

**German Jordanian University Regulations for Granting Master's Degree
Issued in accordance with article (9) of the Higher Studies Bylaw at the
German Jordanian University No. (57) for the year 2008**

Article (1) These regulations shall be named “German Jordanian University Regulations for Granting Master's Degree” and are effective as of the second semester of the academic year 2011/2012.

Article (2) The following terms and expressions shall have the meanings assigned below, unless the context states otherwise.

University: German Jordanian University.

The President: President of the University.

Deanship: Deanship of Graduate Studies at the University.

Dean: Dean of the Deanship of Graduate Studies at the University.

School: The School to which the Department offering graduate studies program belongs to.

Department: Any academic department offering graduate studies program.

Council: Council of Graduate Studies at the University.

School Committee: Committee of Graduate Studies at the School.

Department Committee: Graduate Committee in the Department.

Program: Master's Program at the University.

Study Plan: Study Plan accredited by the Council of Deans.

Supervisor: Faculty Member assigned to supervise student's thesis in order to attain his/her Master's degree.

Student: Master's student.

Remedial Course: Any course at a level less than 700 is required to fulfill the knowledge base of the Master's program.

Foreign Languages Proficiency Test::

A- English Language: Such as (TOEFL, IELTS) tests, or the National Examination, in accordance with the Higher Education Council's provisions.

B- German Language: Test-DaF as determined by the School of Languages at the University.

Master's Programs

Article (3) To study for a master's degree at the University, students are required to complete at least (33) thirty-three credit hours successfully, according to the study plan, these hours are distributed as follows:

a. Master's program/thesis track and it includes:

1. Registering for at least (24) twenty-four credit hours and passing them successfully (these hours include (15) fifteen credit hours compulsory courses and (9) nine credit hours elective courses).
2. Drafting a (9) nine credit hours thesis, defending it and succeeding in its defense.

b. Master's program/Non-thesis track (Comprehensive exam) and it includes:

1. Studying for at least (33) thirty-three credit hours and successfully passing them (according to the study plan).
2. Passing the comprehensive exam of each specific major.

Meeting the provisions and regulations of the Higher Education Council for the Master's degree is a prerequisite for graduation and for obtaining a Master's degree in both tracks.

Article (4) The study plan of each program consists of the following:

a. Master's program/thesis track:

1. Compulsory courses, a minimum total of (15) fifteen credit hours at a (700) level.
2. Elective courses, a maximum total of (9) nine credit hours at a (700) level.
3. Drafting a thesis and succeeding in its defense, where (9) nine credit hours are allotted to it.

b. Master's program/Non-thesis track (Comprehensive exam):

1. Compulsory courses, a minimum total of (24) twenty four credit hours at a (700) level.
2. Elective courses, a maximum total of (9) nine credit hours at a (700) level.

Article (5) a. When offering courses entitled "studies" or "special topics" or similar topics in the study plans, only one course is counted for the student under the same title, even if the contents of these courses were different.

b. A student may only study one course at a (700) level from other programs related to his/her study plan after getting approval from the Department Committee, and shall be counted as an elective course.

Article (6) a. It is permissible for the Department Committee to request that a student study a maximum of (9) nine credit hours of remedial courses at the Bachelor's level. These courses are specified in the admissions acceptance letter.

- b. The credit hours for remedial courses are not counted within the total hours required to obtain a master's degree, and its grades are not included in the cumulative average of the student. A Pass or Fail result shall be entered for the remedial courses that the student had undertaken.

- c. The student has to successfully pass all remedial courses by the end of his/her first academic year in order to enroll in the program.

Study Load and Duration

Article (7) a. The academic year is made up of two semesters, each semester lasts for (16) sixteen weeks, and a summer semester of (8) eight weeks may be adopted as long as it is in line with the regulations and standards of the general accreditation for graduate studies and the Council of Higher Education.

- b. The summer course shall not be included in the minimum or maximum requirements for graduation, nor for the purposes of dismissal or warning.
- c. The academic period during which the student is registered for his/her Master's degree may not be less than three academic semesters, and may not exceed eight academic semesters.
- d. Only in special and justified cases and after approval from the Dean, based on the recommendation of the Department Committee and the Chairman of the Department, is a specific course offered for a period of two weeks or more. This is only permissible if the total number of lecture hours is equivalent to the total number of hours in a regular semester, which is sixteen weeks.

Article (8) a. The minimum study load for each student in a regular semester must be (6) credit hours, and the maximum load (12) credit hours, and in special cases it may be possible upon the recommendation of the student's Advisor, and consent of the concerned department's Chairman to exceed the minimum and maximum load limits by (3) credit hours.

- b. The maximum number of credit hours a student is allowed to register for in the summer semester is (9) credit hours, provided the number of registered credit hours at a (700) level does not exceed (6) credit hours.

- c. The total number of semesters that may be postponed and withdrawn should not exceed two semesters, and this period is not counted in the maximum duration of obtaining the Master's Degree as mentioned in Article (7/b).
- d. Only in special and justified cases it is permissible to increase the period of postponement for a third semester based on a suggestion from the Department Committee and recommendation from the School Committee and a decision by the Council, and this period is not counted in the maximum duration of obtaining the Master's Degree as mentioned in Article (7/b).
- e. The time period between the thesis proposal deadline and defense must be at least one semester.

Admission

Article (9) a. The number of accepted students in each program are determined by the Deans Council at the beginning of each academic year, upon the recommendation of the Council, referral from the School's Council and suggestion from the Department's Council.

- b. The Council determines the major or appropriate majors suitable for enrolling in any master programs, based upon the recommendation of the Department's Committee and referral from the School's Committee.

Article (10) The following requirements must be met in order for a student to get accepted into the program:

- a. Must hold a Bachelor's degree with a minimum average of "good" or equivalent, from a recognized university or a higher diploma with minimum average of "very good" or equivalent. Bachelor students with a "satisfactory" average, or equivalent, may be accepted only if they abide to regulations of the Ministry of Higher Education and Scientific Research.
- b. Bachelor's student studies and attendance must be on a regular basis.
- c. The Bachelor's degree has to be in a field that qualifies the student to study the major program that he/she wishes to enroll in. Section (b) of article (9) must be considered.

- d. Student must show a documented proof indicating he/she successfully passed the Foreign Languages Proficiency Test (English language) (National Examination, TOEFL, IELTS) in accordance with the decisions of the Higher Education Council. As for programs that require German Language Proficiency, a student should pass such proficiency exams (Test-DaF) pursuant to the decisions made by the School of Applied Humanities and languages.
- e. A student fulfilling all the requirements of this article except paragraph D (i.e. failing Foreign Languages Proficiency Test (English language) is allowed to register in a special study and register for some courses offered in the program in accordance with article 8.
- f. A student enrolled in a special study has to provide a documented proof that shows he/she passed the Foreign Languages Proficiency Test (English language) before the end of his/her special study duration, and if the student passes the test, the Dean informs the Registration and Admissions Department and the student is considered a registered regular student for that semester, and the courses he/she took during special study are included in his/her cumulative average. If the student fails the proficiency test mentioned above before the beginning of the semester that immediately follows the special study semester, then in accordance with the decisions of the Higher Education Council the student cannot be accepted into the program, and the student is given a transcript for the courses he/she took.
- g. It is permissible upon the suggestion of the Department Council and referral from the Council of Graduate Studies and a Deans Council decision, to add other criteria in the selection process such as including a placement test for student applicants to take as long as it does not exceed (20%) of the total grade in the selection process.

Article (11) a. Master's programs applications issued by the Registration and Admission Departments, to be submitted to the Deanship during a period determined by the Deanship where all necessary official documents and credentials are attached to this form.

- b. The list of accepted applicants to the graduate studies programs is issued by the Dean in accordance with referrals from both the Department and School Committees.
- c. Students with a satisfactory average or equivalent in their Bachelor's Degree are required to study three Master's courses at a (700) level, as determined by the Department from the Master's study plan during the first semester of their enrollment, and that is under the condition of passing in every course with a grade average of at least 70% and a cumulative average of at least 75% in order to become a regular

student. If the student passes all these courses then the grades are included in his/her cumulative average. The student who does not achieve the above, his/her registration in the University will be revoked.

d.

Article (12) If a student was readmitted to the University, then the courses that the student previously took are counted provided that no more than five years have passed on his completion of these courses.

Transfer and Track Change

Article (13) a. Upon recommendations from the Department and School Committees to which the student is transferring to and the consent of the Dean, a student may transfer from one program in which he/she is a regular student to another program in the university.

- b. It is permissible to count a maximum of (15) fifteen credit hours from the courses taken by the student from the Department he/she left, and the grades of these courses are included in his/her new cumulative average.
- c. One semester is deducted from the maximum duration of study for students who get (9-15) credit hours achieved in the section he/she was enrolled in.

Article (14) a. It is permissible for a student to transfer from a Master's Program in another university to a similar Master's program in the University provided that the student fulfills the conditions of admission and the availability of vacancies in the program.

- b. For a student to get the courses which he/she studied in another university counted, these courses should be equivalent in content and course level to a course or courses in the study plan. The student's average should be a minimum of very good or (B) or equivalent in each course, subject to the condition that no more than five years have elapsed from the date of passing these courses. The counted credit hours must not exceed (12) credit hours, and they are not included in the new student's cumulative average.
- c. One semester is deducted from the maximum duration of study for students who get (9-12) credit hours counted.

- d. In cases of joint programs or dual degree programs either within the university or between the university and another university, the student registered in these programs is exempted from Article 13-B and paragraph B of this Article and he/she has to comply with the requirements stipulated in the memorandum of understanding or agreement concerning the two programs.

- e. In Schools that have a Master Program with different concentrations (minors) a student may register for more than one specialization (minor) and he/she is exempted from Article 13-B and paragraph B of this Article only for the additional concentrations (minors) that he/she registers for.

Article (15) A student is allowed to change from one track to another only one time based on the recommendations from the concerned department and school committees and the dean's approval.

Article (16) In reference to article (14/b) it is permissible for a student to study a maximum of (12) credit hours in a similar program in another university, except in the graduation semester, provided that the student:-

- obtains prior approval from the Dean based upon recommendations from concerned Department and School Committees.
- did not count courses from another university in his study plan.
- be a registered or postponed student in the University.

Article (17) No grades of courses studied outside the University shall be included in the student's cumulative average.

Exams and Grades

Article (18) The passing grade in each course in the Master's program courses is (70%), including remedial courses.

Article (19) a. The minimum passing cumulative average in the Master's program is 75%.

- b. A student may – for the purposes of raising his/her cumulative average- repeat the study of two courses at most for the entire duration of his/her study where the last grade is counted.

- c. A numerical grade for the thesis and the comprehensive exam are included in the grades transcript if sent by the School and is not counted in the cumulative average.
- d. Pass or fail results are counted for the remedial courses studied by the student.
- e. The Comprehensive Exam's result shall be recorded as a Pass or Fail entry.

Article (20) The distribution of grades for the graduate studies courses is as follows:

1. (60%) of the final grade is allocated for semester work which includes at least one test with the allocation of (30%), and the other (30%) will be allocated to a second test, and/or reports, and/or research papers. This brings the total semester work grade to (60%) of the final grade. The final exam score accounts for (40%) of the final grade.
2. In cases of graduate projects courses, seminar courses, research papers, laboratories, designs, practical tests, and field training which all have credit hours one grade is calculated based on all grades for the different activities.

Article (21) A student may review the final grade of any course if he/she applies for review within a maximum period of one week after the announcement of the results.

Article (22) A student may not register for the thesis credit hours before completing (15) credit hours successfully (with a cumulative average of at least 75%), and a supervisor has been assigned to him/her and that his/her thesis plan has been approved.

Attendance

Article (23) a. A student shall be deprived from taking the final exam if his/her unexcused and rejected absence from the course instructor and department chairman exceeds (25%) of the total planned hours of any course and is granted a minimum grade of 50%.

- b. A student is considered withdrawn from the course if his/her excused and accepted absence from the course instructor and department chairman exceeds (25%) or more of the total planned hours of any course.
- c. A sick report must be issued by a medical institute recognized by the University. In addition, the student must submit this report to the Dean of the concerned school during a period that does not exceed two weeks from the issuance date of the sick report.
- d. A student who fails to take the final exams and has an excused absence accepted by the dean shall be granted an incomplete grade that is thereafter relayed to the course instructor in order to prepare a makeup exam for the student within a period that does not exceed two weeks from the beginning of the following semester, in which the student is registered to attend.
- e. In case the student is unable to eliminate the "Incomplete" grade, he/she shall get the grade assigned to him/her for work during the academic semester.

Withdrawal

Article (24) a. A student is allowed to withdraw from one or more courses and add new courses during the first week of the semester, and during the first three days of the summer semester without recording the withdrawn courses in his/her academic record.

- b. In accordance with these regulations, due to the withdrawal the number of registered credit hours must not go below the allowed minimum study load hours.
- c. A student with an excused absence that exceeds (25%) of the planned hours for the courses of that semester is considered withdrawn from the semester. As a result, a withdrawn remark is recorded in his/her academic record and his/her study for that semester is considered postponed.
- d. A student may withdraw from all the courses in which he/she is registered in a semester. He/she shall submit the withdrawal to the head of the department as per the form specified for this purpose, to be approved by the Dean, subject that the said form is submitted at least two weeks prior to the final exams. In this event, the student shall be considered postponed, and a withdrawal remark shall be entered in

his/her record. The student shall not be entitled to withdrawal during his/her first semester in the program, else he/she shall be deprived of his/her seat at the University.

- e. A student may withdraw definitely from the program in which he/she was admitted to, provided the withdrawal request is submitted at least two weeks prior to the final exams.
- f. If a student withdraws from a course, that he/she has registered for, during the add and drop period, the fees for that course are reserved for him/her, and if the student withdraws after that period then the full study fees for that course are deducted.
- g. If a new or a registered student withdraws from the University during any semester, and the University was informed of this withdrawal in writing, the credit hours fees shall be refunded as follows:
 - 1. Credit hours fees shall be refunded in full for students who withdraw prior to the beginning of classes in the relevant academic semester.
 - 2. 50% of the credit hour fees shall be refunded for students who withdraw during the first week of the academic semester.
 - 3. No fees shall be refunded for students who withdraw after the first week of the academic semester has begun.

In all the events mentioned above, the student should obtain a clearance as required by the University.

Postponement

Article (25) A student who chooses to postpone his/her study must have spent at least one semester in the program that he/she has enrolled in.

Article (26) The request for postponement is submitted to the chairman of the concerned department on a special form for this purpose, before commencement of studies, where the approval is issued by the Dean and the postponement is not counted within the maximum number of years required for graduation or for the purposes of eliminating the causes of being put on the probation list.

Failure to register

Article (27) 1. A student's registration in the University is canceled if he/she fails to register for any academic semester without a valid excuse accepted by the University. The student will remain registered only if a valid excuse is provided and accepted by the university as follows:

- a. Council: If the student submits the excuse during the first month of the academic semester in which the student failed to register for.
 - b. Deans Council: If he/she submits the excuse before the end of the semester in which he/she failed to register for.
2. If the excuse is accepted based on what is mentioned above then failure to register is regarded as a postponement.
 3. No student is allowed to fail to register with an acceptable excuse based on what is mentioned above for a period that exceeds two consecutive semesters.
 4. If a student fails to attend his studies for one or more semesters without an acceptable excuse as mentioned above, the student's registration is canceled, then he/she has to apply for a new admission. If the student is accepted in his/her previous discipline then the student has the right to keep his/her complete academic record and only has to finish the remaining graduation requirements according to his/her new study plan. The student's previous study duration is counted from within the maximum number of years limit for graduation. In order for the academic record to be counted, it is conditional that the absence duration from the study does not exceed (5) years.

Probation and Dismissal

Article (28) A student is placed under probation if his/her cumulative average is lower than 75%, and he/she has to remove the probation status within a maximum period of two academic semesters immediately after the semester in which he/she was placed on probation as a result of his/her results.

Article (29) A student is dismissed from a Master's program in the following cases:

- a. If he/she fails in more than two courses in a semester.

- b. If he/she fails in more than three courses of his/her study plan for the entire duration of study.
- c. If he/she fails in the same compulsory course more than twice.
- d. If his/her cumulative average is lower than (75%) at the end of the two semesters following the probation.
- e. If a student is unable to successfully complete the necessary requirements to obtain his/her scientific degree within the time allowed in these regulations.
- f. If a student's average in his/her Bachelor Degree is satisfactory and he/she did not pass any of the three courses that he/she has in the first semester (at least 70%) or did not achieve the minimum cumulative average (at least 75%) for these courses.
- g. If he/she fails twice in the comprehensive exam.
- h. If he/she fails the thesis defense.
- i. If the Department's Committee presents a report based on a report from the student's supervisor to the Dean that shows a student's incompetence to write his/her thesis.
- j. If he/she committed an offence that lead to his/her dismissal according to the laws and regulations followed by in the University.

Article (30) A student who has been academically dismissed from a master's program is allowed to return to the same program again as a special student within three years from the date of his dismissal. In the event that a student is dismissed from the program and returns to it again, the student must:

A) Increase his average and remove any academic warnings he has within a maximum of two consecutive semesters, in a manner that does not contradict the instructions of Article (29).

B) Achieve a grade no less than (75) in any subject he studies from among the subjects in which he has failed and because of it he has been dismissed from the program and

completes the graduation requirements according to the new study plan in place upon his return, provided that the period of study of the repeated courses is calculated from within the legal period of the upper limit for years Graduation.

C) The number of credit hours the student failed and can be repeated, does not exceed 6 credit hours of the program in which he was accepted.

D) This article applies to a student who is academically dismissed for one time only. A student who has been dismissed twice cannot return to the same program again.

Supervision

Article (31) The Dean, upon the recommendations of the Department and School Committees, issues a decision that includes: appointing the supervisor, approving the thesis title and its draft plan no later than the end of the third semester of the student's enrollment in the program.

Article (32) It is required that the principal supervisor be a faculty member at the University with a rank of Professor or Associate Professor, or an Assistant Professor, provided that he/she has published at least two articles.

Article (33): a. The maximum number of theses a faculty member can supervise at once is (6) theses if he/she was a Professor or an Associate Professor or an Assistant Professor.

b. In cases deemed circumstantial by the Deans Council, and upon referral from the Dean, a faculty member may be assigned to supervise more than the number of theses mentioned in paragraph (a) of this article.

Article (34) a. The Dean may appoint (based on recommendations from the Department and School Committees and referral from the supervisor) another faculty member as a co-supervisor, and it may be possible that the co-supervisor comes from outside the University provided that he/she holds a University degree (at least at a Master's degree level) provided that he/she has ample experience in this field or has previously held an academic rank in a recognized University.

b. A co-supervisor who does not hold a PhD degree may be appointed from within the university based merely on his academic qualifications and experience.

Article (35) A supervisor may be changed for justified reasons by following the same process in which he/she was appointed.

Article (36) The Council, upon the recommendation of the Department Committee may agree that a faculty member on sabbatical leave or on mandate or on secondment or on leave without pay inside Jordan, or terminated because of reaching the legal retirement age, to continue supervising the student's thesis or continue participating as a co-supervisor.

Article (37) One credit hour per semester is counted for the supervisor for each supervised thesis, and this shall be from the beginning of the semester in which he/she was appointed as a supervisor and for a period of maximum three semesters, and if there should be a co-supervisor participating then the credit hour is divided equally in half between them.

Article (38) The thesis title and its plan may be amended, if the research deems so, and the amendment is done in the same way it was approved.

Article (39) The defense committee consists of:

1. The supervisor/Chairman.
2. Co-supervisor if present.
3. At least two faculty members who meet the conditions of supervision.
4. A member from outside the University whose specialization is related to the student's thesis and on whom the supervision conditions apply to.

Article (40) a. Appointing a Thesis Defense Committee, and setting the thesis defense date are decided by the Dean upon the recommendations of the Department and School Committees after consulting concerned supervisor's opinion.

- b. The thesis is handed to the members of the Committee at least one month before the defense date.

Thesis Specifications

Article (41) The Master's thesis shall be written in English, with two appended abstracts, one in Arabic and another in English, provided that the two abstracts don't exceed (350) three hundred and fifty words. However in schools using another teaching language, the

thesis, and its abstract (should not exceed (350) three hundred and fifty words) and are written in that language, and a proven English abstract of not more than (350) three hundred and fifty words be appended. It should be noted that the two abstracts must not include more than (10) keywords for the purposes of indexing the thesis.

Article (42) The title page must comply with the format prepared by the Deanship of Graduate Studies and can be obtained from the Deanship and includes the following:

1. The manner in which the thesis title and author's name are officially registered in the University.
2. The name of the supervisor and co-supervisor if present.
3. The following statement: "Thesis Submitted in Partial Fulfillment of the Requirements for the Degree of Master of Science/Arts in the German Jordanian University".
4. The names of the Defense Committee.
5. The date of the defense.

Article (43) The thesis must be submitted in a typed format and on (A4) paper.

1. One space and a half is left between two consecutive lines, if the thesis is written in Arabic and two spaces if is in English or any other language.
2. A (3.5) cm margin is left on the right side of the page in the Arabic copies and to the left of the page in the foreign languages versions, and all other margins will be (2.5) cm.
3. A unified style is adopted by the department regarding the arrangement of the thesis sections in line with the standard scientific research methods and in terms of adding footnotes, references and indices, in the form of samples prepared and distributed by the Department to the graduate students in it.

Article (44) In case a student includes in his/her thesis maps or figures or tables or any other graphs or data, the materials used should be able to endure multiple uses while remaining in good condition, and must be identical in all the versions of the thesis.

Article (45) a. The student shall submit three copies of the thesis to the Deanship of Graduate studies, signed by the defence committee, after entering the amendments required by the committee. The said copies should be laminated as per the specifications set out by the University's Library.

- b. One copy shall be sent to the School, another copy to the Library, and the third copy to the dissertations archives at the University.
- c. The Deanship of Graduate Studies shall keep two copies of the thesis, the data, written programs etc., on a compact disc, as per its specifications. This submission shall be duly documented.
- d. The Deanship of Graduate Studies shall, in coordination with the University's Library, publish the dissertations on a local/regional/ international database, as agreed with a publisher.

Thesis Defense

Article (46) Thesis defense is completed as follows:

- a. The student presents a summary of his thesis results in a seminar open to the public.
- b. The chairman of the Defense Committee moderates the thesis discussion in a closed session, and after the discussion is finished the defense Committee deliberates and decides by majority of its members, one of the following results:
 1. Pass.
 2. Fail, and in this case the student is awarded a Higher Diploma Certificate of Graduate Studies.
 3. Amending his/her thesis, and in this case, the student should amend the thesis in a period that does not exceed four months starting from the date of the defense. The student is considered to have passed if the committee approves the thesis, otherwise he receives a Fail result.
- c. The decision of the Defense Committee is adopted by the Council upon recommendations by the Department and School Committees.
- d. Deadline for the discussions of Masters' theses shall be in the beginning of the week that precedes the beginning of the final exams in any academic semester.

Comprehensive Exam

Article (47) The comprehensive exam is of a comprehensive nature and aims to measure a student's ability in comprehending the fundamental and advanced terms he learned throughout his study duration by linking and using them in solving the educational and applied problems in his discipline.

Article (48) The Department Committee responsible for the comprehensive exam is in charge of the following:

- a. Organizing the exam and managing its affairs.
- b. Determining the fields that the comprehensive exam should cover and the necessary references and readings.
- c. Forming a comprehensive exam committee made up of concerned Faculty Members teaching the topics of the exam in order to write the questions and correct the exam papers, provided that the decision to form the committee is issued by the Dean.
- d. Sending the comprehensive exam results to the School Committee to study and provide its recommendation, and thereafter send this recommendation to the Dean for approval.

Article (49) The comprehensive exam shall be of four hours duration. The exam is held during the first three weeks of each semester including the summer semester.

Article (50) a. A student is eligible to take the comprehensive exam only after finishing the planned courses, provided that his/her cumulative average in these courses is at least (75%).

- b. If the student fails in the comprehensive exam then he/she can sit for the exam again only once, during the next exam date and if he/she fails in it then a Higher Diploma Certificate of Graduate Studies is awarded to him/her.
- c. Pass or fail is recorded in the student's grades transcript every time he/she takes the exam.

Article (51) If the student fails the comprehensive exam or is asked to amend the thesis, the Council may extend the maximum deadline for obtaining the master's degree one more academic semester for the purposes of sitting for the comprehensive exam, or for the purposes of his/her thesis amendments.

Awarding the Master's Degree

Article (52) a. The Master's degree is awarded based upon a decision passed by the Deans Council, with the referral from the Council and recommendations from both the Department and School Councils on the assigned dates.

b. The overall average of a student based on his/her cumulative average is identified in the following table:

Cumulative Average	Rank
75 — less than 80	Good
80-less than 90	Very good
90 - 100	Excellent

Awarding Higher Diploma Certificate

Article (53) a. The Higher Diploma Certificate is awarded to a student registered in one of the Master's programs/thesis track in one of the following cases:

1. If he/she is registered in the program and eight academic semesters have elapsed from the start of his/her regular studies, and was unable to sit for the thesis defense, taking into account what is stated in article (7) of these regulations, the summer semester is not considered a regular semester for this purpose.
2. If he/she fails in the thesis defense after successfully completing all required courses in his/her study plan.
3. If the Department Committee submits a written report based on a report from the student's supervisor indicating his/her incapability to write his/her thesis, then in this case he/she has to study the rest of the obligatory and elective courses and obtain a cumulative average of at least (75%).

b. The Higher Diploma Certificate is awarded to a student who is registered in one of the Master's programs/comprehensive exam stream in one of the following cases:

1. If he/she fails in the comprehensive exam twice and successfully completes all courses.
2. If he/she is registered in the program and eight academic semesters have elapsed from the start of his/her regular studies, and was unable to sit for the comprehensive exam and succeed in it, taking into account what is stated in article (7/b) of these regulations, the summer semester is not considered a regular semester for this purpose.
- c. The Higher Diploma Certificate is awarded by a decision from the Deans Council, upon referral the Council and based on the recommendations of the Department and School Councils.

Grants

Article (54) The University Council annually allocates a sum of money in the budget for grants to be given to outstanding graduate students based on a referral from the Graduate Studies Council and on the recommendations of the Department and School Councils.

Article (55) The grants described in these regulations consist of the following:

- a. Grants of the Deanship of Graduate Studies and they cover:-
 1. Teaching Assistant grant.
 2. Academic Excellence grant.
- b. Grants of the Deanship of Scientific Research.

Article (56) a. Grant requests are submitted to the Deanship of Graduate Studies through the concerned Departments.

- b. The academic Departments that offer Graduate Studies are required to provide the Deanship of Graduate Studies with the number of academic and research grants their departments require before the start of the academic semester. The number is then presented to the Graduate Studies Council where it is discussed and approved according to the available financial resources for grants during that semester.

Article (57) A student applying for a grant must fulfil the following conditions:

1. Registered as a full-time regular student at the University.
2. Not an employee or holds a grant or any academic scholarship from any another party.
3. His/her cumulative average is not below (80%).
4. Has never received any disciplinary penalty.

Article (58) Half or quarter grants may be given to students from the first semester of their registration provided that their cumulative average in their Bachelor Degree is not less than 80% and priority is given to the German-Jordanian University graduates and by a decision from the Council.

A. Deanship of Graduate Studies Grants

Article (59) Procedures for obtaining grants are as follows:-

- a. Student can download the grant application form from Deanship's website, or obtain them from their departments.
- b. Filling the grant application form, and accrediting it from the Registration and Admissions Department, and submitting the application to the concerned Department during a deadline set by the Deanship and declared at the beginning of each semester.
- c. The type of grant and value must be clearly stated in the grant application form together with the attachment of required documents.
- d. Requests are to be submitted to the concerned Departments a week before the start of the semester (except the summer semester).
- e. The grant applications of the Deanship of Graduate Studies are reviewed at the beginning of each semester by the Council and are based on reports from the chairman of Department with descriptions of the type of the work and its load.

The names of beneficiaries are announced in the Schools of disciplines in the second week of the semester.

First: - Teaching Assistant Grants

Article (60) Teaching assistant grants include the following:-

1. Full grant: Is granted to students with a cumulative average of at least 90% and includes an amount of JDs 450 (four hundred and fifty Jordanian Dinars) per month, and an exemption from full registration and credit hours fees for the semester in which the student was awarded the grant.
2. Half grant: Is granted to students with a cumulative average of at least 84% and includes an amount of JDs 400 (four hundred Jordanian Dinars) per month, and an exemption from half the registration and credit hours fees for the semester in which the student was awarded the grant.
3. Quarterly grant: Is granted to students with a cumulative average of at least 80% and includes an amount of JDs 350 (three hundred and fifty Jordanian Dinars) per month, and an exemption from half the registration and credit hours fees for the semester in which the student was awarded the grant.

Article (61) The teaching assistant grant is awarded for an academic semester and maybe renewed for a student for a period of maximum five semesters in total.

Article (62) The grant is awarded based on the availability of financial funds to cover all expenses.

Article (63) The student awarded any of the grants listed in article (59) from these regulations shall commit himself/herself to the teaching load assigned to him/her by the Department and approved by the Council as follows:

- a. The student who receives a full or half teaching grant is required to work (15) hours per week with a maximum of (9) hours of teaching or supervision of laboratories.
- b. The student who receives a quarter teaching grant is to work (10) hours per week with no more than (6) hours of teaching or lab supervision.

Article (64) The grant shall be terminated by the Council in any of the following cases:

1. If the cumulative average falls below the respective cumulative averages mentioned in Article (60).
2. If a student fails to abide with the teaching load he/she was entrusted with, or was deemed incompetent based upon referral from the chairman of the Department.
3. Withdrawal from the University or postponement of the study.
4. Issuance of any disciplinary penalty against the student.
5. Cancellation of a student's registration or dismissal from the University.
6. The student's commitment to any work other than that entrusted to him/her.

Second: Academic Excellence Grants

(The First Student of the Honors List)

Article (65) The academic excellence grant is given to a student who is ranked first in his Bachelor's Degree batch for that year in the university. This grant is granted based upon recommendations from the Department and School Councils and this grant is renewed every semester and for a period of another four academic semesters, provided that the student's cumulative average does not go below 84% in any semester of the graduate study semesters.

Article (66) The value of the grant is JDs (200) per month covering all of the student's semester fees.

Article (67) A student applying for a grant is required:

- a. Not to be delegated on the expense of any outside party or hold another grant from any other source.
- b. To be a full-time student at the University for the entire grant period granted to him/her.

Article (68) The student who receives the academic excellence grant is to work (10) hours per week with a maximum of (6) hours of teaching or lab supervision.

Article (69) The grant is terminated by the Council and will not be renewed in any of the following situations:

- a. If the cumulative average is below 84%.
- b. If the number of registered hours is lesser than (6) credit hours in an academic semester except the graduation semester.
- c. If he/she violates any of the conditions of the grants or is discovered to have two grants at the same time, and in this case all the money that he/she does not deserve will be reclaimed.

B. Deanship of Scientific Research Grants

Article (70) The procedures to obtain the grants are as follows:-

- a. The Deanship of Scientific Research announces the scientific research projects that are supported internally or externally by the faculty members in the school of discipline after approving these projects.
- b. The student fills out the application form for the grant and attaches the required documents and hands it over to the Department of discipline after the researcher's approval.
- c. Approval is issued by the Dean of Scientific Research based on the recommendation of the Committees of Scientific Research in the Department and School in which the Dean of the School is informed of the decision.
- d. A temporary contract is signed with the student.
- e. The grant is paid on a monthly basis based on a report presented by the student after it is approved by the researcher.

Article (71) The maximum value of the grant of the Deanship of Scientific Research is JDs (250) per month if the research is supported internally, but if the support is external then it is determined according to the agreement with the supporting party.

Article (72) The grant is given to Master's students for a period of maximum five semesters.

Article (73) The grant is terminated and will not be renewed in any of the following situations:

- a. If the student's performance is not satisfactory, and this is upon the recommendation of the research supervisor.
- b. If the cumulative average is below 80%.
- c. If he/she violates any of the conditions of the grants or is discovered to have two grants at the same time and as a result all the money that he/she does not deserve will be reclaimed.

Article (74) It is permissible in special cases evaluated by the Council:-

- To allow students with cumulative averages below (80%) to obtain any of the grants mentioned above.

- To permit students to be awarded both grants, academic excellence grant and research grant at the same time.

Article (75) The Council decides on the standards of competition among the students regarding the cumulative average and number of hours that the student completed according to the recommendations of the Schools of discipline.

Committees and Authorizations

Article (76) The Department Committee assumes the following authorizations:

1. Reviewing the applications of graduate studies applicants in the Department and advise the Chairman of Department to accept a certain number of students set by the Deans Council.

2. Request program study plans from the academic advisors for students and to approve it, and to present a semester report to the Chairman of the Department about the process of advising.
3. To organize the basic exam and comprehensive exam and to supervise its execution, and approve the final result.
4. To recommend to the School's Dean the appointment of the student's supervisor, the thesis title and its draft plan.
5. Suggest the thesis defense committee members to the School Committee.
6. Recommending the Dean with the following:
 - a. Extending the maximum study period for a student.
 - b. Postponement of a student's study within the period stipulated in these regulations.
 - c. Student transfer from one program to another within the University and from a program in another University to a similar program within the University and to get equivalence of these courses and get them counted for a student.
 - d. To allow students in exceptional cases to study remedial or additional approved courses in their plans outside the University.
7. To consider any other matters referred to it by the Department Council.

Article (77) The School Committee assumes the following authorizations:

1. The coordination between the various Departments in the School concerning graduate studies.
2. To ratify the appointment of the supervisor and recommend to the Dean the issuance of the appointment decision.

3. Recommendation to the Dean to appoint the Defense Committees based on the suggestion of the Departments Committees.
4. Recommendation to the Dean of the lists of applicants admitted to the graduate programs.
5. Any other matters concerning graduate studies that were not tackled in these regulations are mandated by the School's Council to the School Committee.

Scientific Malpractice

Article (78)

a. The awarded master degree/thesis track can be revoked in case of serious scientific misconduct committed by the student in his master thesis. Serious scientific malpractice means the following violations:

1. Plagiarism
2. Forging data
3. If a large portion of the thesis such as programming and statistical analysis, or thesis itself...etc. is written by a third party not authorized to do so by the department or the supervisor.

b. In the event of scientific malpractice committed by the student in any of his/her courses' projects, the student shall fail the relevant course.

c. In case of scientific malpractice committed by the student in his/her Masters' thesis, the Master's degree/ track shall be revoked.

d. To revoke the Master's degree, a solid proof should be submitted to the Deanship of Graduate Studies. The Dean shall form a committee to investigate the submitted evidence. If the committee deems the evidence solid, the Dean of Graduate Studies shall send the results found by the committee to the Board, If the board deems such results acceptable, it shall assign the issue to the Board of Deans to revoke the Master's degree. The Board of Deans shall examine this assignment and take the suitable decision .

Article (79) If copies of the thesis are published, then the student should have his/her name clearly printed next to the supervisor or co-supervisor, failing to do so, the supervisor holds all the liability for such a scientific malpractice.

General Provisions

Article (80) A student authorizes the University in writing, the right to completely or partially handle his/her thesis for purposes of scientific research and exchanges with educational institutions and universities.

Article (81) The Dean determines the minimum number of students registered in each course offered in the program.

Article (82) The Dean may, based on the recommendations of the Department and School Committees, give a student expected to graduate an alternative course instead of a compulsory course only if it is not offered as a result of a change in the study plan, or any other justified academic case assessed by the Dean and approved by the Council.

Article (83) The Deans Council will decide in cases with no articles covering them in these regulations.

Article (84) The President, the Dean, and the Director of Registration and Admissions are responsible for implementing these regulations.