants to be conducted.</p>
Article 8	<p>A. If the student fails to meet the English language requirement or does not achieve the required grade for their desired major, they must complete a preparatory program at the University worth 6 credit hours and achieve the required grade for their major during the first semester of joining the program. The preparatory program grade does not affect the student’s cumulative GPA.</p>

	<p>B. No other courses can be registered alongside the preparatory program, and this semester does not count towards the maximum or minimum duration required for the Higher Diploma as mentioned in Article (11).</p> <p>C. If the student fails the preparatory program, their admission to the program is automatically canceled.</p>
Article 9	<p>A. The department committee may require the student to take up to 6 credit hours of remedial undergraduate courses upon acceptance, which will be included on the acceptance form.</p> <p>B. Remedial credit hours do not count towards the required credit hours for the Higher Diploma, and their grades do not affect the student’s cumulative GPA. They are recorded as “Pass” or “Fail.”</p> <p>C. The student must pass the remedial courses by the end of the second semester of joining the program. The summer semester does not count towards this period, and failure to pass within the specified time results in automatic cancellation of admission.</p>
Article 10	<p>A student who withdraws from the University may be readmitted within two years of withdrawal, with all previously completed courses counted, and all terms studied counted towards the maximum period for obtaining the Higher Diploma as mentioned in Article.(11)</p>
	Study Duration and Load
Article 11	<p>A. The academic year consists of two regular semesters, each lasting 16 weeks, and summer studies are optional, in accordance with general accreditation instructions and standards for graduate programs and the decisions of the Higher Education Council.</p> <p>B. The minimum study duration required for the Higher Diploma is two semesters.</p> <p>C. The maximum duration to obtain the Higher Diploma is 4 semesters, extendable by up to two additional semesters with the Council’s approval, based on the School Committee’s placement and the Department Committee’s recommendation.</p> <p>D. The summer semester does not count towards the minimum or maximum duration of study, nor for probation or warning purposes</p>
Article 12	<p>A. The minimum workload for a regular semester is 6 credit hours, and the maximum is 9 credit hours.</p> <p>B. The maximum number of credit hours for the summer semester is 6 credit hours.</p> <p>C. In special cases, with the Dean’s approval, based on the School Committee’s placement and the Department Committee’s recommendation, the minimum or maximum limits may be exceeded by up to 3 credit hours.</p>
	Transfer, Equivalency, and Course Calculation
Article 13	<p>A. A student may transfer from one program to another within the University, provided all admission conditions in Article (7) are met, with the Council’s approval based on the School Council’s placement and the Department Council’s recommendation of the new program.</p>

	<p>B. Up to 9 credit hours of courses from the previous program may be counted, provided that each course has a grade of at least “Very Good,” and these grades are included in the student’s new GPA.</p> <p>C. One semester is deducted from the maximum study duration for each 6-12 credit hours counted in the new program.</p>
Article 14	<p>A. A student may transfer from another recognized university to a similar program at the University, provided all admission conditions in Article (7) are met, and there are vacancies in the program, with the Council’s approval based on the School Council’s placement and the Department Council’s recommendation.</p> <p>B. Courses from another university must be equivalent in content, level, and credit hours to courses in the University’s curriculum, with a grade of at least “Very Good” or “B” or its equivalent and must have been completed within the last 3 years.</p> <p>C. The number of credit hours transferred cannot exceed 9 credit hours, and these courses do not affect the student’s new GPA.</p> <p>D. One semester is deducted from the maximum study duration for each 6-9 credit hours studied at the previous university and counted in the new program.</p>
Article 15	<p>A. For joint programs or dual degrees within the University or with another university, the student enrolled in these programs is exempt from the requirements of Article (14) paragraph (c) and must adhere to the conditions specified in the memorandum of understanding or agreement related to these programs.</p> <p>B. A student enrolled in a Higher Diploma program with focused majors (Sub) may transfer from one major to another within the University once.</p> <p>C. All shared courses between the old and new majors as mentioned in paragraph (a) and (b) of this article will be counted towards the GPA.</p>
Article 16	<p>In special and justified cases, with the Dean’s approval based on the placement from the relevant School Dean and the recommendation from the Department head, a course may be offered for two weeks or more, provided the total lecture hours during this period are not less than the total lecture hours in a regular semester.</p>
Article 17	<p>Taking into account what was mentioned in paragraph (b) of Article (14): A student may enroll in up to 6 credit hours in a similar program at another university, provided that the following conditions are met:</p> <p>A. Prior approval from the Dean based on the placement of the School Committee and a recommendation from the Department Committee.</p> <p>B. The student must not have had courses from another university counted towards their degree.</p> <p>C. The student must be currently enrolled or postponed at the university.</p> <p>D. If the student is postponed, one semester will be deducted from the maximum allowed study period for each 6 credit hours studied at another university and counted towards their study plan.</p>
Article 18	<p>A. In addition to the hours mentioned in Article (17), a student may take a semester with up to 9 credit hours in a similar program at one of the partner German universities, provided that:</p> <ol style="list-style-type: none"> 1. Prior approval from the Dean based on the placement of the School Committee and the recommendation of the Department Committee.

	<p>2. The student must be enrolled at the university, and the credit hours earned at the partner German universities will be considered as registered at the university, with results recorded as either (Pass) or (Fail) for those courses.</p> <p>B. If there are joint programs with a German university, additional semesters may be studied at the partner German university according to the conditions outlined in the Memorandum of Understanding.</p>										
	Grades and Examinations										
Article 19	<p>A. A passing grade for each course in the high diploma program is 70%, including remedial courses.</p> <p>B. The student's overall grade is determined based on the cumulative GPA, according to the following table:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Grade</th> <th>Rating</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 cumulative GPA required to earn the high diploma is (Good).</p> <p>D. Remedial courses are graded as either (Pass) or (Fail).</p>	Grade	Rating	70_Less than 76	Good	76_Less than 84	Very Good	84_Less than 92	Excellent	92_100	Excellent with Honors
Grade	Rating										
70_Less than 76	Good										
76_Less than 84	Very Good										
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Article 20	<p>A. To improve their GPA, a student may retake up to 3 credit hours of courses which they previously passed during their studies. The most recent grade will be counted, while the previous grade will not affect the GPA and will remain on the academic record.</p> <p>B. If a student fails an elective course, they may retake it or take another elective course as per their study plan. In this case, the grade for the first course will not be included in the GPA, and it will remain on the academic record.</p>										
Article 21	<p>A. The student can submit a request to the Dean for a review of the final grade in any course, using the approved form within one week of the final results announcement.</p> <p>B. The Department Committee will review the grade with the course instructor present, and the Dean will approve the review results based on the recommendation of the School Committee, within a maximum of the end of the second week of the following semester.</p>										
Article 22	<p>Grade Distribution for High Diploma Courses:</p> <p>A. 60% of the course grade is allocated to the semester's coursework.</p> <p>B. 40% of the course grade is allocated to the final exam.</p> <p>C. With the Dean's approval, based on the placement of the School Committee and the recommendation of the Department Committee, a different grade distribution may be applied for courses with a practical or research-oriented nature.</p>										
	Monitoring and Dismissal										

Article 23	A student will be placed on academic probation if their cumulative GPA falls below Good in any semester, and they must remove this probationary status within a maximum of two semesters thereafter.
Article 24	A student will be dismissed from the high diploma program in the following cases: A. If they fail two or more courses in the same semester. B. If they fail three or more courses from their study plan during their study period. C. If they fail the same course three times. D. If their cumulative GPA falls below (Good) at the end of the two semesters following probation. E. If their cumulative GPA falls below (60%) in any semester. F. If they are unable to complete the requirements for the degree within the allowed time frame according to these regulations. G. If they commit an offense warranting dismissal according to the university's regulations and instructions, in which case they are not permitted to join any other program.
Article 25	Students dismissed from the program are not permitted to return to the same program.
	Attendance
Article 26	A. If a student's absence exceeds 25% of the total hours for any course, they are barred from the final exam and are considered to have withdrawn from that course, as decided by the Dean based on the recommendation of the course instructor. B. If a student misses the final exam with a valid excuse approved by the Dean after consulting the course instructor, they will be given a grade of (Incomplete) and will be notified to take a makeup exam within a maximum of the end of the second week of the next semester in which they are enrolled. C. A medical excuse must be supported by a report from the university's designated medical authority, and the student must submit this report to the Dean within two weeks of the end of the excuse period. D. If the student is unable to resolve the (Incomplete) status, the grade from the semester's coursework will be recorded.
	Withdrawal
Article 27	A. A student may withdraw from one or more courses within a maximum of 14 weeks from the start of the semester and 5 weeks from the start of the summer semester. A note of (Withdrawn) will be recorded on the student's academic record for the courses from which they withdrew. B. The number of registered credit hours for the student must not fall below the minimum permissible load of 3 credit hours as a result of withdrawal according to these instructions. C. If a student's absence exceeds 25% of the hours required for all registered courses in a semester with an acceptable excuse, they are considered withdrawn from all courses and are automatically deferred for that semester. D. A student may withdraw from all registered courses in a semester with the Dean's approval based on the placement of the School Committee and the recommendation of the Department Committee, provided the withdrawal request is made within the timeframe specified in Paragraph (A) of this article. In this case, the student will be automatically postponed for that semester.

	<p>E. A student is not permitted to withdraw from the first semester of their enrollment in the program; otherwise, they will be considered to have lost their seat at the university.</p> <p>F. A student may permanently withdraw from the program, provided the final withdrawal request is submitted at least two weeks before the final exams.</p>
Article 28	<p>A. If a student withdraws from a course during the add/drop period, they will be credited the course fee. If they withdraw after this period, the full fee for the credit hours of that course will be deducted.</p> <p>B. If a new student or one enrolled in a semester withdraws from the university and notifies the university in writing, the following fee refund policy will apply:</p> <ol style="list-style-type: none"> 1. Full credit hours fees are charged for students who withdraw before the start of classes. 2. 50% of the credit hours fees are charged for students who withdraw during the first week of classes. 3. No refund is provided for students who withdraw after the first week of classes. <p>C. Fees for credit hours registered in a semester will be refunded to the student or their family by a decision of the Deans' Council in the following cases:</p> <ol style="list-style-type: none"> 1. If the student dies during that semester. 2. If the student's health condition prevents them from continuing their studies at the university, supported by a report from the university doctor. 3. Fees paid for the semester following the one in which the student was permanently dismissed from the university. <p>D. Fees for credit hours registered in a semester will be refunded if the student's health condition prevents them from continuing their studies in a particular semester, based on a decision of the Deans' Council supported by a report from the university doctor.</p> <p>E. No refund or credit is given for university services or semester fees.</p> <p>F. Under no circumstances are fees for credit hours refunded without completing the university's clearance process.</p>
	Postponement
Article 29	<p>A. A student may postpone their studies for one semester with the Dean's approval throughout their study period. This semester will not be counted towards the maximum duration allowed for earning the degree, and summer semesters are not considered for this purpose.</p> <p>B. A student requesting postponement must have completed at least one semester in the program they are enrolled in.</p> <p>C. The postponement request must be submitted to the Dean before the start of the semester.</p> <p>D. In special and justified cases, a second semester of postponement may be granted by a decision of the council based on the placement of the School Committee and the recommendation of the Department Committee, and this period will not count towards the maximum duration for obtaining the high diploma mentioned in Paragraph (C) of Article (11).</p>
	Interruption

Article 30	<p>A. If a semester begins and the student is not registered or on postponement for that semester, they will be considered to have interrupted their studies and lost their place, and their place will only be reinstated if they provide a valid excuse accepted by the council. They will be considered postponed automatically if the excuse is accepted.</p> <p>B. A student may not interrupt their studies with an acceptable excuse for more than two consecutive semesters.</p>
Article 31	<p>A. If a student interrupts their studies for one semester or more without an acceptable excuse as stated above, their registration at the university will be canceled, and they will be considered to have lost their seat. They must submit a new application for admission. B. If the student is readmitted to their previous major, their academic record will be retained in full.</p> <p>C. If the study plan in effect upon the student's return differs from the plan they were studying under or if they are admitted to a different major, one semester will be deducted from the maximum allowed study period for every 6-9 credit hours of courses that are counted for the student.</p> <p>D. The period of interruption may not exceed two years.</p>
Awarding the High Diploma Degree	
Article 32	<p>A. The higher diploma degree is granted by a decision of the Deans' Council, based on a recommendation from the council and the recommendation of both the School Council and the Department Council, and according to the scheduled dates.</p> <p>B. The minimum overall grade required for obtaining the higher diploma degree, based on the cumulative GPA, is (Good).</p> <p>C. Anyone who completes the requirements for obtaining the higher diploma degree will receive a certified transcript, an attested certificate, and diploma supplement from the university, after completing the university's clearance procedures.</p>
Academic Misconduct	
Article 33	<p>In cases of academic misconduct by the student in any of the courses they are enrolled in at the university, the student will be automatically considered to have failed that course.</p>
Alternative and Equivalent Courses	
Article 34	<p>If a student's graduation depends on a required course that is not offered or due to a scheduling conflict that cannot be resolved in their study plan, the Dean, based on the recommendation of the Department Committee, may approve that the student take another course of the same level as a substitute. The student must notify the Admission and Registration Director in writing before the end of the add/drop period for that semester.</p>
Article 35	<p>A. With the Dean's approval and the Department Committee's placement, a student may take a course at the university as an equivalent course, provided that it matches the original course in credit hours and that its content is similar to at least 80% of the original course.</p>

	B. A larger number of equivalent courses may be counted if the study plan is revised, according to tables approved by the Dean based on the placement of the School Council and the recommendation of the Department Committee.
	General Provisions
Article 36	The council will set the minimum number of students required for each course offered in the program.
Article 37	A. These instructions apply to students admitted starting from the beginning of the academic semester 2024/2025. B. The Deans' Council will decide on any matters not explicitly covered by these instructions.
Article 38	The President, the Dean, and the Admission and Registration Director are responsible for implementing these regulations.