

Laws Regulations Instructions



الجامعة الألمانية الأردنية
German Jordanian University

2025

Table of Contents

Laws.....	6
Law of Higher Education and Scientific Research.....	6
Jordanian Universities Law	13
German Jordanian University Law	28
Academic Faculty Members	31
Academic Staff Regulation.....	31
Academic Staff Instructions	54
Promotion and Transfer Instructions for Faculty Members at the German Jordanian University ..	86
Instructions for Full-time Lecturers at the German Jordanian University.....	104
Unpaid Leave Regulations for Faculty Members.....	109
Administrative Staff Members	111
Employees Regulation.....	111
Employees Executive Instructions	135
Scholarships	151
Regulations of Scientific Scholarships	151
Instructions for Scientific Scholarships at the German Jordanian University	159
Scientific Research and Graduate Studies	165
Graduate Studies Regulation	165
Instructions for Scientific Scholarships at the German Jordanian University	168
Graduate Studies Deanship Instructions.....	174
The bylaws of Leaves and Time-Offs for Graduate Students with Teaching Assistance Grants or Research Assistance Grants at the German Jordanian University.....	179
Scientific Research Regulations	181
Instructions for supporting Scientific Research.....	184
Instructions for Granting Incentives for Scientific Research and Creative Work	193
Instructions for Scientific Research Work for Faculty Members in the Summer Semester at the German Jordanian University	201
Instructions for Participating in Scientific Conferences at the German Jordanian University	205
Instructions for Research Assessment by the Institutional Review Board at the German Jordanian University	209
Employees and Academic Health Insurance.....	213
Health Insurance Regulation	213
Health Insurance Instructions	217

Financial and Administrative Affairs and Supplies 223

The German Jordanian University Investment Fund Regulation	223
The German Jordanian University Investment Fund Instructions	227
The Investment Policy / The Investment Fund at the German Jordanian University	230
The bylaws of the Investment based on the Investment Policy	230
Instructions for the investment decision-making mechanism in the German Jordanian University Investment Fund	231
Financial Regulation of the German Jordanian University	236
Instructions to meet the necessary tuition fees of the credit hours, the semester fees, and the university services charge to grant degrees and certificates at the German Jordanian University	247
Budget Preparation Procedures Instructions.....	261
Disbursement and Auditing Procedures Instructions	263
Receiving and Keeping Income Instructions	269
Signing Checks, Payment Orders, Documentary Credits and Remittances Instructions.....	273
Financial Advance Payment Instructions	275
Reference Bylaws for Preparing Contracts for Employees at the German Jordanian University	278
The Instructions for Organizing the Procedures of Clearance for University Employees at the German Jordanian University.....	284
Destroying Used Financial Documents, Forms, and Records Instructions	302
Bylaws of Building and Facilities Management at the German Jordanian University Campus....	305
Hospitality and Parties Instructions at the German Jordanian University	310
The Instructions of Entry for Individuals and Vehicles into the Campus of the German Jordanian University	317
The Bylaws of the Vocational and Professional Uniforms	332
Financial liability Compensation Instructions	339
Instructions on Leasing and Renting Movable and Immovable German Jordan University Property	342
Employees Provident Fund Regulation at the German Jordanian University	349
The Executive Instructions for the Employees Provident Fund Regulation at the German Jordanian University	352
Employees Allowances & Remuneration Regulation	357
The Instructions for Disbursing an Advance payment from the End of Service Remuneration for Employees of the German Jordanian University	361
The Housing fund Regulation	364
The Housing Fund Instructions	370
The Instructions for Excellence Awards for the Academic Staff Members at the German Jordanian University	375

German Jordanian University Employee Incentives from the Fees of Irregular Programs Instructions	389
Bylaws for Appointing Coaches Across Sports, Artistic, Musical, Cultural, and Political Activities at the Deanship of Student Affairs	395
Units, Departments and Centers at the University.....	398
Innovation, Technology Transfer and Entrepreneurship Regulation at the German Jordanian University	398
The Regulation of Centers and Institutes at the German Jordanian University.....	402
The Instructions of the German Jordanian University Library.....	404
Darat Othman Bdeir for Innovation and Entrepreneurship Instructions.....	412
Consultation and Training Centre Foundation	419
Instructions on Calculating and Distributing the Revenue of Academic Staff Members from Work in Training and Consultations	426
Centre of Natural and Cultural Heritage Studies Instructions	429
The Vision Training Center Instructions	437
The Instructions of the Center for Arabic Language and Culture	443
Monitoring and Internal Audit Department Foundations	447
Combating Smoking Foundations	451
Road Safety Center of Excellence Instructions	453
German Language Center Foundation.....	459
Archiving and Destroying some of the Contents of the Admission and Registration Department Files Foundations	463
Innovation, Technology Transfer and Entrepreneurship Bylaws	467
The Bylaws of Incubating Entrepreneurial Projects at the German Jordanian University	473
The E-Learning and Academic Performance Development Center bylaws	483
The International Projects Bylaws.....	488
Students and Academic Degrees	495
Awarding Degrees and Certificates Regulation	495
The Award of the (First) Bachelor Degree Instructions	497
Instructions for Granting Master's Degree at the German Jordanian University	529
Instructions for Awarding the Higher Diploma Degree at the German Jordanian University	556
Instructions for Granting a Ph.D. Degree at the German Jordanian University	565
Students' Evaluation of Teaching Bylaws.....	592
SAHL's German Language courses and German Year B1 exam instructions	597
English Language Proficiency Test Foundations for Graduate Studies Students	598

The bylaws of training and temporary employment for graduates of the German Jordanian University within its organizational units.....	600
Students Health Insurance Instructions	604
Instructions for the Student Parliament at the German Jordanian University	606
Students Clubs Instructions	620
Student Field Trips Instructions	627
Students Fund Instructions	634
The Acceptance of Students who Excel in Sports Instructions	646
The Acceptance of Students who Excel in the Arts Instructions.....	650
The Students' Disciplinary Instructions at the German Jordanian University	653

Laws

Law of Higher Education and Scientific Research Law No. (17) for the Year 2018

Article 1	This Law shall be cited as (the Law of Higher Education and Scientific Research for the year 2018) and shall be effective as of the date of its publication in the Official Gazette.
Article 2	The following terms and expressions, wherever mentioned in this Law shall have the meaning assigned here under-unless the context states otherwise: The Ministry: Ministry of Higher Education and Scientific Research. Minister: The Minister of Higher Education and Scientific Research. Higher Education: Education where a student completes at least one full academic year of study after getting the General Secondary School Certificate or its equivalent. The Council: The Higher Education Council formed by virtue of the provisions of this Law. Chairman: The Chairman of the Council. Institutions of Higher Education: Institutions which take on the responsibility of the higher education whether Universities, Community Colleges, or others. Field of specialization: A set of educational subjects and training skills that require at least one full academic year of study at any of the institutions of higher education, where the successful completion of studies leads to receiving a scientific degree or certificate in that field. The Fund: The Scientific Research Support Fund and Innovation established under the provisions of this Act.
Article 3	Higher education aims to achieve the following: A. Preparation of qualified human resources who are specialized in various fields of knowledge to meet the needs of the community and are in line with the overall development goals and plans. B. Deepening the Islamic faith, its ethics and spiritual values, and enhancing the sense of the national belonging and patriotism.

	C. Patronizing the democratic approach and enhancing it to ensure academic freedom, the right of expression, and respect of other opinions, teamwork, and accountability. In addition to following critical scientific thinking. D. Providing an academic, research, psychological and social environment that supports creativity and excellence and enhances skills and innovation. E. Increasing interest in national heritage, national culture, and world cultures. F. Accrediting the Arabic language as the scientific and educational language in all stages of higher education. Encouraging the use of Arabic in scientific writing and in translating from and into Arabic, and considering any international language as a supporting language to Arabic. G. Contributing to the development of knowledge in the areas of science, literature, arts and others. Building a national and technical scientific hub that connects research realms. Directing scientific research and enhancing it towards generating knowledge and industrial and technological production. H. Developing the capabilities of students who study at least one foreign language in their majors and enable them to gain suitable information technology skills needed in their fields of study. I. Encouraging, supporting, and upgrading scientific research and innovation, especially applied scientific research aimed at serving and developing society. J. Developing the performance level of Higher Education institutions and their output quality. Increasing their competitive capabilities at an international level through enhancing academic and administrative staff skills by keeping up with the latest technological information and communications and therefore incorporating them in the teaching and research and receiving international accreditation for institutions and programs. K. Encouraging diversity and excellence among higher education institutions to enable them to focus on scientific research and recruit scientifically competent individuals and on the other hand teach in order to graduate necessary human resources to meet the job market needs. L. Creating a coherent institutional link between the public and private sectors on one hand, and on the other hand the institutions of higher education in order to take advantage of the qualified human resources in

	these institutions and thus develop these two sectors through consultation and applied scientific research. M. Enhancing scientific, cultural, artistic and technical cooperation in the field of higher education and scientific research with other countries, international organizations, Arab, Islamic and foreign organizations, and thus widen its fields to follow modern and developed directions.
Article 4	The Ministry shall assume the following duties and powers: - A. Implementing the public policy of higher education in the fields of education, culture, science and research among the institutions of higher education. B. Coordinating between institutions of higher education and the consultation centers in the Kingdom, both public and private to optimally take advantage of educational, research and advisory resources available at these institutions and centers. C. Forming scientific and cultural agreements related to higher education and scientific research with concerned institutions in Arab, Islamic, and foreign countries, in addition to regional and international commissions. D. Representing the Kingdom at conferences and seminars related to higher education, both locally and abroad. E. Recognizing the non-Jordanian institutions of higher education and equivalency of certificates issued by these institutions according to the principles and criteria that are determined by virtue of a regulation issued for this purpose. F. Formulating the principles of educational scholarships for the Ministry's employees who are granted scholarships to study at institutions of higher education in the Kingdom and abroad, in addition to the management of scholarships and supervision thereon. G. Following-up on Jordanian student affairs abroad. H. Managing the affairs of foreign students in the Kingdom and the Jordanian students studying abroad, and the affairs of the scientific delegations in cooperation and coordination with relevant parties. I. Preparing and providing the Council with qualified administrative and technical staff capable to carry out its functions and following-up affairs thereto.

	J. Providing the Council with any studies, information and available data related to higher education and scientific research. K. Managing the offices that provide services to students of higher education such as: Liaison offices and foreign university branches that are not affiliated to the higher education institutions. Setting license fees and violation costs according to a regulation issued for this purpose. L. Granting scholarships and student loans at official universities according to a regulation issued for this purpose. M. Executing academic exchange programs through forming agreements between the Kingdom and other countries and institutions according to a regulation issued for this purpose.
Article 5	A. A council is formed and it is called (The Higher Education Council), headed by the Minister and the following members: 1. Secretary General of the Ministry. 2. Secretary General of the Ministry of Education appointed by the Minister of Education. 3. Chairman of the Higher Education Accreditation Commission. 4. Three academics with ample experience and expertise and are full academic professors. 5. Two experienced and professional individuals from the private sector. 6. Director of the Education, Military and Culture Directorate at the Jordanian Armed Forces. B. 1- The appointment of the members stated in items (4) and (5) of paragraph (a) of this Article, where membership of any of them shall be terminated by virtue of a resolution by the Cabinet, upon a recommendation of the Minister, provided that the appointment decision is issued by a Royal Decree. 2-The membership period of each member mentioned in the provisions of item (1) of this paragraph is three years and is subject to a one-time renewal. 3- In accordance with the provisions of item (1) of this paragraph, any of the members appointed should not be a minister, a member of the House of Parliament, president or vice president or an employee of an academic institute, Chairman of the Board of Trustees of an academic institute or a member or partner of it, or an owner of a private or virtual academic institute thereof. C. The council selects a Vice-Chairman from among its members.

	D. The council forms specialized permanent committees headed by one of its members and thus should include the academic, administrative and financial committees. E. The council shall form any temporary committees to study topics referred to it, and thus offer recommendations regarding them to the council according to the specialization of each committee.
Article 6	A) The Council shall assume the following duties and powers: 1. Establishing the policy of higher education in the Kingdom and refer it to the Cabinet to make the necessary decision thereon. 2. Setting regulatory controls that guarantee the independence of higher education institutions and work on improving them. These institutions will therefore coordinate among each other to achieve their goals within a framework of participatory, accountability and transparency that will ensure their freedom, sanctity, reputation, and safeguard their properties. 3. Approving the establishment of institutions of higher education within the Kingdom as well as the fields of specialization and programs at the various levels of study, or modifying or eliminating any of them in accordance with the requirements and variables that do not refute with the Higher Education Accreditation Commission law while ensuring its quality. 4. Distributing government subsidies and additional fees on public universities according to the principles accredited by the Council for this purpose. 5. Encouraging higher education institutes to find attractive and smart academic investment environments, and follow the e-learning method of teaching. 6. Formulating the general principles pertaining to students' admission into institutions of higher education, and identifying the numbers of students admitted every year in the various fields of specialization, in accordance with the accreditation criteria while supervising its execution. 7. Recommending to the Prime Minister to appoint the board of trustees of official Jordanian universities and its members. 8. Recommend the appointment of the presidents of official Jordanian Universities in accordance with the current Jordanian Universities Law. 9. Appointing the presidents and members of the board of trustees of private universities in accordance with the current Jordanian Universities Law. 10. Appointing the presidents of private universities based on the recommendation of the board of trustees and in accordance with the current Jordanian Universities Law. 11. Approving conducting scientific, academic, technical memorandums of understanding with Jordanian and non-Jordanian higher education institutes

	that generate mutual programs and lead to achieving scientific degrees given that if they are higher education institutes accredited by the ministry. 12. Issuing the necessary financial and administrative instructions required for the operation of the council, its committees, the committees created from it, and the units related to the ministry and linked to the council's work. 13. Discussing the draft regulations proposed by the institutions of higher education and turning them to the Ministers Council to complete the constitutional procedures thereon. 14. Approving the annual budgets and end of year financial statements of the higher education institutes, and discuss their annual reports and issue the necessary decisions concerning them. 15. Approving the annual certified accountant's report at private higher education institutes, the annual report prepared by the regulatory unit responsible for internal supervision and auditing at official universities. 16. Reviewing the annual audit bureau report concerning official universities and take suitable procedures regarding it. B) Upon the recommendation of the Higher Education Accreditation Commission and in accordance with the provisions of its law, the Council shall assume the following duties and powers: 1. Canceling the license of one specialization or more. 2. Suspending admission to higher education institutes permanently or temporary. 3. Closing down the Higher Education temporarily or permanently. 4. Establishing a committee to directly supervise Higher Education.
Article 7	A. The Council shall hold its meetings at the invitation of the chairman or his deputy in his absence. The meeting shall be legal if attended by eight members at least, provided that the chairman or the vice-chairman is among the attendees. The decisions of the council shall be made by the majority vote of members who are present. With the presence of equal votes, the side voted by the president gets chosen. B. The Minister shall nominate a secretary for the Council from among the staff of the Ministry, in order to organize the agenda of meetings, take minutes of its meetings, keep records and files, and follow up on the implementation of its decisions or to perform any other functions assigned by the Minister. C. The Council shall set up the necessary instructions for scheduling meetings.
Article 8	The following units shall be formed within the Council: A. The Policy Analysis and Planning Unit undertakes the following functions: 1- Collecting data on various aspects of higher education sector, and analyzing to measure primary performance indicators for higher education institutes. 2- Conducting research studies necessary for the development of the higher education sector.

	3- Identifying the financial and administrative needs of the higher education sector. 4- Any other duties as assigned by the Council. B. The Unified Admission Coordination Unit: This Unit shall handle the process of coordinating students' admission into the Jordanian public universities according to the principles that are formulated by the Council; this is in addition to any other duties assigned by the council.
Article 9	A. A fund called (the Scientific Research & Innovation Support Fund) is established at the Ministry aimed at encouraging and supporting the scientific research & innovation in the Kingdom. B. Organizing all the affairs related to the fund including the financial and administrative ones in accordance with the provisions issued for this purpose.
Article 10	A. The Funds' financial resources consist of the following: 1- Allocations from the General Budget of the State. 2- Surplus allocations of the scientific research, training and publication, conferences, and scholarships that are not disbursed by the Jordanian universities during the last four years. 3- Financial revenues derived from patents, intellectual property rights and technology investments supported by the Fund. 4- All grants, donations or subsidies received shall be subject to approval by the council if the source is Jordanian and if such money came from a non-Jordanian source then it should be approved by the cabinet. B. The Fund's money and accounts therein shall be subject to the supervision of the Jordan Audit Bureau.
Article 11	This Fund is regarded as the legal and factual successor of the Scientific Research Support Fund, which was established under the provisions of the Law of Higher Education and Scientific Research No. (23), for the year 2009. All movable and immovable assets, rights and liabilities shall be transferred to this Fund, and shall incur all obligations linked to it.
Article 12	A. The Ministry shall collect fees for the institutional accreditation of the private institutions of higher education which are deposited into the Treasury's account. Amounts and conditions of collection of such fees and other related issues shall be determined by virtue of a special regulation issued for this purpose. B. The Ministry shall collect service fees for certificates equivalency and authentication, for authenticating certificates of courses, and recommendation letters for academic staff members issued by institutions of higher education. The amount of fees, herein, shall be determined in accordance with instructions issued by the Minister for this purpose.
Article 13	The Cabinet shall issue the necessary regulations to put the provisions of this Law into practice.
Article 14	The Law of Higher Education and Scientific Research No. (23), for the year 2009 and its amendments shall be cancelled provided that the regulations issued pursuant thereto stay effective until amended, cancelled or replaced by others in accordance with the provisions of this Act.
Article 15	The Prime Minister and Ministers shall be responsible for the implementation of the provisions of this Law.

Jordanian Universities Law
Amended Jordanian Universities Law (18) for year 2018

Article 1	This law is called (The Amended Law of Jordanian Universities of 2019) and it is read with Law No. (18) of 2018 referred to hereinafter as one of the original law, and it shall come into effect from the date of its publication in the Official Gazette.
Article 2	Unless the context indicates otherwise, the following terms and expressions, wherever mentioned herein, shall have the following designated meanings: University: Public or private higher-education institution offering university degrees. Council: Council of Higher Education Board of trustees: The university's board of trustees appointed under this law. President: University's president. Dean: The dean of a faculty or institute, or the dean of university activities. Owner: Any company or association that owns a private university and is registered according to the regulations in force. Board: The company's council board or its board of directors or an administrative board of an association or institute that owns the private university.
Article 3	A public university has a legal personality and is financially and administratively independent. As such, it may own movable and immovable assets and carry out all legal transactions, including: concluding contracts, borrowing through the Cabinet's approval and accepting aids, donations, grants and wills. Furthermore, it has the right of litigation, carrying out all legal and judicial procedures, and appointing on its behalf a civil prosecuting attorney or any other attorney appointed for this purpose.
Article 4	A. Based on an application by the owner, a private university is established through a decision by the Council and in accordance with the conditions and guarantees prescribed by the relevant regulation, provided that the Council shall make its decision regarding such application within a maximum period of four months as of its submission date. B. The owner has ownership rights to movable and immovable assets and the right to borrow, mortgage and accept mortgage. C. Subject to paragraph (B) of this article, a private university has a legal personality and is financially and administratively independent. As such, it may carry out all legal transactions, including: concluding contracts and accepting aids, donations, grants and wills, and has the right of litigation upon approval by the Cabinet. D. The relationship between the Board and the university is governed by regulations that ensure the academic and administrative sovereignty of the university's administration.
Article 5	The provisions herein are applicable to any university established before or after such provisions have come into effect.

Article 6	A. A university is an independent academic institution endeavors to achieve the objectives and policies of the Higher Education and Scientific Research and will carry out the following: 1- Designing its study and research programs, curricula and plans. 2- Holding exams. 3- Granting scientific and honorary degrees and certificates. B. 1- A public university shall establish a manpower structure of all the positions it needs in its scientific, art, administrative structures and others, and shall appoint applicants pursuant to the regulations in force. 2- A private university has its own organizational structure that runs its, administrative, technical and financial divisions where the administration of such divisions is directly supervised by the president. The creation of jobs shall be based on the university's need of such jobs and in compliance with its budget designated by the specialized councils.
Article 7	A. By a decision by the board of trustees based on a recommendation by the university council, the university may establish learning, training, consulting and service centers or the establishment of schools or any private programs on or off the university's premises. B. 1- The university may open branches, centers and liaison offices inside and outside the Kingdom by a decision from the Council based on a recommendation from the board of trustees. 2- A university branch inside the Kingdom is considered an administratively and academically independent unit for the purpose of applying the public and private accreditation standards. 3- The public university branch is considered a financially independent unit for the purpose of the budget and closing financial statements. 4- Representation of the university branch is restricted to the president of the branch in the University Council and Deans Council. C. The regulations and rules of the university shall apply to its branches.
Article 8	A. Each university shall have a "board of trustees" consisting of a president and twelve members who at a minimum hold a first-level university degree. B. Considering the provisions of article (9) of this law, the Board of Trustees president and its members shall be appointed for a four-year term subject to renewal. C. The board of trustees shall nominate a member as a deputy president to assume the president's duties when absent. D. If the post of the president or any member of the board of trustees becomes vacant due to any reason, a substitute shall be appointed for the remaining period and in the same way the previous holder of the vacant post was appointed. E. It is not permissible for the president or ex-president of the university to be appointed as the president of the board of trustees before a period of at least 5 years has passed since leaving his position. In addition, it is not permissible for an academic member or employee at the university to be a member of its board of trustees.

	F. It is not permissible for the president or vice president or branch president of any university to be a member of the board of trustees of another university. G. 1. The board of trustees shall establish an academic committee, administrative committee, financial committee and any other permanent committee it deems necessary to study issues it has been entrusted with by the board of trustees and such based on the specialization of each committee. 2. Each committee from the ones mentioned in item (1) from this paragraph shall be headed by a member from its board of trustees. H. The board of trustees shall hold its meetings at least once a month at the university's premises and whenever necessary. The university shall designate a suitable place on its campus for the board of trustees and its administrative support to carry out their tasks and to hold their meetings. An allowance shall be paid to the board president and its members which its amount shall be determined as per the instructions issued by the official universities council and issued by the private universities commission. I. The board of trustees shall issue the instructions necessary for organizing its meetings and tasks.
Article 9	A. The board of trustees of the public university is formed as follows: 1- President of the board of trustees. 2- Four academic members holding a degree of professorship from another university. 3- Three members from the trade and industry sector. 4- Four expert members. 5- University president. B. The board of trustees of the private university is formed as follows: 1- President of the board of trustees assigned by the commission. 2- Four academic members holding a degree of professorship from another university and are chosen by the council. 3- Two members from the trade and industry sector assigned by the commission. 4- Two expert members that are non-academic staff members assigned by the commission given that one them should be from the local community. 5- Three members assigned by the commission from among its members. 6- University president. C. The president and members of the board of trustees of a public university are appointed and discharged by a royal decree according to the Prime Minister's recommendation based on the recommendation of the Board. D. The service of the Chairman of the Board of Trustees and any member thereof shall be terminated in any of the following cases: 1- The termination of his appointment or acceptance of his resignation from the Board. 2- His dismissal from his post by a decision of the council based on a justified placement by the council at the public university and a decision by

	the council based on a justified placement from the council or commission, each according to his specialization in the private university. E. Subject to the provisions of Clause (2) of Paragraph (B) of this Article, the chairperson and members of the Board of Trustees of the Private University shall be appointed and their resignations accepted and relieved of their positions by a decision of the Board based on the Commission's placement. F. If the position of the chairperson of the university's board of trustees or any member thereof becomes vacant for any reason, a replacement shall be appointed in the same manner. G. The membership of the Board of Trustees shall automatically terminate in the event that the member is absent from attending three consecutive meetings or five separate meetings without an excuse acceptable to the Chairman of the Board of Trustees.
Article 10	The board of trustees shall assume the following tasks and powers: A- Drafting the university's general policies. B- Approving the university's annual and strategic plan according to the university council's recommendation, and following up on its implementation and evaluation. C- Evaluating the university's performance and leadership from all aspects including: academic, administrative, financial, and infrastructure and periodically discussing the self-evaluation reports presented by it. D- Delivering an annual report about the university and its president's performance to the council as per the criteria stipulated by the council for this purpose. E- The university president shall appoint vice presidents and deans at the university and the university's branch presidents. F- Recommending to the council the establishment of schools, departments, institutes, and scientific centers pursuant to it inside and outside of the Kingdom. G- Recommending to the council the establishment of academic programs and majors and merge them with others or cancel them. H- Determining the university's tuition fees for students from all majors. I. Determining the numbers of admissions in the fields of various specializations in accordance with the accreditation and quality control standards, upon the recommendation of the Council of Deans within the general policy approved by the Council. J.1. Discussing the university's annual budget, financial data, and final accounts, and approving them after being approved by the University Council, and submitted to the Council for approval, provided that it is accompanied by the report of the chartered accountant of the private university. 2. Reviewing the reports and inquiries of the Internal Control Unit and the Audit Bureau and the answers and measures taken in their regard at the official university, and submitting them to the council. K. Seeking to support the university's financial resources and organizing its investment affairs.

	L. Accepting aids, donations, donations, grants, bequests, and endowments, subject to the approval of the Cabinet if they are from a non-Jordanian source. M. 1. Agreeing to conclude cultural, scientific and technological cooperation agreements and other agreements between the university and its counterparts inside and outside the Kingdom. 2. Recommending to the Council approval to conclude cooperation agreements between the university and its counterparts inside and outside the Kingdom, or in the programs and specializations that lead to obtaining academic degrees, provided that they obtain special accreditation. N. Discussing regulation proposals and raising them to the council to complete their procedures and disclose them as it is accustomed. O. Appointing an external certified accountant to audit the university's closing financial accounts and set his fees based on the university council's approval. P. Any other issues concerning the university and which are not part of the jurisdiction of the parties mentioned in this law and the regulations followed by the university, shall be presented by the president to the board of trustees.
Article 11	A- Each university shall have a full-time president appointed for a one-time renewable term of four years provided that he/she is a Jordanian national and has held a post of a professor as an academic staff member. B- The president of a public university is appointed by a royal decree based on the Council's recommendation where is has been chosen from a list of three candidates recommend by its board of trustees. C- The president of a private university is appointed by the Council's decision based on the recommendation of the board of trustees provided that he/she is not a partner or shareholder in the ownership or a board member. His/her salary, all his/her rights and privileges are determined by the board of trustees based on the Board's recommendation and according to a special contract with the university signed by the president of the board of trustee on behalf of the university. D- The president's term shall be terminated in the following cases: 1. The end of his/her term or his/her accepted resignation by the council or his/her death. 2. If he/ she is discharged by a Council's decision in the case of a public university) or by a decision from the board based on a plausible recommendation from the board of trustees in the case of a private university). E- 1. The president shall exhibit his duties considering that he /she is an academic member at the university and is affiliated to one of the schools or academic departments in it. 2. Once the president reaches the legal resignation age for ending his services as an academic staff member at the university, he shall continue to head the university as its president until he finishes his/her stipulated term of appointment as mentioned in paragraph (A) of this article.

	F- It is not permissible for the university's presidency continuation without the presence of a president to hold this position for a period of four months where the council takes the decision it sees suitable in case the period extends. G- The president of a public university appointed at another public university other than his/her home university shall get compensates an end of service reward from his/her home university based on his/her service term. The earned financial rights shall be calculated for his/her duration of work at the president of a public university he/she was appointed at and therefore shall be paid by it. H- The president who finishes his/her term of service at a public university shall retain his professorship status at the public university he/ she was president at or at his/her home university to the furthest extent as per the provisions in paragraph (D) of this article unless he/she wishes to not continue at the university. I- The president's appointment shall be renewed by a decision of the Council.
Article 12	A- The president is accountable to the board of trustees regarding the management of the university's affairs. Moreover, he/she is the paymaster and exercises the following powers: 1- Representing the university before all official and judicial authorities, bodies and individuals, and signing contracts as per the authority granted to him by the provisions of this law and the legislations followed by the university which don't go against the Higher Education and Scientific Research Law in force. 2- Managing the university's academic, scientific, financial and administrative affairs according to the provisions herein and according to the regulations, instructions and decisions issued by its virtue. 3- Calling the university council and the deans council to meet and head all their meetings, supervise that all their decisions are documented, and follow up on their execution. 4- Submitting the university's annual work plan to the university council in order for it to study it and then send it to the board of trustees. 5- In the case of a private university, the annual budget proposal shall be submitted and presented to the commission for approval and in the case of a public university it shall be submitted to the university council as a preliminary step before sending it in both cases to the concerned board of trustees. 6- Submitting annual reports on the university's performance to the university council where the universal indicators are clearly shown in the higher education fields and scientific research, community service and other activities, and any suggestions the council sees suitable in enhancing the university as per the system approved for that purpose under the condition that the university council discusses it and sends it to the board of trustees. 7- Suspending studies completely or partially in cases he/she deems appropriate to do so. However, if the suspension period exceeds one week, the president shall present the matter to the board of trustees for it to give the appropriate decision on this matter.

	8- Recommending to the board of trustees to appoint deputy presidents, deans, and branch presidents of the university. 9- Any other powers he/she is entitled with according the rules and regulations effective in the university or any other tasks he/she is entrusted with by the board of trustees. B- The president may delegate any of his/her powers to his/her deputies, deans and directors in the university or the university's branch president according to their fields of specialization provided that this delegation must be specific and in written form. C- If absent, the president shall select one of his/her deputies to carry out his/her duties and powers. Moreover, if the president's post is vacant, the president of the board of trustees shall delegate one of the president's deputies or deans in case no deputy is present to carry out his/her duties and exercise his/her powers until a new president is appointed as per the provisions of this law.
Article 13	A- Based on the president's recommendation, the deputy presidents and branch presidents are appointed by the board of trustees for a one-time renewable term of three years. A deputy president's term ends when the term expires, or by accepting his/her resignation or his/her death or after being discharged in the same manner. B- It is required that university's vice-president be a Jordanian national and has held the post of a professor. In certain exceptional cases the council approves that the one of the vice presidents be a non-Jordanian national. C- The president issues a decision in which he/she determines the tasks and powers of his/her deputies and of the presidents of the branches.
Article 14	A- Each university shall have a "university council" presided by the president and consists of the following members: 1- Deputy Presidents. 2- Three Deans assigned by the president for a one-year term who substitute among each other. 3- An academic staff member from each school or two members from each school where the number of academic staff is more than 15 and are therefore elected by the academic staff members in their schools at the beginning of each academic year provided that the representation from each academic department in the school is considered in case there is more than one representative. 4- Three directors of the academic, technical, administrative and financial departments in the university. 5- Two members from the local community. 6- Two student representatives. 7- One University graduate. B- The council members mentioned in articles (4), (5), (6) and (7) of paragraph (A) of this article are appointed by the president for a one-year term subject for a one-time renewal.

Article 15	The university council assumes the following tasks and powers: - A- Promoting the level of services provided by the university in the fields of education, scientific research, training and public service. - B- Examining the annual plan of the university’s developmental projects prepared by the president and submitting it to the board of trustees to issue a decision regarding them. In case of a private university, the examination will be submitted to the commission for approval before being sent to the board of trustees. - C- Discussing the university’s draft regulations and instructions to complete the necessary procedures regarding them. - D- Approving the university’s annual budget draft and its annual closing financial accounts and financial statements and approve them before sending them to the board of trustees. - E- Approving university’s performance reports, activities and accomplishments in before sending them to the board of trustees. - F- Examining any other matters presented by the president regarding the university.
Article 16	- A- Each university shall have a “Deans Council” presided by the president and consists of the following members: 1- President Deputies. 2- Deans of faculties, institutes and university activity. - B- The Deans Council assumes the following tasks and powers: 1- Recommending the board of trustees to establish schools, institutes, departments, and scientific faculties in the Kingdom. 2- Recommending the board of trustees to establish programs, academic majors and integrate them with others or stop enrollment in them or cancel them. 3- Appointing academic staff at the university and promoting them, granting them tenure, transferring them, granting them sabbatical, granting them leaves (including scientific dedication leaves and unpaid leaves), accepting their resignation and end of service, and transferring them from one faculty to another in the university. 4- Evaluating the members of the teaching staff regarding their academic activities, teaching methods and scientific researches, and making the appropriate decisions concerning these criteria. 5- Delegating the members of the teaching staff, full-time lecturers, research or teaching assistants, technicians working in the academic field in the university or persons who worked with the university in scientific delegations and missions and training courses pursuant to the Delegation Act effective in the university. 6- (A) Examining, discussing and issuing decisions concerning the draft study-plans submitted by the councils of faculties, institutes and centers. (B) Establishing internal control standards to monitor the quality and level of programs and university graduates at the university and then send them to the board of trustees for approval.

	7- Evaluating the academic and administrative performance and scientific achievement at the university according to specific standards and criteria by using certified forms and data for development. Thereafter, the findings are reported to the board of trustees through periodic reports. 8- Making recommendations to the board of the trustees about the standards used in accepting new students annually in the majors according to the general and private capacities approved by the accreditation commission of higher education institutes to ensure their quality and therefore abide by them. 9- Granting scientific and honorary degrees and certificates. 10- Establishing professorship ranks. 11- Suggesting to board of trustees the amount of fees charged by the university. 12- Examining any matter related to the academic work presented by the president. This is not within the jurisdiction of any other body according to the legislations in force. 13- Establishing the necessary instructions to execute the regulatory provisions related to academic work at the university.
Article 17	A- Based on the president's recommendation, the faculty dean is appointed by the board of trustees for a one-time renewable term of two years, provided that he/she had previously held a post of a professor. His/her term ends when the term expires, or by accepting his/her resignation or after being discharged in the same manner. B- The faculty dean is responsible for managing academic, administrative, financial and scientific matters in the faculty. Furthermore, he/she implements the decisions of the faculty, university and councils of deans, and submits a report to the president at the end of each academic year – or upon the president's request – about the faculty's performance and activities. C- By a recommendation from the president and in special cases, the board of trustees may appoint a member of the teaching staff as an acting faculty dean. His/her term ends when his term expires, or by accepting his/her resignation or appointing a substitute for him/her. D- By the dean's recommendation, the president may appoint a professor as a deputy dean for a one-time renewable term of one year. The deputy shall carry out the duties and tasks and exercise powers entrusted with by the dean. However, and after the board of trustees' approval, a member of the teaching staff who had not held a post of a professor may be appointed as a deputy dean when necessary. E- 1- When absent, the dean shall select one of his deputies to carry out his/her duties and exercise his/her powers. 2- If the post of the dean becomes vacant, the president shall entrust a deputy dean to carry out the duties and exercise the powers of the dean until a new faculty dean is appointed pursuant to paragraph (A) of this article. 3- Should there be no deputy available, the president shall entrust a member of the teaching staff to carry out and exercise the powers of

	the dean until a new faculty dean is appointed pursuant to paragraph (A) of this article for a period that doesn't exceed three months.
Article 18	Deans other than the faculties' deans may be appointed to supervise the institutes or any university activity. For this end, they shall carry out the designated duties in accordance with the rules and regulations effective in the university, and they shall be appointed pursuant to the provisions of article (17) herein.
Article 19	A- Each faculty shall have a "faculty council" presided by the president and consists of the following members: 1- Deputy deans. 2- Heads of the academic departments in the faculty. 3- A representative of each academic department in the faculty nominated by the members of the department's teaching staff at the beginning of each study year. 4- Two experts from outside the university nominated by the president after consulting the dean, and who shall serve for a one time renewable term of one year. B- Each new faculty shall have a temporary council established by the council of deans based on the president's recommendation consisting of a president and three members at least. It shall exercise the powers of the faculty's dean, council and department councils until a new dean, council and department councils are appointed. C- The faculty council assumes the following duties and powers: 1- Proposing the faculty's study plan and the conditions of granting scientific degrees and certificates. 2- Approving the curricula proposed by department councils. 3- Coordinating with the deanship of higher studies in appointing supervisors for scientific theses and establishing thesis defense committees. 4- Organizing and supervising procedures for faculty exams, discussing their results issued from the specialized departments and then taking the appropriate decisions regarding them. 5- Advising the council of deans to grant scientific degrees and certificates. 6- Supervising and promoting scientific research in the faculty in coordination with the deanships of scientific research and higher studies. 7- Making recommendations about academic staff and others teaching at the faculty in terms of: appointment, promotion, transfer, delegation, sabbatical, granting study leaves, accepting resignation and other university matters in accordance with the regulations in force. 8- Preparing annual faculty budget draft. 9- Deciding on matters referred to by the dean.
Article 20	A- Each faculty department shall have a council consisting of a head and all members of the teaching staff.

	B- The department council shall assume the following duties, powers, and responsibilities: 1- Submitting proposals to the faculty council about the department's study-plans. 2- Proposing the department's curricula. 3- Promoting scientific research activities in the department, examining scientific research projects and submitting the necessary recommendations for the purposes of support, publication or participation in scientific conferences and seminars. 4- Proposing the distribution of classes and lectures. 5- Examining applications regarding the following matters: appointment, promotion, transfer from one category to another, tenure, transfer, delegation, leaves, and resignation, and then issuing its recommendation regarding such matters according to the effective legislations. However, academic staff member shall not participate in any of the above mentioned unless he/she has a similar or higher rank. 6- Preparing department's annual draft report. 7- Proposing any subject that serves the best interest of the department, faculty or university. 8- Examining any matter referred by the dean or presented by the department head. C- The head of department is responsible for administering the department and ensuring the smooth flow of teaching, encouraging scientific research, evaluating employee performance as long as they don't go against the provisions of the legislations in force. D- As per the president's decision and the dean's recommendation, a department professor shall be appointed as the head of a department for a one-year renewable term. However, in special cases considered by the president and based on the dean's recommendation, a member of the teaching staff shall be appointed as an acting head of a department. Moreover, if the department head is absent or his/her post is vacant, the dean shall appoint an academic staff member to carry out his/her duties until he/she returns back or a new head shall be appointed according the provisions herein.
Article 21	A- Despite what was mentioned in any other legislation, academic staff members are permitted to combine both their retirement salaries and their current university salaries. B- 1. It is permissible for any academic staff member to transfer from one public university to another public university provided they get approval from the Deans Council of both universities concerned. In this case, all the member's rights at the transferred university shall be considered operative as was the case in the previous university. Furthermore, his or her financial right shall immediately be transferred from their previous university to the university they transferred to once they have ended their work there. 2. The service membership of an academic staff members appointed at a public university is considered ongoing unless he or she is appointed in another public university.

	C- It is not permissible for an academic staff member to be appointed at another university while under contract with his or her university unless his or her university approves such an appointment. D-1. It is not permissible for the age of an academic staff member to exceed 70 years old. 2. Despite what was mentioned in article (1) from this paragraph; and based on the recommendation of the responsible councils in the University, it is permissible for an academic staff member with a professorship rank to get and extension of his service for another 5 years provided that he or she is in good health to conduct his or her academic work.
Article 22	A member of academic staff is: A- Professor B- Associate Professor C- Assistant Professor D- Professor E- Instructor F- Assistant Instructor G- Practicing Professor
Article 23	A- A public university has its own independent budget prepared by the president, approved by the university council, endorsed by the board of trustees and ratified by the council. B- 1- A private university has its own independent budget prepared by the president, discussed by the university council, approved by the commission, endorsed by the board, confirmed by the board of trustees and ratified by the council. 2- A private university shall open a private account – independent of that of the owner or the commission – in a bank inside the Kingdom. All the university's allocations shall be deposited in this account according to its operational annual budget, in addition to what is allocated according to paragraph (1) from article (25) of this law where spending shall be approved by a decision from the president. C- The university branch has an independent budget prepared by the branch president, approved by the university council, and ratified by the council. D- The university branch has an independent budget prepared by the branch president, discussed by the university council, approved by the commission, and endorsed by the board of trustees.
Article 24	A- The financial resources of a university include the following: 1- Study fees. 2- Revenues from its movable and immovable properties. 3- Incomes from the educational, advisory and research activities of the faculties, institutes and centers, and from any productive projects and university facilities. 4- Grants, donations and wills after the approval of the Cabinet if from a non-Jordanian source. 5- Any other incomes.

	B- Allocations from the Country's Public Budget shall be added to the financial resources of the public university. C-1- The university shall have an internal monitoring and audit unit, and its director is appointed upon a decision by the board of trustees. 2-The unit is directly accountable in front of the board of trustees, and shall supervise administrative and financial affairs at the university and shall therefore submit quarterly, semi-annual, and annual reports to the board of trustees. 3- The head of the board of trustees shall submit a copy of the semi-annual report and the annual report to the council for approval.
Article 25	A- The university shall allocate at least (5%) from its annual budget and financial resources mentioned in article (24) of this law for scientific research, innovation, publication and scientific conferences, and for delegating candidates to continue MA and PhD degrees. Provided that the allocated percentage for scientific research, innovation am, publications, and scientific conferences doesn't exceed (3%) and the percentage allocated for delegation is at least (1%). B- The surplus of the percentages mentioned in paragraph (A) of this article shall be transferred to the Scientific Research Fund if they are not spent within four years of their date of allocation for any of the purposes mentioned in the paragraph. C- An annual allocation of at least (2%) from its annual budget and from resources mentioned in article (24) of this law shall be allocated for a university which has been operating for more than ten years or more. This allocation shall be used to renovate its buildings, conduct maintenance, and upgrade its facilities and its infrastructure.
Article 26	A- The funds of a public university are considered public funds and are collected according to the effective public funds collection law. B- The public university enjoys all exempts and facilities enjoyed by ministries and government directorates. In addition, the public university shall also be exempted from any taxes or government or municipality fees of any form.
Article 27	A- Regardless to was mentioned in any other legislation, a public university shall carry out all its tasks and public services and provide necessary means and facilities required to achieve its goals and objectives mentioned herein. Moreover, it shall make all necessary arrangements to protect its assets and properties by establishing the necessary buildings and installations according to the planning and designs it deems appropriates. B- Employees delegated in written form by the president to protect the public university, its branches, buildings, and work to ensure its internal security are considered to have a judicial control role as per their scope of their expertise.
Article 28	Regardless of what was mentioned in the Companies Law or in any other legislation: A- The board is directly responsible for spending, capitalist construction projects, buildings, amenities, necessary maintenance for the private

	university which is approved by commission and shall manage its funding as per the approved plan by the board of trustees. B- The Board shall not intervene in the management of the private university's academic affairs in any form. C- The university shall manage accounts and financial records that organize its tasks according to the customary accounting norms. The final accounts and reports are subject to auditing by a legal auditor appointed by the commission.
Article 29	A- Each council mentioned herein shall hold meetings as per an invitation from its president or one of his/her deputies in case he/she is absent. B- The president of the university may invite any of its councils to meet except the board of trustees. C- At least half of the members of any council may submit a request to its president to conduct a meeting; in such case, the council president shall invite the members to meet within fifteen days as of the date of his/her reception of such a request.
Article 30	The legal quorum for a meeting by any council mentioned in this law consists of the presence of the majority of its members, and the decisions shall be made by the majority votes of present members.
Article 31	The decisions made by any council may be subject to objection and submitted to a higher-ranking council, whose decision shall be deemed final.
Article 32	Public universities may establish funds for housing, saving, investment, donations, students and other funds related to the academic staff and workers. Each fund (except donation and student funds) has a legal personality, whose regulations, purposes, management, membership, subscription, fees, liquidation and other relevant matters are subject to regulations issued for this purpose.
Article 33	The provisions of this law and any other legislation related to higher education are applicable to any non-Jordanian institution or any of its branches that offers higher education in the Kingdom regardless of its legal status.
Article 34	A- The board of trustees of a private university may prepare its internal regulation drafts and submit them to the council for approval, provided that they incorporate the accredited academic staff regulations applied at public universities except the salary ladder, if found. B- Until the adoption of the regulations referred to in Paragraph (A) of this Article, the regulations in force at the University of Jordan shall be applied in the event that the private university does not adopt a system of its own.
Article 35	The Cabinet shall issue the regulations necessary for the implementation of this law, including the following regulations related to public universities: A- Appointing, promoting, transferring, delegating, granting tenure to academic staff members, lecturers, research and teaching assistants, delegates, pensioners, employees and all workers in the university. In addition, granting them leaves (including the scientific research leaves and unpaid leaves), accepting their resignation, discharging

	them and determining their work and financial rights and duties and all other matters related to their university work. B- Appointing University Presidents. C- Transfer, travel and health insurance affairs. D- Evaluating academic leaders' performance at higher education institutes. E- Exercising academic work at universities and university colleges. F- Financial matters, supplies and public work affairs. G- Granting degrees and certificates and determining their conditions, rules and procedures. H- Scientific delegations, their costs and conditions. I- Scientific research matters.
Article 36	University council shall issue the instructions related to academic staff, employee, and student clubs, student dormitories and any other matters related to social and cultural activities for students.
Article 37	Any article mentioned in any other public university law and refutes the provisions of this law shall not be followed.
Article 38	The following law shall be abolished: [Jordanian Universities Law no. (20) of 2009, and its amendments], provided that the regulations and instructions issued for it are to be followed until they are amended or canceled or replaced as per the provisions of this law.
Article 39	The Prime Minister and the ministers are entrusted with the implementation of the provisions of this law.

German Jordanian University Law No. 33 of 2006

Article (1)	This Law is called (German Jordanian University Law of 2006) and is validated upon publish in the Official Gazette.
Article (2)	The following words and expressions, wherever appearing in this Law, shall have the meaning assigned thereto unless the context indicates otherwise: The University: German Jordanian University Board of Trustees: University Board of Trustees. The President: President of the University. Law of the Universities: Applicable Law of the Public Jordanian Universities.
Article (3)	A. A university shall be established in the Kingdom under the name (The German Jordanian University) and shall have a legal entity with financial and administrative independence, and as such shall own all movable and immovable assets and to do all the necessary legal acts to reach its goals including concluding contracts and agreements, borrowing and acceptance of donations, gifts, grants, bequests and endowments. It shall also have the right to prosecute and delegate the civil attorney general, or any attorney it entrusts for such purposes. B. Since the University is a public national establishment for higher education, it shall aim to reach the goals stipulated in the Law of Universities. C. The University shall adopt the German approach in applied science education. D. The University may open branches in the Kingdom.
Article (4)	The Board of Trustees shall comprise of the President and ten members holding as a minimum a first university degree, who possess the experience and capability to undertake the responsibilities assigned thereto. Four of

	which should hold the German citizenship and shall be nominated by the government of the Federal Republic of Germany.
Article (5)	A. The University Council and the Deans council shall be established for the first time pursuant to the decision of the Board of Trustees. The two aforementioned council and board shall exercise the powers entrusted in them pursuant to the applicable legislations. B. The Board of Trustees shall exercise the powers of the university councils until the Deans council exercises the powers of the faculty council. The faculty council shall exercise the powers of the department councils till the formation of such councils.
Article (6)	A. The President shall be responsible for managing the University affairs and may exercise all rights assigned to him as a President to fulfill this duty. Pursuant to the Universities Law, the Chairman of the Board of Trustees shall exercise the powers of the President until the appointment of a President. B. A German vice President may be assigned, despite what is mentioned in the universities law.
Article (7)	A. The University shall have its own budget prepared by the President, approved by the Deans council, and by the Board of Trustees according to the university council's recommendation and should be approved by the Higher Education Council. B. University financial resources are made up of the following: 1. University fees. 2. The University share of taxes and assigned fees for public Jordanian universities. 3. The annual grant offered for the University from the general governmental budget. 4. Grants specified by the German government and German institutions pursuant to agreements and memoranda made between the Jordanian and German governments. 5. Income of movable and immoveable assets.

	6. Grants, donations, aid and any other resources, as long as the Council of Ministers approves of foreign ones.
Article (8)	The teaching language in the university is English. Courses in German or Arabic may be taught by a decision of the University Deans council.
Article (9)	Despite of what is provided in the Universities Law, a faculty member at the university is A. A professor B. Associate professor. C. Assistant professor. D. Instructor. E. Assistant Instructor. F. Practicing professor.
Article (10)	University money is considered to be public and shall be collected pursuant to the State Property Collection law in force. For this, the President shall exercise the powers of State Property Collecting Committee and the administrative governor stipulated in the aforementioned law.
Article (11)	The University shall be exempted of all taxes, fees and revenues, weather governmental, municipal or other, and shall also be exempted from any other exemptions not mentioned in the agreements between the government of the Hashemite Kingdom of Jordan and the government of the Federal Republic of Germany.
Article (12)	In cases not mentioned in this Law, the Law of Universities shall apply.
Article (13)	The Cabinet shall issue necessary regulations to execute the provisions of this Law. Until the aforementioned regulations are issued, the University shall apply the Regulations and Instructions applicable in Al-Hussein Bin Talal University for a maximum period of six months, starting from the date of this Law coming into force.
Article (14)	The Prime Minister and Ministers shall be responsible for the execution of the provisions of this Law.

Academic Faculty Members

Academic Staff Regulation At The German Jordanian University Regulation No. (96) of 2009 and its Amendments

Article (1)	This Regulation shall be called (Academic Staff Regulation at the German Jordanian University of 2009) and it shall come into force from the date of its publication in the Official Gazette.
Article (2)	The following words and expressions, whenever they appear in this Regulation, shall have the meaning appointed thereto unless the context indicates otherwise: The University: the German-Jordanian University Board of Trustees: The University's Board of Trustees The Board: the Deans Council
Article (3)	The academic staff in the University is one of the following: A. Professor B. Associate professor C. Assistant professor D. Practicing professor E. Lecturer F. Teaching assistant
Article (4)	Appointment and Tenure A faculty member shall be appointed in the University, promoted, to a higher rank, placed to a full-time job, transferred to a different category, seconded, delegated and granted sabbatical and unpaid leaves and accepting his resignation upon the Council's decision.
Article (5)	A faculty member, to be appointed at the University, must meet the following conditions, in addition to other conditions and requirements stipulated in this Regulation: A. He should have an academic degree or a vocational certificate in a field enabling him to teach at the University. The degree or certificate should be obtained after a high school certificate or an equivalent. The degree or certificate should not be less than a bachelor degree obtained from a recognized University.

	B. He should be capable of carrying out the job, especially teaching. C. He should be healthy, pursuant to the medical committee approved by the University. D. He should not have been convicted of a crime breaching honor or public morality or a felony. E. He should not have been fired, removed or his job terminated during the probation period.
Article (6)	A teaching assistant should hold a bachelor's degree or an equivalent with fulltime attendance from a recognized university in the area of specialization of his work. He should also have five years of experience in the field of specialty or any related industrial or vocational experience after obtaining the bachelor's degree.
Article (7)	A lecturer at the University should: A. Hold a master's degree or an equivalent in the field of his major. B. Have at least three years of working experience after obtaining the master's degree in the field of his major, either in teaching, research or practical specialty.
Article (8)	A. A practitioner in the University should: 1. Have obtained a bachelor's degree or an equivalent in the field of specialty. 2. Have at least ten years of working experience after obtaining the bachelor's degree or its equivalent in an industrial or vocational field, and have conducted distinguished works that led to a cognitive tangible progress or achieved an unprecedented invention, innovation or development for his field of study. B. The Council, pursuant to instructions it issues, shall determine other conditions for hiring a practitioner.
Article (9)	An assistant professor to be appointed at the University should hold a PhD or an equivalent from a recognized University, or hold a specialized certificate equivalent to a PhD from a recognized academic or vocational institute.
Article (10)	A. An associate professor to be appointed at the University should:

	1. Hold the educational qualification stipulated in Article (9) in this Regulation. 2. Have an experience of no less than four years as an assistant professor at a university or an institute of a recognized University level. 3. Have published a scientific work, which resulted in academic progress after obtaining the educational qualification stipulated in Article (9) of this Regulation. This work should fulfill the University's requirements for promotion to an associate professor. B. A Person who has not worked before as an associate professor can be appointed as an associate professor if he has held the education qualification stipulated in Article (9) of this Regulation for at least seven years during which he has published valuable scientific production recognized by the international scientific reference, or worked during these years in research, industrial or applied vocational field in which he achieved technical excellence through an invention or scientific innovation that led to the development of the field he works in; and such achievement or excellence should be outstanding according to all known international standards recognized for evaluating scientists' achievements.
Article (11)	A. A person may be appointed as full professor at the University should have: 1. Obtained the education qualification stipulated in Article (9) of this Regulation. 2. Had experience in working as an associate professor for a period of no less than four years at a university or an academic institute on a recognized university level. 3. Published work while an associate professor which led to tangible educational progress in the field of knowledge. B. A person who has not worked as an associate professor can appointed as a full professor if he has obtained the educational qualification stipulated in Article (9) of this Regulation for fourteen years at least and has, during these years, published scientific production that led to the

	progress of knowledge according to the recognized scientific resource, and has worked in an industrial or an applied vocational field, where he has achieved a scientific or a technical breakthrough where he was awarded local or international rewards for an invention which is outstanding according to the global standards recognized and known for evaluating scientists, or a scientific innovation which led to the progress in the field he is working in.
Article (12)	A. A visiting professor, with a contract or a monthly remuneration, may be appointed if he: 1. Holds a rank from a university recognized by the University. 2. Holds the academic qualification stipulated in this Regulation. B. The time period of appointing the academic staff member stipulated in paragraph (A) of this Article does not serve the purpose for promotion, end of service remuneration or the benefit from housing projects and funds.
Article (13)	A. Upon the appointment of a faculty member, each year of his experience in fields other than teaching may be counted as one year for rank, seniority and salary purposes. The rank he held while working at a different yet recognized university may be counted, on the condition that he has had the educational qualification stipulated in this Regulation. B. Upon the appointment of a faculty member, a previous experience that exceed six-months at a different university may be counted as one year, but the experience gained before obtaining the minimum required educational qualification for the current position is not counted.
Article (14)	A. A academic staff member shall be appointed at the University after a probation period if he meets the following requirements: 1. Holding the Jordanian nationality. 2. Having worked for a minimum of four consecutive years at the University. 3. Having proved merit in developing University connections with industrial and productive entities inside and outside the country.

	4. Having been promoted to a higher academic position in the University, unless he was appointed as a professor. In this case he may be tenured after a minimum period of four continuous years of working at the University. If he has not been tenured, his service shall automatically terminate. B. A lecturer or a lecturer assistant is tenured if he has spent a minimum period of four continuous years of working at the University and has been promoted to rank (A). C. A teaching faculty's probation period is considered to be a part of his actual working period. D. Taking clause (4) of paragraph (A) of this Article into consideration, the maximum probationary period is ten years, commencing the date of appointment in his rank for the first time. If he is not tenured during this time, his service shall automatically terminate. E. The council, upon a justified recommendation from the President based on the recommendation of the faculty council, may terminate a faculty member's contract during his probation period, provided that a one-month notice at least is given from the date of notification. The Council does not have to abide by this condition if it finds justifications not to. F. A faculty member may be reappointed at the University. In such a case, this member shall be on probation period again pursuant to the provisions of this Article, with the exception of a academic staff member whose service at the University has ended and was reappointed during the first year after end of service. In such a case, the faculty member shall be automatically tenured, provided that this takes place before the end of his service.
Article (15)	A faculty member appointed in any of the academic departments of any of the University's schools may be jointly appointed in another department of the same school or any other school, provided that the two departments are related in field. Conditions and bases of joint appointment shall be determined pursuant to instructions issued by the Council for such a purpose.

Article (16)	Salaries Basic salaries, salary grades, salary categories and salary increases of academic staff of the German-Jordanian University shall be determined pursuant to the following salary scale: A. Faculty members: <table><tr><th>Rank</th><th>Category</th><th colspan="2">Salary</th><th>Annual increase in JOD</th></tr><tr><td></td><td></td><th>From</th><th>To</th><td></td></tr><tr><td>Professor</td><td></td><td>401</td><td>851</td><td>15</td></tr><tr><td rowspan="2">Associate Professor</td><td>A</td><td>391</td><td>439</td><td>12</td></tr><tr><td>B</td><td>306</td><td>354</td><td>12</td></tr><tr><td rowspan="2">Assistant Professor</td><td>A</td><td>301</td><td>341</td><td>10</td></tr><tr><td>B</td><td>248</td><td>288</td><td>10</td></tr><tr><td rowspan="2">Practicing professor</td><td>A</td><td>300</td><td>340</td><td>10</td></tr><tr><td>B</td><td>228</td><td>268</td><td>10</td></tr><tr><td rowspan="2">Lecturer</td><td>A</td><td>222</td><td>264</td><td>7</td></tr><tr><td>B</td><td>163</td><td>205</td><td>7</td></tr><tr><td>Assistant Lecturer</td><td></td><td>95</td><td>191</td><td>6</td></tr></table> B. A faculty member shall receive the annual increase when it is due. The University President’s basic salary shall be determined according to the highest salary of a professor	Rank	Category	Salary		Annual increase in JOD			From	To		Professor		401	851	15	Associate Professor	A	391	439	12	B	306	354	12	Assistant Professor	A	301	341	10	B	248	288	10	Practicing professor	A	300	340	10	B	228	268	10	Lecturer	A	222	264	7	B	163	205	7	Assistant Lecturer		95	191	6
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Article No. (16) was amended in Regulation No. (40) of 2013																																																									
Article (17)	A. A full-time lecturer shall receive the fees stated below for each actual teaching hour: - As a professor or an equivalent: 25 JOD. - As an associate professor or an equivalent: 20 JOD - As an assistant professor or a practicing professor or an equivalent or holds a PhD: 15 JOD. - As a instructor or an equivalent: 15 JOD. - As a instructor assistant or an equivalent, or a lecturer who holds a master’s degree: 12 JOD.																																																								

	6. A lecturer who holds a bachelor's degree: 10 JOD. B. In cases where it is necessary to assign experienced members who hold no academic degrees or university ranks, the President may assign a reward ranging between ten to twenty-five JOD per lecture. C. An hour of practical hours at labs, workshops or internships shall count as a half teaching hour. D. Any lecturer in technical or rare vocational or unavailable academic fields may be granted pursuant to the President's and Dean's recommendation an award that does not exceed 50% of the fees mentioned in Article (A) as a bonus.												
Article (18)	Bonuses A. Members in administrative positions are granted an (administrative bonus) as follows: <table> <tr> <td>1. President</td><td>300 JOD</td></tr> <tr> <td>2. Vice President</td><td>175 JOD</td></tr> <tr> <td>3. Department or University activity dean</td><td>125 JOD</td></tr> <tr> <td>4. Vice dean, President assistant and head of the academic department</td><td>75 JOD</td></tr> <tr> <td>5. Dean assistant</td><td>45 JOD</td></tr> <tr> <td>6. Section supervisor</td><td>20 JOD</td></tr> </table> B. It is not allowed for one member to receive more than one bonus pursuant to Paragraph (A) of this Article.	1. President	300 JOD	2. Vice President	175 JOD	3. Department or University activity dean	125 JOD	4. Vice dean, President assistant and head of the academic department	75 JOD	5. Dean assistant	45 JOD	6. Section supervisor	20 JOD
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5. Dean assistant	45 JOD												
6. Section supervisor	20 JOD												
Article (19)	A. Academic staff members are granted University bonuses as follows: <table> <tr> <td>1. Professor</td><td>850 JOD</td></tr> <tr> <td>2. Associate professor</td><td>625 JOD</td></tr> <tr> <td>3. Assistant professor</td><td>465 JOD</td></tr> <tr> <td>4. Practicing professor</td><td>380 JOD</td></tr> <tr> <td>5. Lecturer</td><td>280 JOD</td></tr> <tr> <td>6. Lecturer assistant</td><td>230 JOD</td></tr> </table> B. Faculty members not mentioned in Paragraph (A) of this Article and assigned upon contracts and base salaries are treated as their counterparts, but not as those who are assigned with holistic contracts that include all bonuses.	1. Professor	850 JOD	2. Associate professor	625 JOD	3. Assistant professor	465 JOD	4. Practicing professor	380 JOD	5. Lecturer	280 JOD	6. Lecturer assistant	230 JOD
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6. Lecturer assistant	230 JOD												

Article No. 19 was amended in Law No. 16 of the year 2012									
Article (20)	A specialization bonus of 135% (one hundred thirty five percent) of basic salaries is granted for faculty members. This bonus shall not be valid for faculty members with holistic contracts that include all bonuses.								
Article (21)	A. Transportation bonus shall be granted to faculty members at the University as follows: <table> <tr> <td>1. President</td><td>170 JOD</td></tr> <tr> <td>2. Vice President and dean</td><td>100 JOD</td></tr> <tr> <td>3. Vice dean and President assistant of the faculty members</td><td>90 JOD</td></tr> <tr> <td>4. faculty member</td><td>80 JOD</td></tr> </table> B. Faculty members assigned with contracts are granted transportation bonus that is equal to staff receiving with the same salary pursuant to Paragraph (A) of this Article. C. It is not allowed for one faculty member to receive more than one bonus stipulated in this Article. D. Bonuses stipulated in paragraph (A) of this Article are not granted to those who have a vehicle dedicated to them from the University or it always provides them with transportation. E. Transportation bonus shall not be granted to staff delegated on training courses of period that exceeds thirty days, or those on sabbatical leave.	1. President	170 JOD	2. Vice President and dean	100 JOD	3. Vice dean and President assistant of the faculty members	90 JOD	4. faculty member	80 JOD
1. President	170 JOD								
2. Vice President and dean	100 JOD								
3. Vice dean and President assistant of the faculty members	90 JOD								
4. faculty member	80 JOD								
Article 21 was amended in Regulation No. 40 of 2013									
Article (22)	Faculty members shall receive for a period of five years from the date of enforcement of the provisions of this Regulation a bonus called “the German-Jordanian Bonus” and is equal to 100% of their basic salaries.								
Article (23)	The Board of Trustees may grant a special bonus that shall not exceed three-hundred (300) JODs per month, pursuant to the President’s recommendation for a part-time faculty member teaching a rare subject. This shall be applicable when necessary. The Cabinet may extend this bonus to five-hundred (500) JODs pursuant to the Board of Trustees’ recommendation, and only for faculty members teaching rare subjects.								

Article (24)	A faculty member may, pursuant to a written consent from the President, execute tasks that exceed his assigned duties at the University, or tasks outside the University pursuant to the following terms and conditions: A. Performing extra paid work or within the University or receiving a reward from it, upon its assignment in situations not mentioned in Article (28) of this Regulation, whether University facilities are used or not. In this case, the faculty member and whoever takes part with him from the University shall receive either remuneration or get paid out of the net income of the job done, all pursuant to this paragraph and instructions issued by the Council for such a case. B. 1- Working for a wage or remuneration outside the University. The load and time allowed to get the job done outside the University are determined by the President, on the condition that such work does not affect any of the University duties assigned to him. 2- The Council shall issue the decision of dividing the revenue of any off-campus task between the faculty member who performs it and the University.												
Article (25)	A. The President may grant a foreign faculty member a cost of living allowance that does not exceed twenty percent (20%) of his basic salary pursuant to the salary scale in Article (16) of this Law. B. The President shall receive an annual cost of living allowance just like Presidents of public universities, if the University does not provide a suitable furnished housing.												
Article (26)	A. Faculty members at the University shall receive the following family bonuses: <table data-bbox="432 1570 842 1883"> <thead> <tr> <th></th><th>JOD</th></tr> </thead> <tbody> <tr> <td>Wife</td><td>7</td></tr> <tr> <td>First child</td><td>2</td></tr> <tr> <td>Second child</td><td>2</td></tr> <tr> <td>Third child</td><td>2</td></tr> <tr> <td>Fourth child</td><td>2</td></tr> </tbody> </table> B. In case of polygamy, the bonus shall be given for the first wife only, if he receives a bonus for four children. If he has less than four children,		JOD	Wife	7	First child	2	Second child	2	Third child	2	Fourth child	2
	JOD												
Wife	7												
First child	2												
Second child	2												
Third child	2												
Fourth child	2												

	then the rest of the child bonuses shall be granted to other wives in addition to the first wife, under the condition that the total number of additional wives and children does not exceed four. C. This bonus shall not be granted in the following cases: 1. Children older than eighteen years of age, except those who are still at high school, or reading for first higher education degree or disabled. 2. The wife who receives a monthly salary from a private or public institution for a job.
Article (27)	A personal allowance of forty-five (45) JODs shall be granted for faculty members whose basic salaries are 130 JODs or over, and thirty-one (31) JODs for those whose basic salary is less than 130 JODs.
Article (27) was amended in Regulation No. 40 of 2013	
Article (28)	A. The President may assign any of the University faculty members to teach or do a scientific research or any other task during or after work hours or during a vacation or to be summoned to fulfill those tasks pursuant to this Article, in return for a financial remuneration, the amount of which is determined by the President. B. 1. The Board of Trustees may, with the approval of the Higher Education Council, assign a percentage from irregular programs as bonuses for the faculty members, pursuant to instructions the University Council issues for this purpose. 2. The amount of increase of the total salaries, resulting from the application of the provisions of this amended Regulation shall be deducted from the incentives that are spent pursuant the provisions of clause (1) of this Paragraph; if the these incentives fall short from covering this increase, the Ministry of Higher Education and Scientific Research shall cover the difference from the money allocated for the support of universities.
Article (21) was amended in Regulation No. 27 of 2012, and in Regulation No. 40 of 2013	

Article (29)	The President may assign a financial remuneration for any non-staff person who is assigned to do work for the University, or provide a service for its interest.
Article (30)	Transfer and Promotion A. A professor, assistant professor, or an associate professor shall be transferred from a category to a higher one, if he has served for a period of no less than four years in the category he applies to be promoted from, has published a work or a scientific production which meets the conditions and descriptions assigned by the University, and has introduced a scientific research to the University. B. A lecturer or an assistant lecturer shall be transferred from a category to a higher one, if he has served for a period of no less than seven years in the category he applies to be promoted from, has published a scientific research, which meets the conditions and descriptions assigned by the University, and has substantially developed the University's relation with the industrial, vocational, and other production sectors.
Article (31)	Those to be promoted to associate professor or professor ranks should meet the following conditions: A. He has served for four years at least in the previous rank in the University. If a previous academic service in another university, recognized by the University, is to be counted, he should have served for eighteen months at least in the previous rank from the time of his appointment in the University. B. He has already, while at the previous rank, published valuable research or scientific production, which resulted in knowledge development in his field of specialization, has done valuable vocational and technical works, and has established successful relationships with industrial and production entities and with entities that use developed technology, and any other conditions determined by the University.
Article (32)	Taking Articles (30) and (31) of this Regulation into consideration, the Council shall determine, by instructions it issues, the other conditions to transfer a faculty member from a category to a higher one within the same

	rank, to promote him from a rank to a higher one, including the number of scientific researches, and the terms of their publication, evaluation style, the amount of extramural financial aid received by the faculty member to develop the scientific research, his effectiveness in teaching and other educational activities, and his relationship within and without the University, in addition to other conditions.
Article (33)	A. Pursuant to the President’s recommendation, which is based on the recommendation of the faculty council and the department council, the Council may grant a faculty member seniority of no more than two years and an increase in salary thereof in one rank, on the condition that he has achieved significant work in the field of scientific research, and has received extramural financial support to fund these scientific researches, or has achieved an unprecedented invention or innovation in his field, according to the global scientific scale. B. The bases and conditions of granting the aforementioned seniority stipulated in paragraph (A) of this Article shall be determined pursuant to instructions issued by the Council.
Article (34)	The Council shall determine, by means of instructions it issues, the conditions required for the following: A. Grant financial or moral incentives or both by presenting rewards as gifts, one-time financial awards, or special titles of excellence, or all of them to outstanding faculty members, who have served the University for long periods of time, are recognized with their outstanding contribution and have a role in the reputation of the University or have contributed in raising the status of the University. B. Grant honorary titles--professor, associate or practitioner, or assistant professor--to non-University outstanding people, who hold bachelor degrees minimum, and have achieved a significant excellence in engineering, technical, applied, technological, or industrial fields.
Article (35)	Academic staff duties: A faculty member shall enjoy the full freedom to think, express, publish and exchange opinions in the University in fields germane to teaching, scientific research and other University activities, within valid laws. They

	must also abide by values, University regulations and instructions issued thereunder.
Article (36)	Faculty member duties: A. Teaching and conducting examinations. B. Doing creative research and studies and associating them with industry and applied fields. C. Supervising University theses, student reports, researches, scientific and social activities, and providing them with moral and scientific orientation. D. Providing Academic supervision E. Participating in University councils and committees, and those in which the University participates. F. Carrying out any act that promotes the University and leads it to progress. G. Devoting all his work time to his University duties, exerting efforts to promote the University's educational message and sustaining its decent status in research, teaching, orientation, and management fields. H. Servicing and developing the community by being open to industrial, vocational and technical sectors, and linking theory with application.
Article (37)	A. Each faculty member should submit an annual report to the head of his department or section supervisor about his academic activities in teaching, supervising and scientific research, and non-academic activities in the field of community service and development and committees and anything else. The section supervisor should submit a consolidated report about his section to the head of department. B. 1. The head of department must submit a report, stating his opinion of the department to the dean. 2. The dean shall prepare a report stating his opinion of the department and activities and transmits it to the President by the end of the second semester of each academic year.
Article (38)	The department council may establish a section for a major that has more than one academic staff under the consent of the faculty council. A supervisor from the academic staff of that major shall be assigned by the

	dean to manage the section, pursuant to the recommendation of the head of department.
Article (39)	A. A weekly hour load of a academic staff member shall be (40) hours allocated as follows: 1. Teaching. 2. Theses Supervision. 3. Scientific research. 4. Academic supervision. 5. Office hours for meeting with students. 6. Participation in councils and committees. 7. Community service and development. 8. Other University duties. B. 1. The teaching load shall be (9) credit hours for a professor, (12) credit hours for the associate and assistant professors, and (15) credit hours for the lecturer and assistant lecturer. 2. The Council shall determine the teaching load for a practitioner pursuant to instructions it issues for this purpose. C. The President may, if needed, reduce the teaching load of a faculty member who undertakes administrative tasks or coordination tasks with the industry and production sectors.
Article (40)	No remunerations shall be granted for a faculty member for any additional lectures within the University, unless he has fulfilled his assigned load, pursuant to paragraph (B) of Article (39) of this Regulation.
Article (41)	Pursuant to a written consent from the President and the dean's recommendation and head of department, a faculty member may give lectures or carry out tasks off campus of no more than six credit hours weekly per semester.
Article (42)	Vacations, mandates, scholarships, and secondment A. The annual vacation for faculty members at the University shall be as follows: 1. Eight weeks for faculty members who assume administrative tasks. 2. Eleven weeks for the other faculty members.

	B. The annual vacation stipulated in paragraph (A) of this Article shall be divided between semesters, pursuant to instructions issued by the President, unless the nature of work of a school requires otherwise. In all cases, the vacation shall be spent annually, and it may not be postponed to the next year. C. The President may assign a faculty member to work during his annual vacation against remuneration.
Article (43)	The President, after consulting with the head of the department and the dean, may grant an academic staff member a leave that does not exceed three weeks for Hajj. This leave shall be granted only once during his service at the University.
Article (44)	Sick and emergency leaves and their conditions shall be determined pursuant to instructions issued by the Council.
Article (45)	A. A professor or an associate professor may be granted a sabbatical leave for a year, or a year divided into two semesters or more for every six years of service at the University, under the condition of submitting a plan for the research(s) that will be prepared during this leave. B. Any period taken from the sabbatical leave shall not be counted towards the next one. C. 1. A faculty member on a sabbatical leave shall receive all salaries and bonuses. This leave shall be counted as service at the University, for promotion, end of service remuneration, saving and fulfilling obligations. If the faculty member spends the sabbatical leave at a renowned University or outstanding global research centers or known industrial or technological centers abroad, a monthly bonus may be granted, which does not exceed (100%) of his salary and bonuses, pursuant to instructions issued by the Council for this matter, on the condition all his time is devoted to research. 2. A faculty member on a sabbatical leave may work at universities, research centers, factories or firms in or abroad with the consent of the President. 3. A faculty member may have his round trip travel expenses covered for him, his spouse, and children during the sabbatical year if it is spent

	abroad, pursuant to instructions issued by the Council, which regulate the expense, number of kids, etc. D. The faculty member of a sabbatical leave should provide the dean of his department with a full report of the research(s) at the end of his leave to be evaluated by a specialized committee formed pursuant to the President's decision upon the recommendation of the dean. The report shall be transmitted to the Presidency for approbation. If the report is not approved, all expenses granted pursuant to paragraph (C) of this Article shall be refunded to the University. E. The resignation of the faculty member shall not be accepted during the sabbatical leave, or before he serves an equivalent time to that of the sabbatical leave, unless the funds granted to him pursuant to paragraph (C) of this Article are refunded. A faculty member who spends the leave at a Jordanian university or an official research center in the country recognized by the University may be an exception, as long as he serves an equivalent time there after the leave is over.
Article (46)	A. A faculty member who has served for five continuous years may have a one-semester or one-year unpaid renewable leave for a total of three years maximum. Those who have been in service for more than ten years may extend the leave for a fourth year, provided that he shall not receive a second leave pursuant to the provisions of this Article, until he actually serves for twice the period. B. An unpaid leave shall not be considered a part of the faculty member's service at the University for promotion, end of service remuneration, and savings purposes. It is, though, considered as part of his seniority at the University for salary purposes, if he taught or worked in technical, industrial or production fields during the leave.
Article (47)	In special cases estimated by the President, an emergency, unpaid leave may be granted to a faculty member for a period that shall not exceed one semester, renewable once during his time of service at the University.
The Unpaid Leave regulation for faculty members in public universities for the year 2017 was issued.	

Article (48)	A. After consultation with the faculty and department councils, the President may delegate a faculty member on scientific missions outside the University. All financial and other issues are regulated pursuant to regulations issued by the Council for this matter. B. A delegation period shall be considered a part of the faculty member's service at the University for promotion, end of service remuneration and savings purposes.
Article (49)	A. Pursuant to the recommendation of the faculty council and on the basis of the recommendation of the department council, a academic staff member may be delegated to undertake other tasks within the University, or one outside the University which serves its interest. This will be valid for a renewable year, as long as the delegation period does not exceed three years during his service at the University. B. A delegation period is considered to be actual service for the academic staff member for promotions, end of service remuneration, savings, fulfilling an obligation, and social security purposes.
Article (50)	A. The Council, pursuant to a placement from the faculty council based on the recommendation of the department council, may second a tenured faculty member to any governmental, regional or global entity to work for a semester or more, for an aggregate period of three years, and he shall not be seconded again until he serves for twice the time of that period. B. Secondment period is considered to be actual service for the faculty member, for promotions, end of service remuneration, savings, fulfilling obligations, and social security purposes.
Article (51)	Full-time Lecturers A. Pursuant to a placement from the faculty council based on a recommendation of the department council, the President may sign contracts with full-time lecturers qualified to teach certain courses. The assignment of this category is by means of a contract. Job descriptions, conditions and rights of this category shall be assigned pursuant to instructions issued by the Council.

	B. The entire period of service or any part of it of a full-time lecturer appointed as a faculty member shall be counted for promotion purposes. All or some researches he has published during his work time at the University or any other university, as a lecturer with a Ph. D., or an equivalent are approbated.
Article (52)	A. Pursuant to the recommendation of the faculty dean, and after obtaining the opinion of the department council, part-time lecturers may be assigned to teach or train at the University for one semester or more, pursuant to University principles. B. The President may invite people from outside the University to give lectures or do timely tasks, pursuant to bases determined by him.
Article (53)	End of Service The service of a faculty member ends on the date determined by a competent authority, or when any of the following actions takes place: A. Acceptance of resignation. B. End of service, due to untenured. C. Loss of job. D. Dispense of service or end of task or contract. E. Dismissal. F. Breach of one of the conditions of appointment stated in this Regulation. G. Turning seventy years of age. In this case, the end of service is due at the end of the academic year in which he turns seventy. H. Death. In this case, the University shall pay the current month's salary and bonuses of the month if his decease, in addition to the salaries and bonuses of another three months.
Article (54)	A. A written resignation shall be submitted by the faculty member to the competent faculty dean three months ahead of the beginning of any semester. The Council may disregard this condition if necessary. B. The faculty member shall receive the decision within eight weeks from the date of submitting and registering the resignation in the faculty records. If this time period is not met, the resignation shall be legally considered as accepted.

	C. The faculty member who submitted his resignation should stay in service until he receives a response. Otherwise, he shall be considered to have lost his job.
Article (55)	The faculty member shall be considered to have lost his job if he is absent without an excuse accepted by the Council for a period of more than three consecutive weeks. He may not work again at the University unless pursuant to the Council's decision.
Article (56)	Financial provisions resulting from resignation or loss of job shall be determined pursuant to the remuneration and compensation regulation and the savings fund applicable at the University.
Article (57)	Disciplinary Procedures Each academic staff member should carry out his tasks and duties at the University, abide by the provisions of the applicable laws, regulations, instructions and decisions, and refrain from the following, culpable of disciplinary procedures set forth in this Regulation: A. Conducting any action that conflicts with his tasks and duties at the University, or defaming the University, or the staff. B. Conducting any prejudiced, sectarian or regional act within the University or using his job in advantage of such act. C. Participating in the membership of any institution or company's board of directors, unless he is assigned to by the President or upon his consent.
Article (58)	If any faculty member breaks any of the applicable laws, regulations or instructions, one of the following disciplines shall be imposed unto him: A. Notification; if a person is notified twice in the course of three consecutive years, he shall be warned in the third time. B. Warning; if one has been warned twice in the course of five consecutive years, he shall have a final warning in the third time. C. Final Warning; one is transferred to a disciplinary board if any other violation is committed. D. Delay of promotion, from one year minimum to three years maximum, even if conditions are fulfilled. E. Holding tenure advantages, for no longer than three years.

	F. Termination of service, but he receives all financial benefits. G. Dismissal from the University, and deprivation of University contribution in the saving fund, remuneration and/or compensation. He will not be reappointed at the University.
Article (59)	Subject to Article (61) of this Regulation, disciplinary procedures stipulated in Article (58) of this Regulation shall apply according to the following powers: A. Head of the department may notify. The faculty member who has been notified may appeal the notification decision to the dean within seven (7) days from the date of notification. B. Dean of a faculty may notify and warn. The faculty member who has been notified or warned may appeal the notification or warning to the President within seven (7) days. The dean may form an investigation committee of three faculty members to look into the alleged violations attributed to the faculty member before any further act is taken. C. The President may notify, warn and issue a final warning. D. The disciplinary board may apply any of the disciplines stipulated in Article (58) of this Regulation, according to its discern and according to the circumstances of disciplinary case submitted to it.
Article (60)	A. A person of a lower academic or administrative level may not impose a discipline upon another of higher academic or administrative level. In this case, a recommendation shall be transmitted to the higher rank holder who has the right to impose the discipline. B. Disciplinary acts may not be imposed, tightened, or reduced before hearing the faculty member and giving him the opportunity to defend himself, unless he declines to deliver his statement or does not respond to such punishment within five working days from the date of notifying him in writing by the competent provost who is empowered to look into the disciplinary procedures taken against the faculty member.
Article (61)	A. A primary disciplinary board of five faculty members who are either professors or associate professors shall be formed by the Council for a renewable year. The Council appoints a head for the board from among

	its members. The Council may relieve any member from the membership of the disciplinary board or may accept his request to be relieved. B. Council shall form an appealing disciplinary board for a renewable year headed by one of the vice presidents in addition to four faculty members at the University who hold professorship rank. The Council may relieve any member from the membership of the disciplinary board or may accept a member's request to be relieved. C. One reserve member or more may be appointed by the Council in each disciplinary board to substitute any absent original member, for any reason.
Article (62)	The two disciplinary boards hold a meeting pursuant to the President's decision, where at least three members and the President are present. Decisions are taken pursuant to the majority of votes.
Article (63)	A. If any faculty member is accused of a violation or a complaint filed against him, and the dean thought it deserves a harsher disciplinary procedure than that within his power or the power of the head of department, the dean should transmit the violation or complaint to the President together with the investigations conducted about such a violation with his remarks or the head of the department's remarks according to the case. B. The President may take the procedures he deems necessary concerning the violations transmitted to him, pursuant to the provisions of paragraph (A) of this Article and on the basis of the facts associated with this case including applying the appropriate disciplinary procedure within the President power on the violator or form a tripartite committee for investigation, headed by a professor from the faculty members. Then he can take the action he finds suitable according to the outcomes of the investigation either by keeping the results, applying the punishment within his power, or referring the case to the Disciplinary Board. C. If the President decides to refer the violator to a disciplinary board, the head of the tripartite investigation committee mentioned in paragraph

	(B) of this Article shall undertake the task of defending the investigation committee report before the disciplinary board, including providing documents and pleadings.
Article (64)	A. A faculty member transferred to a disciplinary board receives a list of his violations either while at the University or sent to his home address seven days at least before the date of the hearing, and he may respond in writing about this list during that period. B. A faculty member transferred to a disciplinary board may look into all the documents in the file of the disciplinary claim, and may attend the hearing or assign a representative from the University or outside the University to defend him. C. The President may suspend from working the faculty member referred to a disciplinary board, the general prosecutor, or the court. In this case, his salary and bonuses shall be suspended, but the President may allow half the amount to be released during the period of suspension.
Article (65)	A. The disciplinary board shall meet to look into disciplinary claims during a timeframe of two weeks from the date of referring the claim. B. The sessions of the two disciplinary councils shall be confidential, including the session where a verdict is issued.
Article (66)	During the two disciplinary sessions, witnesses or experts may be called in for statements under oath. Any board may form a committee from among its members to investigate the violation under consideration by the board, including personal sensory detection under the supervision of experts to enable the council of issuing the appropriate decision in such a disciplinary lawsuit.
Article (67)	If the referred faculty member does not show up to any of the sessions, disciplinary procedures shall be taken against him in absentia.
Article (68)	A. Those who are referred to a primary disciplinary board and have been sentenced to a punishment stipulated in paragraphs (D), (E), (F), or (G) of Article (58) of this Regulation may appeal this sentence within fifteen days from the date of being notified of the disciplinary board decision. The appeal shall be filed by means of a written statement in

	the President's office in return of a receipt from the supervisor, and a statement of appeal shall be referred to the head of the disciplinary board for consideration. B. The appellant shall receive a memo at his work or home address of the hearing date held by the disciplinary board, at least fifteen days earlier. C. The decision of the primary disciplinary board shall be considered conclusive, if no appeal is filed during the legal time.
Article (69)	The University presidency shall be responsible for issuing all disciplinary memos stipulated in this Regulation.
Article (70)	A. If the President or either of the two disciplinary boards or any committee investigating a disciplinary violation finds that the violation subject matter under investigation is a crime, the President may refer it to the competent attorney general to take the legal procedures thereon. Disciplinary procedures shall be suspended until a final decision is issued in the criminal case. B. Dropping the criminal charges attributed to the faculty member by court shall not prevent disciplinary procedures to be taken against him, pursuant to the provisions of this Regulation.
Article (71)	Conclusive decisions issued in disciplinary claims shall be executed by the President's decision.
Article (72)	Provisions of disqualification of judges stipulated in the Civil Procedure Law in force are applicable to the head or any of the members of any disciplinary board.
Article (73)	The Council shall issue the necessary instructions to execute the provisions of this Regulation pursuant to the President's placement, as long as they do not conflict with its provisions.

Academic Staff Instructions
Issued pursuant to Article (73) of the Academic
Staff Regulation at the German Jordanian University No. (96) Of Year
(2009)

Article (1)	These instructions are called “Faculty Instructions at the German Jordanian University” for the year (2014), and they shall be enforced as of the date of their approval by the Deans' Council on 24/11/2014. The old instructions, in addition to these instructions regarding transfer and promotion, will remain in effect until the beginning of the First Semester of Academic Year 2015/2016.
Article (2)	The following words and expressions, wherever appearing in these Instructions, shall have the meaning assigned thereto unless the context indicates otherwise: The University: The German Jordanian University The Council: The Deans council of the University. The president: The University president. The Faculty: Faculties at the University. The Dean: The Dean of Faculty. The Department: The specialized academic department at the University. A Credit hour: A lecture for one hour weekly, for one semester. The Regulation: The Academic Staff Regulation at the German Jordanian University No. (96) Of (2009).
Chapter One: Appointment and Tenure	
Article (3)	Subject to the conditions mentioned in Article (5) of the Regulation, the person who is appointed as a faculty member at the University should : a) Have obtained his/her Bachelor degree or Master degree if applicable by regular study. In all cases, the certificates must be equated by the Ministry of Higher Education and Scientific Research. Any first University degree should be preceded by a high school certificate or an equivalent. b) As for the PhD, it should be obtained by regular study. The duration of study should be: • Two years at least for the person who obtained his/her PhD directly after obtaining the Bachelor degree. • One year at least for the person who obtained his/her PhD after obtaining the Master degree.

Article (4)	When looking into the appointment of a faculty member, only faculty members who hold at least the same rank which the staff member is going to be appointed in shall be allowed to vote.
Article (5)	The head of department shall submit the opinion of the department council regarding the appointment to the Dean within a month from the date of the application. If the Dean has not received the opinion in writing within the legal period, he/she may present the issue directly for the faculty council.
Article(6)	Subject to the provisions stated in Article (10) and (11) of the regulation, when appointing a new academic member, whether as a professor or an associate professor based on his/her outstanding vocational or technical work in the field of specialization, these works have to be evaluated by committees of specialized and experienced professors in the field formed by the Deans council , all after taking the opinion of the department council, faculty council, appointment and promotion committee, provided that the applicant meets the promotion requirements applicable at the university at the time of application. The council may ask the opinion of specialized people from outside the University.
Article (7)	A. The date of appointing a faculty member is based on the Dean's council decision. The appointed member should commence work as of the determined date. If he/she have to commence work prior to the foregoing date, a reward for him/her shall be assigned by the president. The president, upon his own discretion, may approve on postponing the commencement of work or delaying it, if necessary, for no longer than two semesters. B. The faculty member should inform the head of department, in writing, when he commenced work, and the head of the department should inform the Dean in writing within a week at most. The Dean should inform the University presidency, within a week at most. C. If the faculty member has not commenced his work within two weeks maximum from the determined date, he/she shall be considered refrained from work, and his appointment decision shall be considered invalid, unless he/she had an excuse accepted by the president.
Article (8)	The president may, after consulting the faculty and the department closes a contract with a faculty member working at the University who has reached the retirement age of seventy years.
Article (9)	A. The practicing professor shall be appointed with a full time teaching load comprising twelve (12) credit hours provided that most of his/her practical and industrial experience is in the field of specialization relevant to the specific academic department in which he is going to be appointed. Furthermore, he/she must have the ability to teach the given

	courses through practical application and under at least one of the following conditions: 1. To be linked to the concerned industrial sector and willing to continue his/her relation with this sector. 2. She/he has previously worked in advanced administrative positions. 3. She/he has worked in institutions that influence the vocational industrial sector. 4. Preferably holds certificates or professional licenses which are related to the specific department. B. It is possible to appoint who meets the conditions mentioned in paragraph (A) of this article as a practicing professor with a part time teaching load and is granted a reward for his/her work.
Article (10)	A. For the purposes of appointing a practicing professor, only practical experiences that exceed what was mentioned in Article 8 of the Faculty Regulation shall be counted, with one increase for every year of vocational experience with a maximum of four years within the same category. It shall be permissible to appoint a practicing professor in category (A), only if her/his years of experience exceeded fourteen years for the purpose of calculating the rank and the salary.
Article (11)	Practicing professors may be transferred from category (B) to category (A) of the same rank, if he/she has seniority in the rank which is not less than four years in category (B), and was able to develop the University's relations significantly with the industrial and professional sectors, as well as the various production sectors, based on the recommendation of the department and school councils and by a decision taken by the deans council.
Article (12)	A. The provisions of the faculty regulation related to practicing professors shall apply on those who work with a full time teaching load only.

	B. Terms of appointing a part timer practicing professor shall be determined in a special contract, in which the rights and duties of the practicing professor are stated.
Article (13)	Academic staff member will be on probation after appointment, and will be transferred to permanent service at the University, if he/she met the conditions set forth in article (14) of the university academic staff regulations.
Article (14)	A faculty member appointed by a contract may be transferred to appointment without contract(to hold a permanent job) if he/she meets the following requirements: a) To have at least one scientific research published in a scientific journal (or any creative work) where the faculty member is the lead researcher. The university name must appear on this research (or creative production). b) In case that the applicant is not the main researcher then he/she must add at least one more research in an accredited scientific journal, and must have acquired an ‘overall performance’ of at least good. c) She/he must have been employed at the university for at least one year.
Chapter Two: Transfer and Promotion	
Article (15)	A. The following words and expressions, wherever appearing in these Instructions, shall have the meanings assigned thereto unless the context indicates otherwise: Lead Researcher: The researcher whose name is the first on the research. First Degree Journal: classified, accredited and listed in ISI THOMSON database or its equivalent in other fields of knowledge. Second Degree Journals: classified, accredited periodical, listed in SCOPUS database or any journal accredited by the council. Creative production: Any outstanding technical, architectural or graphical work.

	Lead designer: The designer who played the main role in the creative production in his/her field of specialization. B. Taking into consideration the provisions stated in article (30) of the Academic Staff regulations at the university, a faculty member is transferred from one category to a higher category within the same rank according to the following: 1. Faculty members with the rank of assistant professor or associate professor: A. To have seniority in the rank of not less than four years, including two years of actual service at the university. B. He/she must have completed, during his/her service in the category from which he is transferred, two scientific research published in magazines classified in the first category, or a scientific research published in magazines classified in the first category and a creative work, provided that he is a principal researcher in one of them and that the name of the university appears on them. C. The rating of the applicant for transfer should not be less than “good” in any paragraph of the performance report. 2. Faculty members with the rank of instructor or assistant instructor: A. To have seniority in the rank of not less than seven years, including two years of actual service at the university. B. He/she must have completed, during his/her service in the category from which he is transferred, a scientific research published in one of the classified journals of the first category and scientific research published in journals classified in the second category, provided that he is a principal researcher in one of them and that the name of the university appears on them, and one of the two papers may be substituted with electronic content for an entire course that he developed for the purpose of offering it remotely asynchronously, provided that it

	is approved by the E-Learning and Academic Performance Development Center at the university. C. The rating of the applicant for transfer should not be less than “good” in any paragraph of the performance report. C. The procedures for submitting the application shall include: 1. The application should be submitted including copy of the scientific production. 2. The promoting procedures shall apply also on transferring with the exception of those related to the external evaluation of the scientific production. D. The decision on transferring from a category to another within the same rank shall come into force from the date of the council's decision. E. If the Council decides not to transfer a faculty member from a category to another within the same rank, then the council shall determine the duration that should elapse until the next new application. The new application should be in accordance with the specified procedures in these Instructions and after a period of time of not less than 6 months from the notification of the Council's decision. F. The leave without pay given to the faculty member is not counted for the transferring purposes from a category to another within the same rank.
Paragraph (A) from Article (15) was amended based on the Deans' Council's decision no. (149/2021/2022) dated 16/3/2022	
Article (16)	A. An academic staff member is allowed to apply for a promotion to a higher rank six months prior to the completion of the legal period which has to be spent in the rank to be promoted from to the higher one if the faculty member meets the other legal requirements for the promotion. B. If the promotion procedures were completed before the lapse of the legal period of the rank, then the promotion should be due on the date on which the legal period elapses. C. 1- When a faculty member is transferred from one class to a higher one of the same rank, he is given the salary that follows his salary according

	to the scale of the class to which he was transferred, provided that the salary increase is not less than the amount of the annual increase in the rank to which he was transferred, and the date of transfer becomes the date of the annual increase. 2- When a faculty member is promoted from one rank to a higher level than it, he is given the salary that follows his salary according to the class scale to which he was promoted, provided that the increase in the salary is not less than the amount of the annual increase of the rank to which he was promoted, and the date of the promotion becomes the date of the annual increase and is not calculated He has no seniority in the rank to which he was promoted
Article (17)	A scientific production either a research or a creative work shall be accepted for transfer or promotion based on the following principles : A. Only the following scientific productions may be accepted without the need for preliminary assessment : 1. Researches that are published or accepted for publishing in first or second category journals. 2. Researches that are extracted from theses which was supervised by the applicant and that are published or accepted for publication in first or second category journals provided that the student name is appears on it. 3. Researches that are published in refereed and specialized conferences proceedings. 4. A “Case Report” or a legal, a financial, an administrative, an engineering or a medical consultancy, a short essay, a scientific note or a scientific or a technical review published or accepted for publication in a first or second category journal. 5. Patents registered internationally or locally. 6. Previously refereed books published by international publishing houses. 7. A chapter in a specialized and refereed book published by international publishing houses.

	8. Creative production (executed or not executed) that has acquired one of the top three places or a creative production that has acquired an international award or first place in a local competition. A certified document approving role of the applicant in the work should be attached. B. The following scientific productions shall be accepted after assessment by the deanship of scientific research and upon the recommendation of the research committees in the department and the faculty if: 1. A book which is authored, translated or investigated in the field of specialization published by a local publishing house. 2. A chapter in a book published in the field of specialization published by a local publishing house.
Article (18)	Only one work may be accepted from each of the following academic productions: 1. Published researches in international, refereed, specialized conferences provided that it is a complete paper and not a summary. 2. Case report, short articles, academic notes or review articles, which are published or accepted for publication in first of second category journals. 3. Patents registered locally in the applicant's field of specialization. 4. Chapters in books published by worldwide publishing houses (no need for an evaluation) or local publishing houses (needs an evaluation). 5. Authored, translated, or investigated books that are published, and that show original academic effort, or monographs, after being evaluated pursuant to paragraph (17/B) of these Instructions.
Article (19)	In accordance with article (14) of the regulation, the following norms shall be followed in the performance report form for the purposes of transfer, extension of the probationary period, promotion, tenure, and contract renewal: A. Teaching. B. Scientific research. C. University service.

	D. Community service and the relation of the applicant with the industrial and production industries. E. Relations with students and colleagues in the department and faculty as well as university faculty.
Article (20)	Promotion Terms The following is required for promoting a faculty member from the rank of assistant professor to the rank of associated professor: A. Not less than four years of work in the rank of an assistant professor, at least two years of them should be spent at the university. B. Fulfilling the minimum required scientific production for promotion which is 5 scientific productions ,of which at least: 1. Three researches in first category journals. 2. Three published researches. 3. Three researches in which the applicant is the lead researcher. 4. Three researches during his service at the University (stating the University's name on them). 5. Three researches in the academic, teaching or research specialty of the applicant. 6. Taking what is mentioned in this article into consideration, the maximum number of researched published in a single journal Must not exceed 50%. C. For those applying for promotion in the artistic majors (Arts, design and architecture), they should fulfill the minimum which is at least 8 of the following scientific or creative production: 1. Three researches in first category journals. 2. Four scientific researches (production and/or creative researches) in which the applicant was the lead researcher/ designer. 3. Five published works or researches. 4. Five scientific researched (production and/or creative researches) conducted while the applicant is employed at the university (must include the university name on the research). 5. Five scientific researches (production and/or creative researches) in the academic, teaching or research specialty of the applicant.

	6. Taking what is mentioned in this article into consideration, the maximum number of researches published in a single journal must not exceed 50%. D. Those applying for promotion in the humanitarian majors should fulfill the minimum which is at least seven of the following scientific or creative productions: 1. Four researches in journals of the first or second category, provided that he is a principal researcher in at least two of them and separate in one of them. 2. Two productions in which the applicant is the principal researcher or designer. 3. Four published papers. 4. Four of the research outputs in the applicant's academic, teaching, or research specialty. 5. Three papers during his service at the university (the name of the university appears on it). 6. A maximum of two researches are accepted from accredited journals for each journal. 7. Subject to the provisions of this paragraph, the maximum number of research papers published in one journal may not exceed 50%. E. During his service at the university and holding the rank of assistant professor, he must have obtained financial support for at least one scientific research or technical, architectural or planning project from inside or outside the university. F. That his rating in any paragraph of the "Performance" report is at least good.
Article (21)	The following shall be required for promoting a faculty member from the rank of associated professor to the rank of a professor: A. Not less than four years in the rank of an associate professor with at least three years spent with actual service at the university. B. Fulfilling the minimum required scientific production for promotion which is eight, of which at least : 1. Five researches in first category journals.

	2. Five published researches. 3. Five researches in which the applicant was the principal researcher. 4. Four researches during his service at the University (stating the University's name on them). 5. Five researches in the academic specialty of the applicant or his teaching or research areas. 6. Taking what is mentioned in this article into consideration, the maximum number of researches published in a single journal must not exceed 50%. C. For those applying for promotion in the artistic majors (Arts, design and architecture), they should fulfill the minimum which is eight scientific or creative production of which at least: 1. Three research papers in first category journals. 2. Four scientific productions (research and / or creative) in which the applicant is the principal researcher or designer. 3. Five research papers or published works. 4. Five of the scientific productions (research and / or creative) during his service at the university (the name of the university appears on them). 5. Five scientific productions (research and / or creative) in the applicant's academic, teaching, or research major. 6. Subject to the provisions of this paragraph, the maximum number of research submitted published in one journal may not exceed 50%. D. Those applying for promotion in the humanitarian fields may meet the minimum of ten research outputs, of which at least: 1. Six research papers published in journals as follows: - Two research papers published in first category journals. - In the event that the research papers are not published in first category journals, the second category journals are accepted provided that they are indexed in the global database (Scopus) and that the number of open journals (Open Access Journals) does not exceed three journals. 2. Six of the research productions in which the applicant is the principal researcher. 3. Seven published papers. 4. Seven of the research productions while serving at the university (the name of the university appears on them).

	5. Six of the scientific productions (research and / or creative) in the applicant's academic, teaching, or research major. 6. Subject to the provisions of this paragraph, the maximum number of research submitted published in one journal may not exceed 50%. 7. Two researches are accepted from accredited journals for each journal. E. That he has supervised or is supervising postgraduate students if there is a graduate program in his department, provided that at least three years have passed since the establishment of the program. F. That the scientific production submitted has been published or accepted for publication, or was prepared after the Deans 'Council's decision to proceed with his previous promotion procedures. G. That he has obtained, during his service at the university, while holding the rank of Associate Professor, financial support for at least one scientific, technical, architectural or planning project from inside or outside the university. H. That his rating in any paragraph of the "Performance" report is at least good.
Paragraph (D/1) from article (21) has been modified based on the Deans' Council decision no. (121/2019/2020) dated on December 31st, 2019.	
Article (22)	A patent registered internationally is treated as a research published in a first category journal provided it is in the area of the applicant's specialization.
Article (23)	The applicant may not enlist under his research and creative accomplishments any of the researches or productions that have been considered for a previous promotion, or that he/she used them to get an academic degree or an academic rank.
Article (24)	A faculty member who is on an unpaid leave while mandated or seconded may apply for promotion during his leave, provided that he/she fulfils the conditions of the promotion.
Article (25)	Any scientific production that a faculty member conducted during his leave, while mandated or seconded is accepted for promotion purposes provided that the name of the university appears on it.

Article (26)	Promotion Procedures A. Three hard copies and one soft copy of the promotion application shall be submitted to the head of the department. The department council shall review the application and submit its recommendation to the school's dean during a maximum of four weeks. The application is then discussed in the school council in order to reach an appropriate recommendation, and thereafter pass it to the President to continue the promotion procedures, provided that the application includes the following: 1. Recommendation of the Department Council and School Council. 2. The promotion application form, filled as appropriate. 3. The curriculum vitae pursuant to the form used for this purpose. 4. Acceptance letters for publication of any unpublished work. 5. Service statement from the human resources department. 6. A copy of the master thesis (if applicable) and the PhD dissertation of the applicant. 7. A hardcopy of the promotion application form. B. A list of reviewers is prepared by the concerned school dean and the head of the department. The list should contain at least fifteen names of professionals in the same area of specialization as that of the applicant with a professorship rank from outside Jordan, with their full addresses/information including their email addresses. This list is confidential, and the President may modify the list by adding or removing names. When selecting those professionals, the following shall be taken into consideration: 1. They should be known for their objectivity, and should be coming from universities other than the University from which the applicant graduated. These universities should have a respected academic level. 2. The list should contain a variety of countries and universities. It is preferred not to select more than two people from the same university and four people from the same country.

	C. If the number of faculty members in a department with a rank higher than or equal to the rank to which the applicant is to be promoted is less than 3, the head of the department shall submit the application to the school's dean who presents it directly to the school's council in the presence of the concerned department members with a rank higher than or equal to the rank to which the applicant is to be promoted. If there were members in the council with a lower rank, they shall be entitled to participate in the discussion, however, they may not vote on it. D. Subject to the provisions of paragraph (C) of this Article, if the number of faculty members in the school's council who hold a rank higher than or equals to the rank to which the applicant is to be promoted is less than 3, the application is forwarded to the president who will form a committee to study the application and make an appropriate recommendation to be presented to the council. E. Under all circumstances, only faculty members with a rank higher than or equals the rank to which the applicant is to be promoted have the right to vote on the promotion, whether in the department council, school council, or deans council.
Article (27)	The concerned school dean and head of department (regardless of the academic rank) shall submit a joint report on the faculty member applying for the promotion pursuant to the approved form.
Article (28)	The Council shall consider the faculty member promotion application, as well as his academic production, the names of the evaluators, the recommendations of each of the department and school councils and the performance report.
Article (29)	The academic production shall be sent to four of the evaluators, with the academic curriculum vitae of the applicant attached to it indicating the rank for which he/she is nominated. The evaluators are notified of the importance of submitting their reports within maximum two months from the date of receiving the academic production.
Article (30)	A. The Council shall look into the promotion application from different aspects, after receiving the first two reports from the evaluators of an

	applicant for the promotion to the rank of an associate professor, and three reports for the promotion to a professorship rank. B. If the period specified in Article (29) ends without receiving any reports from the evaluators, then the academic production may be sent to new evaluators and the applicant shall be notified accordingly.
Article (31)	A. The Council shall decide on whether to promote a faculty member or not, through a secret voting session. B. If the council decides not to promote the applicant, then the council should define a period for which the applicant should wait before being able to submit a new application, provided that the period is not less the six months starting from the date of issuing the decision. In this case, the faculty should add a new production to his academic production, which is accepted by the council. The new promotion application shall be submitted pursuant to the procedures mentioned in these Instructions.
Article (32)	If a faculty member receives a warning penalty, then he/she shall not be allowed to apply for transfer or promotion until a year passes from the date of receiving the warning.
Article (33)	An applicant for transfer or promotion shall have the right to withdraw his application before it is reviewed by the Council.
Article (34)	For the purpose of assigning the date of promotion, the promotion date is considered the date of completing the legal period or the date that the Deans council approved the decision to send the scientific production for evaluation. For the purpose of calculating the salary, the promotion date is nine days after the date of the Deans council decision to approve the promotion.

Article (35)	Chapter Three: Extending the Period of Probation and Tenure. Subject to the academic staff regulation at the university, the faculty member fills a special form annually on the information related to his accomplishments, activities and contributions. The form is submitted to the head of the department before the end of April every year, and the head of the department and the school dean shall give their opinion accordingly.
Article (36)	The Dean of the school shall send the names of the faculty members of who in the probation period, to the concerned departments in order to give feedback on whether to extend the probation period or terminate the service of the faculty member pursuant to the following: A. The form referred to in Article (35) of these instructions. B. Evaluating the teaching performance of the faculty member in at least one course during the academic semester, through a teaching performance evaluation form. C. The performance report which is filled by the concerned school dean and head of department, despite of their academic rank.
Article (37)	A. The school dean presents the department council recommendation concerning the extension of the probation period to the school council. B. The school dean submits the recommendation of the school council and the performance report to the president of the university at the end of the second academic semester.
Article (38)	The same procedures and reports required for prolonging the probation period apply to renewing contracts.
Article (39)	A. A faculty member shall submit a request to be placed in permanent service while working at the university. B. The department council shall consider the request of a faculty member who satisfied the required conditions to be placed in permanent service, and the recommendation of the department council shall be submitted to the dean of the school.

	C. The school's dean presents the application to the school council and submits the recommendation of both (the department and the school) to the president. D. The school's dean and the head of the department fill in the performance report, and attach it to the recommendation of the school council. E. Any of the faculty members, tenured or not, working under a rank lower than that of the faculty member to be tenured, may not give an opinion in the request application. F. If there is less than three faculty members who are entitled to give an opinion in the tenure of a faculty, then the head of the department shall submit the application to the dean in order to present it to the school council in presence of those who are entitled to give an opinion on it. However, if there are less than three people in the school council who are entitled to look into the application, then the dean shall forward the application to the presidency of the University to be presented to the dean's council.
Article (40)	Chapter Four: Academic Load Academic load includes: A. Theoretical lectures. B. Workshops and laboratories. C. Supervising graduation projects. D. Supervising student field training. E. Supervising University Thesis. F. Scientific research. G. Academic supervision on the study and training of fourth year students in Germany. H. Any tasks assigned for him/her by the President of the University.
Article (41)	A. Teaching load for a professor is (9) credit hours; (12) credit hours for the associate professor, the assistant professor and the practicing professor, (15) credit hours for the instructor, and assistant instructor. B. The teaching load for a faculty member is computed as follows:

	1. One credit hour for any theoretical hour (Bachelor, Master, or PhD). 2. Supervision: Master (1) credit hour * a maximum of (3) semesters. Doctoral (1) credit hour * a maximum of (5) semesters. 3. Graduation project: half a credit hour shall be computed for a faculty member for each project he/she supervises. The maximum computed credit hours for supervising graduation projects is (3) credit hours. In the school of Architecture and Built Environment, a faculty member is to have a half credit hour computed for each student in graduation project (1); and (1) credit hour for each student in graduation project (2) regardless of the number of participating students in each project. The maximum counted for credit hours for supervising graduation projects is (3) credit hours. 4. In any case, all types of academic supervision for a faculty member must not exceed six credit hours. 5. Training: teaching load for supervising training is to be determined upon a decision from the President upon the recommendation of the respective schools. In case of applied work such as laboratories, workshops, field work, studios, and ateliers, credit hours are to be determined upon a decision from the President after consulting the respective schools. In any case the teaching load must not fall under (half a credit hour) for each applied hour where a faculty member carries out his practical teaching duties throughout the applied work time. C. The president is entitled to reduce the teaching load previously set in Article (A) of these regulations for the faculty members who fill administrative positions, and those who are assigned by him to perform tasks that require the reduction of his teaching load as follows: 1. The Dean with the rank of a Professor or an Associate Professor or Assistant Professor: (6) credit hours. 2. The head of the Academic Department, the Vice Dean or the Assistant to the Dean: (3) credit hours.

	3. Should more than one administrative task be assigned to a faculty member, only the highest teaching load shall be reduced. 4. The President decides the amount of the teaching load that is to be reduced for the cases not mentioned in these Instructions.
Paragraph B / 5 was amended by Resolution of the Council of Deans No. 73/2015/2016 in Session No. (7) on 22/2/2016	
Article (42)	A. Subject to Article (18) of these Instructions, faculty members who are assigned the position of Center Director are treated the same as Department Heads in terms of administrative allowance. B. Subject to Paragraph (A) of Article (28) of these Instructions, the President may grant a financial remuneration for exchange coordinators which is equivalent to the administrative allowance granted to a Department Head.
Article (43)	A. Each Department of every School in the University must prepare an academic schedule according to the study plan. The teaching load is distributed in such a manner that every faculty member fulfills, as possible, his/her full teaching load. B. After the registration period ends, all Departments shall submit a written form that is approved by the Admission and Registration Department to the Presidency of the University, whereby the said form indicates the faculty members and the teaching load of each member. C. The courses that will be offered in the summer semester shall be determined at least eight weeks before the said semester begins. The faculty members who shall be teaching the said courses must be stated.
Article (44)	The minimum number of students in a given section shall be determined by a decision from the President, based on a recommendation from the School Dean based on the concerned Department Council recommendation.

Article (45)	Chapter Five: Leaves, Mandate, and Secondment First: Annual Leaves A. Taking the provisions of Article (42) of these regulations into consideration, annual leaves for faculty members shall be distributed as follows: 1. The annual leaves assigned for each faculty member is to be taken during the summer semester of each academic year, and it is permissible to take a part of the annual leave in the period between the first and the second semesters. 2. Leaves for the Deans, Vice-Presidents, and Centers Directors are to be granted upon a decision from the President according to the position each of them is holding. Leaves for Vice-deans, Dean Assistants, and Heads of the Departments are to be determined by the respective Dean. B. Taking the provisions of Article (42) of the regulations into consideration, in the case a faculty member has been on vacation or secondment for one semester and worked at the University on the second semester, he/she is eligible to a five-week leave. C. It is not permissible to pay allowance for the faculty member eligible leaves unless assigned previously by the President.
	Second: Sabbaticals and Unpaid Leaves. Taking the provisions of Article (45) of the Faculty Regulations into consideration : A. Sabbaticals or unpaid leaves applications are to submitted five months before the beginning of the semester, in which a faculty member wishes to take the respective leave. The president shall be entitled not to abide by the time for applying and withdrawing the leave, all according to the following table:

	Applying period	Period of Discussing it in the department and school councils and forward it to the deans council	Period of presenting it to the Council to take the final decision	Deadline to cancel the leave application by the faculty member
<u>First Period:</u> leaves requested to start as of the beginning of the academic year	During April	During May	During June	End of July
<u>Second Period:</u> Leaves requested to start as of the beginning of the second academic semester	During November	First half of December	Second half of January	First of February

	B.1. Applications for sabbaticals shall include the proposal of researches and of creative work, the faculty member intends to do, filled in the appropriate forms and showing the location of spending the sabbatical. The proposal shall be evaluated by the scientific research committees at the department and the faculty and to be approved by the deanship of the scientific research. It is not permissible to change the research or the creative work without the approval of the University. 2. The unpaid leave application shall include the work that the faculty member shall conduct and the place of spending such leave if possible.
Article (47)	A. It shall be taken into consideration when granting sabbaticals or unpaid leaves, the number of faculty members remaining in the Department to cover the teaching and supervising load. B. It is not permissible to grant leaves for more than (30%) of the faculty members in each respective department in one time, excluding those who have ministerial positions. It is permissible to exceed this percentage in special cases estimated by the council by a recommendation from the faculty council. Deputation, secondment and sabbatical are not to be included in the set forth percentage. C. It is permissible for a faculty member to combine more than one sabbatical with the condition that he/she had served at the University for a period consistent to the number of years required to take sabbatical leave. D. Priorities in granting the leave are given to the faculty member who takes the unpaid leave and the maximum period for the leave is three years. In the event that the permissible percentage does not exceed 30%, it is permissible, upon the recommendation of the faculty council, to extend the leave annually to reach eight years. E. In the event that there are a number of applications for leaves exceeding the permitted percentage, a comparison table between the applicants shall be made as follows: 1. The number of times a faculty member obtained a leave previously. 2. Number of years of service at the university. F. The Council does not consider applications submitted for obtaining a leave before the date specified in the schedule of appointments stipulated in these instructions.
Article (47) was amended based on the Deans' Council decision no. (317/2018/2019) dated 13/6/2019	
Article (48)	Subject to the provisions of Article (45 / d) of the system, the faculty member who was granted a sabbatical leave shall submit to his department head a report on the work or works prepared on his leave within six months

	from the date of the leave's expiration, to be approved by a decision of the president based on the recommendation of Scientific Research Council..
Article (49)	Faculty member on sabbatical leave is to be granted the following: A. Two ways airplane tickets once for every sabbatical leave for him, his wife, and three of his children, in case no other institution paid for him and with the condition that the leave period is a full year, of which at least five months are spent outside the Kingdom. The decision of the leave approval is to include the travel destination and its schedule. In the occasion the faculty member wishes to change the scheduled flights that raises the cost of the tickets, he/she is to pay the difference. B. His salary and all of the allowances he/she used to receive, transportation allowance excluded. C. Four months' salary in advance when his leave is spent outside the Kingdom, which is to be cashed at the time of travelling.
Article (50)	Third: Secondment and Mandate A. Taking the provisions of Article (49 and 50) of the Academic Staff Regulations into consideration, the deans council may grant any of these vacations on the condition that the person involved in this or the entity hosting him will be covering his expenses and all the cost the university spends for the purposes of Social Security, the provident fund and the end of service remuneration. B. Secondment leave may be granted to the faculty member to work in one of these positions: 1- University president or vice-president or dean at public university. 2. Secretary general or its equivalent in the ministries or government institutions. 3. The president of a private university. 4. An important position in international or regional institutions, entities, or organizations approved by the deans council with the aim of benefiting Jordan in general and the university in particular. C. Mandate leave should be initiated by the university for its own benefit and is granted by a decision of the council.

Article (51)	The faculty member may combine between sabbatical leaves, leaves without payment, mandate or secondment for a period of maximum 5 years with the intention to go back to his service at the university unless he/she reached retirement age at the end of his vacation. It is not allowed to combine between mandate and secondment.
Fourth: Sick and Emergency Leaves	
Article (52)	A. The Dean is entitled to grant a faculty member a sick leave for no longer than three days without submitting a medical report; with the condition that the faculty member informs the head of the department, in writing, of the sick leave mentioning the number of days, the dates, and the type of illness when possible. B. The Dean is entitled to grant a faculty member a sick leave for no longer than 10 days based on a medical report approved by the University doctor. If the need for a longer leave period arises, the matter shall be presented to the Health Insurance Committee at the University which has the right to recommend the suitable sick leave period for no longer than a month. C. In case the illness needs longer than a month, the matter is to be presented to a medical committee determined by the Council, which is to be entitled to recommend the president of giving a sick leave for a period no longer than three months. When the need arises for an even longer period, the sick leave is to be determined by the certified Health Committee at the University. D. In all cases previously mentioned, a faculty member should inform the head of his department of his illness, which in his turn should reschedule the lectures assigned for the faculty member on the sick leave. The head of the department shall inform the dean and forward all the medical reports to him to be duly documented in the faculty member's personal file at Human Resources Department. E. In case, the number of separate leaves during the academic year has exceeded 30 days for one faculty member; the extra days assigned for sick leaves are to be deducted from his annual leave.

Article (53)	A faculty member is to receive his salary and allowances during a sick leave as follows: A. Full salary and allowances for the first six months of the sick leave. B. (75%) of his salary and allowances for the following three months. C. The Faculty member is to be examined after nine months of the beginning of the sick leave, if it was found that he/she would not be cured during the following three months, he/she is to receive (50%) of his salary and allowances. According to the previous Paragraphs, in case the faculty member has not been cured after 12 months from the beginning of his sick leave; his service shall be terminated by the competent authority for appointments. D. If a faculty member got a disease during a mission outside the Kingdom, he/she must inform the University President of his/her case. The University President may grant him a sick leave for a maximum period of 10 days, according to a report from one doctor. However, it can be extended as needed for a maximum period of a month according to a report from two doctors. E. If the disease referred to in Paragraph (D) necessitates absence, then the approval of the University President must be obtained based on a medical report from a hospital. In all cases, the medical reports referred to must be provided to the university up-to-date at the earliest opportunity after illness, to be viewed and approved by the competent authority, as stated in clauses (B and C) of this article. The University's financial commitments resulting from sick leaves are terminated for the contracted faculty members and full-time lecturers upon end of their contracts.
Article (54)	A. A pregnant faculty member is entitled to a maternity leave before and after giving birth for a period of 10 connected weeks with a full salary, plus allowances according to a certified medical report from a specialized resource. B. The maternity leave may begin 2 weeks before the estimated date of birth.

	C. If the newborn passes away, the maternity leave ends at the last day of the sixth week after birth.
Article (55)	The president may grant a faculty member an emergency leave with a salary and bonuses, the total of which per year does not exceed (14) combined or separate days.
Article (56)	Fifth : Leave Procedures A. All requests for leave and responses to them should be in writing. B. The leave begins the day the member of faculty is absent from work and ends a day before the member resumes his/her place at work. C. Faculty member cannot leave work before receiving a written notice approving his leave unless there is an emergency case as estimated by the Dean. D. The specialized authorities determine the period of every approved leave. E. The leave cannot be reduced, postponed, cancelled or terminated after being approved and reported to the faculty member unless there are reasons in the interest of the work.
Article (57)	If a faculty member does not resume his work after his/her leave, then the period of absence, beginning from the day following the end of the leave is deducted from his salary and allowances. If this period exceeds three weeks without a legitimate excuse, the member is considered to have lost his job starting the date of absence at the end of his leave.
Article (58)	The head of the department is responsible for informing the Dean with a written report of the absence of any faculty member during three days of absence. The Dean must file a written report to the University's presidency during a week, the same procedures are implemented upon the return of the absentee (from whichever leave) for resuming his/her work.
Chapter 6: Sending faculty members to attend training courses	
Article (59)	A. It is possible in certain cases decided by the University President and taking into consideration the opinion of the department and school council to enroll a faculty member in a training course for a period less than four months. If exceeded, the regulations of scholarships are implemented.

	B. The salary of a faculty member enrolled in a training course shall be paid with all the allowances during the course. If the period of the course is more than 30 days, then the transportation allowance is not paid.
Article (60)	A. The University contributes to the health insurance expenses of a faculty member enrolled in a training course and covers up to 85% of the health insurance expenses, taking into account that the contribution does not exceed 250 JD per month. B. A cash advance is paid to the enrolled member from the account of the medical insurance allocations and the member provides the department of finance with the receipts and documents necessary for settling the advance payment.
Chapter 7: Visiting Professors and Full-time Lecturers	
Article (61)	A. A faculty member may be appointed as a visiting professor or an associate visiting professor, or an assistant visiting professor with a rank from a University recognized by GJU. A contract shall be signed with the assigned professor in order for him to teach or to do research in the faculties and educational centers at the University for at least one semester, renewable. B. The visiting faculty members are appointed by contracts that state the work conditions, salary and other conditions agreed upon. When looking into appointing such professors, only the faculty members with a University rank equal to the rank sought can vote.
Article (62)	A. A full-time lecturer in the University must have all the qualifications mentioned in Article (3) from these instructions except in some cases determined by the council. B. Full-time lecturers may be appointed for the purpose of teaching and research in the faculties of the university and its scientific centers who are able to do so, according to the academic degrees they hold. C. The full-time lecturers are appointed through contracts which determine work conditions, salary and other conditions agreed upon. D. Voting for appointing a full-time lecturer depends on the rank he/she would get if selected as a faculty member.

Article (63)	A. A full-time lecturer holding a PhD can be appointed as a faculty member, if he/she complies with the requirements for appointment mentioned in Article (5) of the regulation and only after he has spent a year at least as full time lecturer at the university, and had already published an accredited research during his work at the university. His service and his published researches while being a full-time lecturer at the University are taken into consideration for the purposes of promotion. B. Returnee from scholarship studies holding a master degree is appointed as full time lecturer at the university and transferring him to a faculty member will be looked into after 3 years from his appointment.
Article (64)	Full-time lecturers are evaluated through a special form prepared for this purpose according to the guidelines in Article (35) of these instructions by the head of the department and the faculty Dean at the beginning of the second semester of each academic year.
Article (65)	It is possible to appoint full-time lecturers with degrees and certificates presented to the Council, with a salary determined according to their qualifications, and their appointment as faculty members is decided after authenticating the level of their degrees and certificates.
Chapter 8: Summer Semester	
Article (66)	The period of the summer semester is 8 study weeks including the period of exams and the academic calendar in summer is decided by the Deans Council.
Article (67)	A. The concerned deanships coordinate the process of offering courses in the summer semester, in coordination with the admission and registration department. B. The study schedule during the summer semester should be announced to the student's sufficient time before the beginning of registration for the summer semester. C. The summer semester is optional for the faculty members and students. D. The deanship can cancel sections and courses after being offered according to what it perceives as appropriate and serving the University Interest. E. The president determines the minimum and maximum number of students registering for the offered courses.

	F. Opening additional sections is done only after the class rooms and labs assigned for the sections already opened are full, unless the nature of the course demands otherwise and in this case the written approval of the Dean is required.
Article (68)	A. The credit hours for the offered courses in the summer semester are evaluated in a way that each credit hour is equivalent to 2 lectures per week, each for 50 minutes, for a period of 8 weeks. B. For the purpose of calculating the load of a faculty member, the summer semester is considered equivalent to a half of a regular semester. The president may assign a faculty member to an increase in the teaching load as he finds appropriate.
Article (69)	A. The faculty member assigned to teach in summer semester is granted a reward which equals the salary of two whole months including allowances (except for the transfer allowance), if he/she works a full-time load as stipulated in the regulations. If he/she, however, works less than the full time equivalent, the reward is calculated based on the percentage of the actual load to the full load award and in case of extra load he/she will be paid based on the additional hours. B. The vice presidents are assigned to work during the summer semester without teaching and they are rewarded with a salary of two months (without transportation allowance) in case they worked for their whole vacation. C. The Deans who have a professor rank are assigned 1.5 credit hours of teaching whereas the associate or assistant professors are assigned 3 credit hours. Their award is equal to their salary (except for the transfer allowance) pursuant to the period of their annual holidays, which is eight weeks. D. The vice deans and assistants and the heads of the departments, the exchange officers and anyone with a professorship rank assigned to teach during summer semester with a work load of 3 credit hours, however, associate or assistant or practicing professors are assigned 4.5 credit hours, and they are given a financial reward equal to their salary

	(except for the transfer allowance) in accordance with their annual holidays which is 8 weeks. E. The President assistants, the centers directors, their deputies, their assistants and anyone occupying the same functional level are assigned a workload of 3 to 4.5 credit hours according to a decision from the President. F. The full-time language professors teaching in the summer semester shall be paid for each teaching hour the same as a part-time lecturer, as specified in the faculty regulation of the University provided that the actual teaching hours do not exceed double the credits hours assigned for each subject. G. The President may exempt the deans from teaching during summer under special circumstances and for the interest of the University, and a financial reward equal to their salary (except for the transfer allowance) in accordance with the period of their annual holidays which is 8 weeks, is dispensed.
Article (70)	A. A faculty member appointed at the beginning of the second semester shall be entitled to an additional month salary with the allowances (except for the transfer allowance) in return for working a full-time equivalent in the summer semester. A member assigned or returning from a sabbatical leave or an unpaid leave, mandate, or secondment at the end of the second semester is not entitled to any additional salary for teaching in the summer semester. B. A faculty member, who is hired at the beginning of the second semester and has not been assigned to teach in the summer semester, deserved a salary of five weeks only in the summer semester.
Chapter 9: Additional Load for Faculty Members	
Article (71)	A. The President may assign additional load for faculty members, upon the recommendation of the head of the department and the school's Dean, and after consulting the director of the admission and registration department. The additional credit hours assigned to the faculty member may not exceed six hours, within or outside the University, except for certain cases approved by the President, based on a recommendation from the school's dean.

	B. Taking the provisions of Article (24/B/2) of the regulations into consideration, a certain percentage of the income earned from overtime of the staff member, whether consulting, training or other types of work, except additional teaching outside the university, is allocated to the university. This percentage should comply with the dean's council decision regarding such percentage; except for additional teaching outside the university C. Faculty who are in charge of administrative positions may not do additional teaching inside or outside the university, except in special cases after getting the approval of the president.
Article (72)	A faculty member is entitled to a financial award for additional work if his/her workload in a semester exceeds the following: Professor : (9) credit hours Associate professor, Assistant professor and practicing professor: (12) credit hours Instructor and assistant instructor: (15) credit hours Taking into consideration the reduction of the teaching load mentioned in Clause (C) of Article (41) of these Instructions.
Article (73)	The teaching load consists of: A. The total credit hours for courses taught individually. B. As for the subjects that are taught by more than one member, their burden is distributed among them according to the hours they teach these subjects, and the remuneration is distributed among them on this basis. C. An hour of practical work in the lab is calculated as half credit hour. D. The calculation of load of graduate students supervision is as follows: Master (1) credit hour - with a maximum of (3) semesters Doctorate (1) credit hour - with a maximum of (5) semesters E. Actual teaching hours for language teachers counts two-thirds of a credit hour.

Article (74)	The council decides on the cases which are not mentioned in these Instructions.
Article (75)	These Instructions shall nullify all the contradicting rules mentioned in any previous instructions or decisions issued by the Deans council at the University or the President, except for previous contracts signed before the issuing date of these regulations; these contracts shall stay applicable until expiration.

**Promotion and Transfer Instructions for Faculty Members at the
German Jordanian University
for the Year (2023) Issued in accordance with Articles (32) and (73) of the
Academic Staff Regulation at the German Jordanian University No. (96) of
(2009)**

Article 1	A. These instructions are called “Promotion and Transfer Instructions for Faculty Members at the German Jordanian University” for the year (2023) and shall come into force as of the beginning of the academic year 2023/2024. B. Despite what was mentioned in paragraph (A) of this article, a faculty member appointed at the university who started his/her work before 1/9/2023, has the right to apply for promotion in accordance with the Promotion Terms mentioned in the previous instructions (Academic Staff instructions for the year (2014) and its amendments) and for one promotion, provided that he/she submits a promotion application before 1/9/2026, and that the conditions mentioned in these instructions are applied.
Article (1/B) has been modified based on the Deans’ Council Decision no. (384/2023/2024) dated 9/9/2024. The old paragraph: Despite what was mentioned in paragraph (A) of this article, a faculty member appointed at the university who started his work before 1/9/2023, has the right to apply for promotion in accordance with the provisions of the previous instructions (Academic Staff instructions for the year (2014) and its amendments) and for one promotion, provided that he submits a promotion application before 1/9/2026.	
Article 2	The following words, wherever mentioned in these Instructions, shall have the meanings assigned to them below, unless the context indicates otherwise: The University: The German Jordanian University. The Council: The university Deans’ Council. The President: The University’s President. The School: The school at the university. The Dean: the School’s Dean. The Department: The specialized academic department in the school. The Regulation: The Academic Staff Regulation at the University. The Committee: The Appointment and Promotion Committee at the University formed by a decision of the Council upon the recommendation of the President.
Article 3	Subject to the provisions of Articles (14), (30), (31) and (32) of the Regulation, the following general principles shall be adopted when considering applications

	for the promotion of faculty members from an academic rank to a higher rank and their transfer from one category to another at the same rank: A. Performance effectiveness in research and scientific and creative production. B. Performance effectiveness in teaching and learning production. C. The effectiveness of performance in the service of the university, its activities and the community in its various sectors inside and outside the Kingdom.										
	Measuring the effectiveness of performance in research and scientific and creative production										
Article 4	For the purposes of measuring performance in research and scientific and creative production of a faculty member, the following words shall have the meanings assigned to them below unless the context indicates otherwise: <table border="1"> <tr> <td>Principal Investigator:</td><td>The researcher whose name is ranked the first on the published scientific research or production or the main designer who has played the main role in creative production in his field of specialization.</td></tr> <tr> <td>First Category Journals:</td><td>Journals classified (Q1) or (Q2) listed in the database (Scopus), or journals classified (Q1) or (Q2) listed in the database (Web of Science/Clarivate) or journals classified (A*) or (A) in the database (ABDC Journal Quality List).</td></tr> <tr> <td>Second Category Journals:</td><td>Journals classified (Q3) or (Q4) listed in the database (Scopus), or journals classified (Q3) or (Q4) listed in the database (Web of Science/Clarivate) or journals classified (B) or (C) in the database (ABDC Journal Quality List).</td></tr> <tr> <td>Third Category Journals:</td><td>Jordanian specialized and refereed journals supported by the Ministry of Higher Education and Scientific Research and domiciled in Jordanian universities other than the first or second category journals.</td></tr> <tr> <td>The World Conference:</td><td>The International Scientific Refereed Conference.</td></tr> </table>	Principal Investigator:	The researcher whose name is ranked the first on the published scientific research or production or the main designer who has played the main role in creative production in his field of specialization.	First Category Journals:	Journals classified (Q1) or (Q2) listed in the database (Scopus), or journals classified (Q1) or (Q2) listed in the database (Web of Science/Clarivate) or journals classified (A*) or (A) in the database (ABDC Journal Quality List).	Second Category Journals:	Journals classified (Q3) or (Q4) listed in the database (Scopus), or journals classified (Q3) or (Q4) listed in the database (Web of Science/Clarivate) or journals classified (B) or (C) in the database (ABDC Journal Quality List).	Third Category Journals:	Jordanian specialized and refereed journals supported by the Ministry of Higher Education and Scientific Research and domiciled in Jordanian universities other than the first or second category journals.	The World Conference:	The International Scientific Refereed Conference.
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	Creative Production:	Outstanding art, architectural or planning work (executed or unexecuted) that has won an international award or first place in a local competition, provided that the applicant attaches an approved document showing his role in this work.	
Article 5	A. Scientific and creative production that may be accepted for promotion or transfer includes the following: 1. Research published or accepted for publication in the First Category, Second Category or Third Category journals. 2. Research derived from students' theses or dissertations published or accepted for publication in First, Second or Third category journals. 3. Creative production that has won an international award and is treated as research published in the first category journals. 4. Creative production that won first place in a local competition. 5. Patents registered in one of the major industrial countries (The Group of Eight G8) and treated as research published in the First Category journals. 6. Research published in the proceedings of international scientific refereed conferences. 7. Case Reports, Technical Brief Articles, Surveys, Scientific Notes, Review, Business Consulting, Legal, Engineering or Medical consultation published or accepted for publication in the First Category, Second Category or Third Category journals. 8. Peer-reviewed authored or translated books issued by non-international publishing houses after their evaluation and recommendation from the Scientific Research Council at the university. As for peer-reviewed authored or translated books published by international publishing houses, they are treated as research published in first category journals upon the recommendation of the Scientific Research Council. 9. The chapters in specialized and refereed books issued by international publishing houses. 10. Visual or design art exhibitions, individual or collective in well-known international museums such as the Bonn Museum, Berlin, the Metropolitan, etc., or in major international galleries such as Tokyo BTAP or major art markets such as the Basel or KIAF market, etc., are treated as first-category published research. B. It is not permissible to accept more than one work from each type of scientific and creative production mentioned in items (6, 7, 8, 9,10) of paragraph (A) of this Article. C. Any research or scientific or creative production in which the total percentage of similarity exceeds 30% or 15% from one source is not accepted, using the software approved to detect plagiarism at the university.		

Article 6	Each scientific or creative production published or accepted for publication in the journals of the first category, the second category or the third category receives four (4) points and is added to: A. Additional points if the scientific or creative production is published or accepted for publication in the journals of the first and second category as follows: <table data-bbox="373 472 1118 963"> <tr> <th>Points</th><th>Scopus Quartile Rank / ABDC Journal Quality List</th></tr> <tr> <td>6</td><td>Q1 or A*</td></tr> <tr> <td>4</td><td>Q2 or A</td></tr> <tr> <td>2</td><td>Q3 or B</td></tr> <tr> <td>1</td><td>Q4 or C</td></tr> </table> B. Two (2) additional points if the scientific or creative production is published or accepted for publication in journals listed in the Web of Science/Clarivate database and classified under SCIE, SSCI or AHSCI tables. C. One additional point if the scientific or creative production is shared with at least two researchers who are not working at the university from universities or industrial or research institutions from two different countries.	Points	Scopus Quartile Rank / ABDC Journal Quality List	6	Q1 or A*	4	Q2 or A	2	Q3 or B	1	Q4 or C
Points	Scopus Quartile Rank / ABDC Journal Quality List										
6	Q1 or A*										
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2	Q3 or B										
1	Q4 or C										
Article 7	Each scientific or creative production other than research published in the first, second or third category journals receives points as follows: <table data-bbox="373 1496 1366 1977"> <tr> <th>Scientific or creative production</th><th>Points</th></tr> <tr> <td>Refereed authored books published by international publishing houses.</td><td>12</td></tr> <tr> <td>Refereed translated books issued by international publishing houses.</td><td>10</td></tr> <tr> <td>Creative production that won first prize in an international competition.</td><td>10</td></tr> </table>	Scientific or creative production	Points	Refereed authored books published by international publishing houses.	12	Refereed translated books issued by international publishing houses.	10	Creative production that won first prize in an international competition.	10		
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	Creative production winning second prize in an international competition.	8						
	Creative production that won the third prize in an international competition.	6						
	Creative production that won first place in a local competition.	6						
	Refereed authored books issued by non-international publishing houses after being evaluated by the Deanship of Scientific Research at the university.	8						
	Refereed translated books issued by non-international publishing houses after being evaluated by the Deanship of Scientific Research at the university.	6						
	An authored chapter in a refereed book issued by international publishing houses after being evaluated by the Deanship of Scientific Research at the university.	4						
	Patents registered in one of the major industrial countries (The Group of Eight G8).	10						
	Scientific production published in the proceedings of an international conference.	6						
	Visual or design art exhibitions, individual or collective in well-known international museums such as the Bonn Museum, Berlin, the Metropolitan, etc., or in major international galleries such as Tokyo BTAP or major art markets such as the Basel or KIAF market, etc., are treated as first-category published research.	10						
Article 8	The points of scientific or creative production are calculated for the faculty member according to the order in which his name appears on it as follows: <table><tr><th>Order</th><th>Percentage</th></tr><tr><td>Principal Investigator</td><td>100%</td></tr><tr><td>Second researcher</td><td>80%</td></tr></table>		Order	Percentage	Principal Investigator	100%	Second researcher	80%
Order	Percentage							
Principal Investigator	100%							
Second researcher	80%							

		Third Researcher	60%	
		Fourth researcher	40%	
		Fifth researcher and after (minimum one point)	20%	
Article 9	Despite what was mentioned in Article (8) of these instructions, and regardless of the order of the researchers shown on the research derived from a master's thesis or doctoral dissertation, the student is considered a principal investigator, and the rest of the researchers are arranged accordingly, for the purposes of applying these instructions.			
Article 10	An additional points are calculated for the faculty member for his performance in research and scientific and creative production in the event of obtaining financial support for research projects supported from outside the university at the rate of two (2) points for every five thousand Jordanian dinars from the share of the research team from the university from the value of the support if he/she is a principle investigator in the research team from the university and by one point for every five thousand Jordanian dinars from the share of the research team from the university from the value of the support divided by the number of participating researchers from the university if he/she is a research associate.			
Measuring the effectiveness of performance in teaching and learning production				
Article 11	A. The teaching performance and learning production points of the faculty member are calculated according to the form approved by the Council for this purpose and as the following: Number of points = 0.5 x (weighted average - 50) B. The weighted average is calculated for students evaluation participating in courses taught by the faculty member during the last two academic years before applying for promotion or transfer, with no less than four semesters except summer semesters, and the committee may introduce more semesters if the total number of students participating in the evaluation is less than 50 participants, or to recommend the appropriate measure. C. For the purposes of calculating the weighted average in paragraph (B) of this Article, laboratory courses, projects, theses, field training or their equivalent are excluded. D. The Council, based on recommendation by the Committee, may review and develop the measurement methodology of performance in teaching and learning production.			

Article 12	Additional pointes are calculated for the faculty member for his/her performance in teaching and learning production as follows: A. Ten (10) points for each integrated e-course designed and produced by the asynchronous learning method after being evaluated by the department and school councils of the course and approved by the Center for E-Learning and Academic Performance Improvement at the university and the Council. B. Ten (10) points if he/she is responsible for developing and implementing an academic course that has been linked to an international professional certificate within the continuing professional development track, provided that this is approved by the Council based on a recommendation from the department and the school councils and the study plan committee. C. Two (2) points If he/she participates in the development or application of an academic course that has been linked to an international professional certificate within the continuous professional development track, provided that this is approved by the Council based on a recommendation from the department and the school councils and the study plan committee. D. Two (2) points if an applied dimension is introduced in an academic course such as adopting computer applications, using modern technology, or learning through research, provided that the development is documented in the course plan and approved by the department and the school councils. E. Two (2) points for each training program passed in the field of learning, teaching and academic development, with a maximum of ten (10) points, provided that the program is approved by the E-Learning and Academic Improvement Center at the university.				
Measuring the effectiveness of performance in serving the university and society					
Article 13	University and community service points for faculty members are calculated according to the following: <table border="1" data-bbox="443 1585 1316 1984"> <thead> <tr> <th data-bbox="443 1585 879 1675">Service Scope</th><th data-bbox="879 1585 1316 1675">Points</th></tr> </thead> <tbody> <tr> <td data-bbox="443 1675 879 1984">Assistant to the President / Advisor to the President / Deputy Dean / Assistant Dean / Head of Department / Director of the Center / Coordinator of Academic Exchange with Germany / Coordinator of a Dual</td><td data-bbox="879 1675 1316 1984">Three (3) points per semester (except summer)</td></tr> </tbody> </table>	Service Scope	Points	Assistant to the President / Advisor to the President / Deputy Dean / Assistant Dean / Head of Department / Director of the Center / Coordinator of Academic Exchange with Germany / Coordinator of a Dual	Three (3) points per semester (except summer)
Service Scope	Points				
Assistant to the President / Advisor to the President / Deputy Dean / Assistant Dean / Head of Department / Director of the Center / Coordinator of Academic Exchange with Germany / Coordinator of a Dual	Three (3) points per semester (except summer)				

	Study Program / Director of a Department. (To calculate the points the service for the entire assignment period is required)	
	Dean and to calculate the points the service for the entire assignment period is required	Five (5) points per semester (except summer)
	Organizing an international scientific conference / president of an international scientific conference (approved by the Scientific Research Council).	Five (5) points and a maximum of ten (10) points
	Chairing an international scientific conference session (approved by the Scientific Research Council).	One point with a maximum of five (5) points
	Membership of the editorial board of an international scientific journal / membership of national, regional or international bodies or councils	Two (2) points with a maximum of ten (10) points
	Chairman of the Editorial Board of an international scientific journal / Establishment of a scientific journal for the university (approved by the Scientific Research Council)	Five (5) points and a maximum of ten (10) points
	Enable the university to obtain financial support for the development of facilities if he/she is the main coordinator of the project at the university or for financial support (approved by the Committee).	One point for every five thousand dinars

	Participation in university events and activities such as the Open Day, the German Week, the Career Day and the University Induction Day (approved by the school Council).	One point with a maximum of five (5) points	
	Contribute to supporting innovation and entrepreneurship at the university and strengthening the relationship with industry (approved by the Council of the Deanship of Innovation, Technology Transfer and Entrepreneurship).	One point with a maximum of ten (10) points	
	Contribute to strengthening the relationship with universities and industry in Germany (approved by the Council of the Deanship of Innovation, Technology Transfer and Entrepreneurship).	One point with a maximum of ten (10) points	
	Contribute to community service through activities, projects or events (approved by the Committee).	One point with a maximum of five (5) points	
	Chairman of a committee with measurable performance and outputs, or a member of any of the strategic councils or committees at the university except for the councils of departments and schools (approved by the Committee).	One point with a maximum of ten (10) points	
	Assigning specific and specialized tasks by a decision of the President, provided that the	The number of points shall be determined by a decision of the President	

		tasks entrusted to him in the letter of assignment are accomplished.		
	Transfer Conditions			
Article 14	To be considered for transferring a faculty member from a category to a higher category within the academic rank, the following conditions must be met: A. To be distinguished in his/her teaching and that the weighted average of the evaluation of students calculated in accordance with Article (11) of these instructions is not less than the weighted average of the university for the last two years minus five percentage points. B. His/her grade in any paragraph of the joint performance report shall not be less than very good and in any item of its paragraphs then good, in accordance with the form approved by the Council for this purpose.			
Article 15	Subject to the provisions of Article (14) of these Instructions, the transfer of a faculty member from category (B) to category (A) within the rank of Instructor shall meet the following conditions: A. Seniority of not less than seven (7) years in category (B) of the rank of Instructor, including at least two years of active service at the university within category (B). B. Achieving the minimum scientific and creative production required for transfer represented by research published or accepted for publication in a journal of the first category or the second category in which he/she the principal investigator. C. In the event that the condition mentioned in paragraph (B) of this Article is not met, two published or accepted for publication research papers in journals of the first or second category may be approved. D. One of the two researches may be replaced by the content of an integrated electronic course designed and produced by the asynchronous learning method after being evaluated by the department and the school councils to which the course belongs and approved by the Center for E-Learning and Academic Performance Improvement at the university and the Council. E. Obtain at least thirty-five (35) points, including: 1. At least five (5) points of scientific and creative production. 2. At least fifteen (15) points of teaching and learning production. 3. At least ten (10) points of university and community service.			
Article 16	Subject to the provisions of Article (14) of these instructions, the transfer of a faculty member from category (B) to category (A) within the rank of practicing professor shall meet the following conditions:			

	A. Seniority of not less than five years in category (B) of the rank of practicing professor, including at least two years of actual service at the university within category (B). B. Achieving the minimum scientific and creative production required for transfer represented by research published or accepted for publication in a journal of the first category or the second category in which he/she is the principal investigator. The research may be replaced by securing financial support from industrial bodies or in cooperation with industry to support and develop educational or research facilities or infrastructure at the university with a minimum of 25,000 dinars or securing at least five industry partners for dual study programs. C. Obtain at least thirty-five (35) points, including: 1. At least fifteen (15) points of teaching and learning production. 2. At least fifteen (15) points of university and community service.
Article 17	Subject to the provisions of Article (14) of these Instructions, the transfer of a faculty member from category (B) to category (A) within the rank of assistant professor or the rank of associate professor shall meet the following conditions: A. Seniority of not less than five (5) years in category (B) of the rank, including at least two years of actual service at the university in the same category in the rank from which he/she was transferred. B. Achieving the minimum scientific and creative production required for transfer represented by two (2) research published or accepted for publication in journals of the first category or the second category, provided that he/she is a principal investigator in one of them. C. Obtain at least fifty (50) points, including: 1. At least fifteen (15) points of scientific and creative production. 2. At least fifteen (15) points of teaching and learning production. 3. At least fifteen (15) points of university and community service.
Transfer procedures	
Article 18	A. A faculty member may apply for transfer from one category to another within the same rank three (3) months before completing the legal period specified in these instructions. B. The same procedures for promotion apply to the transfer, except for external evaluation. C. The due date for the transfer shall be the date of the Council's decision approving the transfer. D. Despite what was mentioned in paragraph (C) of this Article, if the date of the decision precedes the date of completion of the legal period in the category, the due date of transfer shall be the date of completion of the legal period in the category.
Article 19	A. If the Council decides not to approve the transfer from one category to another, the Council shall determine the period that must elapse before

	submitting a new application, provided that the period shall not be less than six (6) months from the date of issuance of the decision. B. The new application shall be submitted in accordance with the procedures mentioned in these instructions, provided that it includes a new scientific production equivalent to five (5) points for the first time and ten (10) points for the following times, and the applicant who holds the rank of instructor or the rank of practicing professor may replace the new scientific production with a service to the university and society equal to the number of points required.
Promotion Conditions	
Article 20	To be considered for promotion of a faculty member from a rank to a higher rank, the following conditions must be met: A. To be distinguished in his/her teaching and that the weighted average of the evaluation of students calculated in accordance with Article (11) of these instructions is not less than the weighted average of the university for the last two years minus five percentage points. B. His/her grade in any paragraph of the joint performance report shall not be less than very good and in any item of its paragraphs than good, in accordance with the form approved by the Board for this purpose. C. To have within the rank required for promotion a seniority of not less than four years, including at least two years of actual service at the university.
Article 21	Subject to the provisions of Article (20) of these instructions, in order to consider the promotion of a faculty member from the rank of assistant professor to the rank of associate professor, he must obtain at least eighty (80) points, including the following: A. At least thirty (30) points of scientific and creative production and at least five (5) works of scientific and creative production, including at least: 1. Three (3) research papers in the first category journals (provided that the number of research papers other than creative production is not less than two). 2. Three (3) published papers. 3. Three (3) papers not derived from students' theses or dissertations. 4. Three (3) papers in which the applicant is the principal investigator. 5. Three (3) papers during his/her service at the university on which the name of the university (Main affiliation) appears. 6. Three (3) papers in the applicant's specialization of study, teaching or research, and the rest of the production must be in one of the fields of knowledge related to his/her specialization. B. At least twenty (20) points of teaching and learning production. C. At least twenty (20) points of university and community service.

	D. Despite what was mentioned in paragraph (A) of this Article, the number of research papers calculated for the purposes of achieving the minimum limit in one journal may not exceed two (2) two.
Article 22	Subject to the provisions of Article (20) of these instructions, in order to consider the promotion of a faculty member from the rank of associate professor to the rank of professor, he must obtain at least one hundred and fifty (150) points, including the following: A. At least seventy (70) points of scientific and creative production and at least eight (8) works of scientific and creative production, including at least: 1. Five (5) papers in First Category journals (provided that the number of research papers other than creative production is not less than three) 2. Five (5) published papers. 3. Five (5) papers not derived from students' theses or dissertations. 4. Five (5) papers in which the applicant is the principal investigator. 5. Five (5) papers during his/her service at the university on which the name of the university (Main affiliation) appears. 6. Five (5) papers in the applicant's academic, teaching or research specialization, and the rest of the production should be in one of the fields of knowledge related to his/her specialization. B. At least twenty-five (25) points of teaching and learning production. C. At least twenty-five (25) points of university and community service. D. At least five (5) points of financial support for a project from outside the university. E. He/she must have supervised or supervise graduate students if his/her department has a graduate program related to his/her specialization, provided that at least three years have passed since the establishment of the program. F. The scientific production submitted by him/her must have been published, accepted for publication, or prepared after the decision of the Council to proceed with the previous promotion procedures. G. Despite what was mentioned in paragraph (A) of this Article, the number of research papers calculated for the purposes of achieving the minimum limit in one journal may not exceed four (4) papers.
Article 23	If the faculty member applying for promotion provides a distinguished service to the university represented in the establishment and accreditation of an academic school, the establishment of an institute, center, deanship, or academic program, its accreditation, the admission of students in it, or any other distinguished services approved by the Council, the Council may, upon the recommendation of the President, calculate this service instead of one research from the research mentioned in paragraph (A/3) of Articles (22) and (23) of these instructions.

Promotion Procedures	
Article 24	A. The promotion application shall be submitted to the head of the concerned department including three hard copies and an electronic copy of all required forms, reinforcements and files, until the electronic system of promotion applications is officially launched. B. The Promotion request includes: 1. A statement from the applicant about his philosophy in the fields of research, teaching and service (Philosophy Statement). 2. Details of the job service from the Human Resources Department. 3. Curriculum vitae. 4. The promotion form filled out duly. 5. The file of scientific and creative production, including reinforcements and evidence of acceptance for publication of unpublished works. 6. An acknowledgment by the applicant that all the scientific and creative production contained in the file is not derived from the applicant's theses or dissertations from which he/she obtained an academic degree. 7. Teaching profile and learning production. 8. University and community service file. 9. A copy of the master's and doctoral theses or dissertations of the applicant (if any). C. A faculty member may apply for promotion to his/her department six (6) months before completing the legal period required to be spent in the rank from which promotion to a higher rank is required if he/she submits twice the number of points required from scientific and creative production.
Article 25	A. The head of the concerned department shall form a committee of three members who hold the rank as the rank to be promoted to or higher to study the promotion request and issue a recommendation to be presented to the Department Council to issue its recommendation and submit it to the Dean of the school within four weeks at most from the date of submitting the application. B. The concerned Dean of the school shall present the promotion application with the recommendation of the Department Council to the School Council to issue a recommendation thereon, within four weeks at most from the date of the recommendation of the Department Council and submit it to the President to complete the procedures. C. If the number of faculty members in the Department Council who hold the rank as the rank to be promoted to or higher is less than three, the head of the department submits the request directly to the Dean to form a tripartite committee consisting of members of the department and school councils who hold the rank to be promoted to or higher to study the application and issue a recommendation to be presented to the

	School Council and during Four weeks at most from the date of raising the application. D. If the number of faculty members in both the department and school councils who hold the rank to be promoted to or higher is less than three, the Dean submits the request directly to the President to present it to the committee to take the appropriate decision thereon. E. If the periods specified in this Article cannot be observed, the President may, upon the recommendation of the Dean, submit the promotion request to the Committee to take the appropriate decision thereon.
Article 26	A. The concerned Dean of the school and the Head of the Department, regardless of their academic ranks, shall submit a joint report on the performance of the faculty member, according to the form approved by the Council, and shall be submitted to the President concealed for presentation with the request to the Committee. B. The Dean of the School and the Head of Department concerned shall prepare a common list, in accordance with the approved electronic form, of at least fifteen (15) names of evaluators nominated to evaluate the application for promotion from specialists holding the rank of professorship with their details and complete contact details, including e-mail, and the list shall be sent to the President concealed, and the following shall be taken into account in the list of nominated evaluators: 1. Their scientific and research specialization must be in the same field as the applicant for promotion. 2. To be from universities with a prestigious academic level. 3. To be from outside Jordan from multiple countries and universities, so that their number from one university does not exceed two and from one country than four. 4. They must not be from the universities where the applicant studied or worked for promotion. 5. It should not prove a conflict of interest with the applicant for promotion. C. The president may amend the list by addition or deletion.
Article 27	The president shall present to the Council the Committee's recommendation and detailed report, in addition to the promotion application form, (philosophy statement), joint performance report, department and school recommendations, and reports of any other technical committees for consideration by the Council from all aspects and issue its decision for approval to proceed with the completion of the external evaluation procedures or issue its decision not to approve it.
Article 28	A. If the Council decides to approve the completion of the external evaluation procedures, the president shall send the promotion request to three evaluators attached with (philosophy statement) with a statement

	of the rank nominated for it and any other instructions and forms, and the evaluators must submit their reports according to the approved forms for this purpose within two months at most from the date of their assignment to evaluate the promotion application. B. If the required reports are not received from the evaluators after the end of the period specified in paragraph (A) of this Article, the president shall send the request to new evaluators. C. If the Council decides not to approve the completion of the external evaluation procedures, it shall specify the requirements to be completed and the period that must elapse before submitting a new application, provided that the period is not less than six (6) months from the date of issuance of the decision.
Article 29	The president shall present all the reports of the evaluators after all of them are received to the Council at its next meeting for consideration and the request for promotion together and from all aspects, and then issue the decision by secret vote approving the promotion or not approving it.
Article 30	A. If the Board decides to approve the promotion, the due date of the rank and the calculation of seniority therein shall be from the date of the Council's decision to approve the completion of the external evaluation procedures in accordance with the provisions of Article (28) of these instructions, but if the date of the decision to proceed precedes the date of completion of four years in the current rank, the due date to the rank to which he/she was promoted shall be the date of completion of the four years. B. The due date to the salary and the annual increase due to the rank to which he was promoted shall be the date of the issuance of the Council's decision approving the promotion in accordance with the provisions of Article (29) of these Instructions, but if the date of the decision to approve the promotion precedes the date of completion of four years in the current rank, the due date to the salary of the rank to which he/she was promoted shall be the date of completion of the four years. C. Despite what was mentioned in this Article, upon the promotion of a faculty member, the salary following his salary shall be given according to the salary scale in the category of the rank to which he/she was promoted, and the increase in salary shall not be less than the amount of the annual increase of the rank from which he/she was promoted, provided that no seniority shall be calculated for him/her in the rank to which he was promoted as a result.
Article 31	A. If the Council decides not to promote a faculty member, it shall determine the period that must elapse before submitting a new application, provided that the period is not less than six (6) months from the date of issuance of the decision, and he/she must add points to his/her new application as follows:

	1. If the Council decides not to promote him/her from the rank of assistant professor to the rank of associate professor, he/she must add a new scientific production equivalent to ten (10) points for the second time and twenty (20) points for the third time. 2. If the Council decides not to promote him/her from the rank of associate professor to the rank of professor, he/she must add a new scientific production equivalent to twenty (20) points for the second time and thirty (30) points for the third time. B. Any new application for a promotion shall be in accordance with the procedures contained in these Instructions.
General provisions	
Article 32	A. Unpaid Leave does not count as seniority for transfer or promotion purposes. B. A faculty member who is mandated, seconded, or on a sabbatical leave may apply for transfer or promotion during that period, provided that he/she fulfills the conditions, and it will be carried out duly. C. The scientific or creative production carried out by the faculty member during his/her mandate, secondment, or sabbatical leave, is considered acceptable for the purposes of transfer and promotion, provided that the name of the university appears on it. D. A faculty member may not apply for transfer or promotion if he/she is on unpaid leave. E. Transfer or promotion procedures for a faculty member shall be suspended if he/she takes an unpaid leave. Upon his/her return and starting work, the faculty member may submit a request to complete the transfer or promotion procedures or submit a new application. F. The faculty member may withdraw his transfer or promotion application before introduced to the council.
Article 33	A faculty member who has been subjected to a disciplinary penalty, with the exception of a notice penalty, may not apply for transfer or promotion before at least one year has passed from the date of the penalty. If he/she receives the penalty after submitting a request for transfer or promotion, the procedures shall be suspended for a period of one year from the date of the penalty.
Article 34	A. The councils of departments, schools or deans shall issue their decisions regarding transfer or promotion by the majority of the votes of their attending members, except for the applying faculty member, and the voting shall be secret. B. Only those who hold the rank to which transfer, or promotion is requested or higher may vote on requests for transfer or promotion. C. Despite what was mentioned in paragraphs (A) and (B) of this Article, all members of the departments or schools, or deans councils, except for

	the applying faculty member, attending the meetings of those councils have the right to participate in discussing the requests for transfer or promotion received by them.
Article 35	The applicant for transfer or promotion may not include in his/her application any of the points that were previously calculated for him/her in a previous promotion or under which he/she obtained a degree or academic rank.
Article 36	The Council shall decide on cases not provided for in these instructions.
Article 37	These instructions shall cancel all conflicting provisions contained in any previous instructions or decisions issued by the council or the President.
Article 38	The Council, the Committee, the President, the Concerned Dean, the Concerned Department Head, and the Director of Human Resource Department are responsible for applying these instructions.

Instructions for Full-time Lecturers at the German Jordanian University
Modified pursuant to the Deans' Council Decision no. (16/2023/2024) dated 17/10/2023

Article (1)	These instructions are called (Instructions for Full-time Lecturers at the German Jordanian University) for (2023), issued in accordance with article (51) of the Academic Staff Regulation and shall be effective as of the approval of the Deans Council.
Article (2)	The following words and expressions shall have the meanings assigned to unless the context indicates otherwise: The University: The German Jordanian University. The Council: The Deans Council at the University. The Regulation: The Academic Staff Regulation at the University. The President: The President of the University. The School: Any school at the university. Deanship: Any university activity deanship at the university. Institute: Any Institute created at the university. The Center: Any center at the university. The Lecturer: The Full-time lecturer contracted with to work in any school, deanship, institute or center at the university.
Article (3)	A. Schools or Deanships, or Institutes or centers shall provide the president with its need for lecturers, indicating the required majors and qualifications. B. The President, upon the placement of the council of the school or the institute or the director of the Center or the dean of the deanship, may contract with lecturers for the

	purpose of teaching, research or training in them or to carry out any tasks within the scope of its work. C. The regulation of practicing academic work in universities and university colleges and its modifications in addition to article(5) of the regulation, and any other conditions agreed upon, applies on the lecturer.
Article (4)	A. The appointment status of the lecturer shall be as follows: 1. Lecturer with a detailed contract 2. Lecturer with a total contract B. The lecturer with a detailed contract shall be treated as a faculty member who is similar to him/her in rank at the university, specifically, in terms of salary, bonuses, annual increase, teaching load, and annual, emergency and sick leaves, in accordance with the regulations and instructions. C. The salary and leaves of the lecturer with a total contract shall be determined in accordance with his/her load and duties stipulated in the contract, and based on his/her qualifications. D. The disciplinary procedures stipulated in the regulation and instructions of the academic staff in force at the university shall be applied to the lecturer with a detailed salary or total salary. E. The instructions for employees' incentives from the irregular programs shall apply to the lecturer with a detailed salary or total salary and additional tasks might be assigned to the instructor in return for a remuneration determined by the President.
Article (5)	A. The lecturer shall not be appointed as a member of the academic staff unless the university announces a vacancy in a public and official announcement and he/she applies for it duly. B. Despite what is stated in Paragraph (A) of this Article, the Council may contract with lecturers for the purpose of appointment as members of the academic staff, as

	required by the interest of the University, provided that this is stipulated in the Council's decision.
Article (6)	A. The instructor shall start work at the beginning of the semester as of signing the contract and complete all contracting procedures at the Human Resources Department unless otherwise stated in his/her contract. B. If the lecturer does not commence his/her work within two weeks from the specified date or is unable to complete the procedures and requirements for his/her appointment, the instructor shall be considered an objector to work, and the decision to contract with him/her shall be considered canceled, except in justified cases approved by the President.
Article (7)	A. In special cases determined by the President, a lecturer who served actually three years at the University, may be granted an emergency unpaid leave for a semester for one time throughout his/her service at the University. B. In special cases determined by the President, an emergency leave of no more than fourteen (14) days during the semester may be approved for the lecturer, provided that it shall be deducted from his/her annual leave, or from his/her salary if his/her vacations are insufficient
Article (8)	The lecturer shall be paid overtime work remuneration if assigned during the summer semester as follows: A. The lecturer with a detailed contract, shall be treated as a faculty member. B. The lecturer with a total contract, shall be treated as a part-time lecturer.
Article (9)	A. The president may renew or not renew the lecturer's contract based on the placement of the School Council and the recommendation of the Department Council, provided that the placement is attached to the annual performance evaluation

	form that includes information related to his/her achievements, activities and contributions, three months before the expiration date of his/her contract. B. The president may renew or not renew the lecturer’s contract based on the placement of the dean of the deanship, or the dean of the institute, or the director of the center provided that the placement is attached to the annual performance evaluation form that includes information related to his/her achievements, activities, and contributions, three months before the expiration date of his/her contract.																	
Article (10)	A. The monthly gross salary of the lecturer of the German Language Center is calculated according to his teaching load and based on the decision of the Council issued in this regard as follows: <table><tr><th rowspan="2">Number of teaching hours per week</th><th colspan="2">Gross Salary / JOD</th></tr><tr><th>Master 's degree or higher qualification</th><th>Holds a bachelor's degree</th></tr><tr><td>18 hours</td><td>1000</td><td>769</td></tr><tr><td>15 hours</td><td>860</td><td>662</td></tr><tr><td>12 hours</td><td>720</td><td>555</td></tr><tr><td>9 hours</td><td>580</td><td>448</td></tr></table> B. An annual increase may be granted to the lecturer of the German Language Center contracted with a load of (18 hours) and upon the placement of his/her director and according to the annual performance evaluation, provided that the weighted average of the students' evaluation of the courses studied during the last two semesters is not less than 80% and as follows:	Number of teaching hours per week	Gross Salary / JOD		Master 's degree or higher qualification	Holds a bachelor's degree	18 hours	1000	769	15 hours	860	662	12 hours	720	555	9 hours	580	448
Number of teaching hours per week	Gross Salary / JOD																	
	Master 's degree or higher qualification	Holds a bachelor's degree																
18 hours	1000	769																
15 hours	860	662																
12 hours	720	555																
9 hours	580	448																

	1. (20) JD for bachelor's degree holders. 2. (25) JD for master's degree holders. 3. (30) JD dinars for PhD holders. C. The above-mentioned annual increase is granted a maximum of five consecutive years.
Article (11)	These instructions apply to pre-contracted lecturers if their contracts are renewed after the issuance of these instructions.
Article (12)	A. The Council, the President and the director of the Human Resources Department are responsible for the implementation of these instructions. B. The Council shall decide on cases that are not provided for in these instructions.
Article (13)	These instructions cancel any previous instructions or foundations that conflict with its provisions.

Unpaid Leave Regulations for Faculty Members in Public Universities for year 2017

Article (1)	These regulation shall be named (Unpaid Leave Regulations for Academic Staff Members at Public Universities for 2017) and shall be effective as of the date of its publication in the official gazette.
Article (2)	The following words and phrases mentioned in this regulation shall have the meanings assigned to them below if not indicated otherwise:- Law: Jordanian Universities Law. University: Public University. President: President of Particular University. Academic Staff Member: Academic staff member on permanent service at the university as per the provisions of this law.
Article (3)	Despite what was mentioned in any other regulation, the provisions of this regulation shall be applied to the academic staff members at public universities.
Article (4)	A- 1- It is permissible to grant an academic staff member on the permanent service at the university and who has completed his or her actual service with no interruption for a minimum of five years an unpaid vacation for a semester or a year. 2-An academic staff member is not granted a second vacations as per the provisions of Article (1) from this paragraph only if the vacation period upon the actual completion of the vacation period granted to him or her. B- Excluded from this fixed condition or the referred to period in paragraph (1) of this Article academic staff members appointed as a minister or president of a public Jordanian university. C- 1- It is prohibited that the number of academic staff members on unpaid vacation during the same time be (30%) from the number of academic staff members appointed in the academic department in which the academic staff member teaches at. 2-The Deans Council at the university are permitted to exceed the percentage mentioned in item (1) of this paragraph in special and justified cases. D- Priority is for granting vacations according to the provisions of paragraph (1) of this Article for academic staff members on vacations before the coming into force of the provisions of this regulation in which

	the vacation period is deducted without granting them a salary for the period spent before the implementation of its provisions. E- The unpaid vacation granted to an academic staff member is not considered part of his or her service at the university for the purpose of granting scientific leave, promotion, end of service reward, and saving. Meanwhile, it shall be calculated as seniority in terms of salary if he or she spent it at the university or at a recognized scientific institute at a university level and is attested by the university for this purpose.
Article (5)	Granting an academic staff member an unpaid vacation shall not influence his right in being loaned or delegated as per the provisions of the regulation applied for this purpose by the his university.
Article (6)	It is permissible in certain cases deemed by the president to grant an academic staff member an urgent vacation without a salary for a period that does not exceed one academic year, and is only granted one time during his service at the university
Article (7)	In cases not mentioned in this regulation, the provisions of the previous regulations shall be applied to the academic staff member at his university.
Article (8)	The Higher Education Council shall issue the necessary instructions for executing the provisions of this regulation.

Administrative Staff Members
Employees Regulation
at the German Jordanian University Regulation No. (95) Of 2009, and its
Amendments

Article (1)	This Regulation is called “Employees Regulations at the German-Jordanian University of 2009” and it shall come into force from the date of its publication in the Official Gazette.
Article (2)	The following words and phrases wherever mentioned in this Regulation shall have the meanings assigned thereto unless the context indicates otherwise: University: The German-Jordanian University. Council: University Council. President: President of the University. Faculty: A faculty or a deanship within the University. Dean: A faculty dean or the dean of an extracurricular activity within the University. Unit: Organizational unit in the main structure of the administrative or technical or services within the University, which includes two or more departments. Center: Any center established within the University. Department: Part of a unit and encompasses over two divisions or more. Section: Part of a department and encompasses two or more branches. Branch: A part of a section. Director: Director of any unit or center or department at the University Committee: Employees Affairs Committee at the University formed pursuant of the provisions of this Regulation. Employee: A person who is appointed in a classified or non-classified position listed in the University job structure, including an employee appointed by a contract but does not include the one appointed with a daily wage or remuneration. Worker: Every person appointed according to the decision of the competent reference for a daily wage. Job Positions Table: A chart that includes all jobs positions allocated to faculties, deanships, units, and departments at the

	University issued by the Council at the beginning of every fiscal year. Category: A number of jobs with specific ranks, salaries, specifications and responsibilities pursuant to this Regulation. Medical Reference: The competent medical committee approved by the University
Article (3)	The provisions of this Regulation shall apply to all employees at the University or in any institute, center, institution, or school affiliated to it.
Article (4)	The employees of the University are categorized as follows: A. Classified staff: They are the ones who are appointed in classified and permanent jobs with outlined titles, categories, levels and salaries within the job structure. B. Unclassified staff: They are the ones appointed with holistic fixed monthly salaries in specific jobs within the job structure. C. Staff with contracts: They are the ones appointed for a fixed term under contracts concluded between them and the University, under the conditions set forth in their contracts in all matters relating to salaries, allowances, vacations, transfer, end of their services and others. They are subject to the provisions of this Regulation as long as it does not contradict with the terms and conditions their employment contracts.
Article (5)	A. The President may assign people to work for specific hours at the University or appoint them with specified daily wages for a specific period, within the allocations for this purpose in the University budget. B. The President may assign people on a temporary basis at the expense of planned projects such as research projects, or trust accounts. Their financial dues are taken from those projects or from the trust accounts. Their services shall end with the end of these projects or their allocations.
Article (6)	Job categories Job categories at the University are as following: Category One: It includes leading administrative positions or highly specialized positions. Only employees with a bachelor degree minimum, in addition to the qualifications and experience shall be appointed in or

	promoted to this category positions. The tasks of this category positions include the following: 1. Propose the general policy for their units, centers, or departments. 2. Prepare plans for the programs, projects and services for their units, centers, or department, and follow-up and supervise their execution. Category Two: It includes job positons which shall conduct specialized work in the field of applied, natural, and human sciences, such as medical, engineering, economic, agricultural, administrative, legal, educational, financial, and accounting professions, or the like, and supervise such works. Only employees with bachelor degrees minimum shall be appointed in this category. Category Three: It includes job positions that shall conduct basic work in the administrative clerical, accounting, training and warehouses affairs, procurement, libraries, technical works, crafts, vocational fields, or the like, and supervise such works. Only employees with a minimum of diplomas from community colleges or an equivalent shall be appointed in this category. Category Four: It includes job positions whose tasks shall be to conduct assistant vocational craftwork and supervising their execution or performing certain services.
Article (7)	A. The job titles, categories, groups, qualifications, appointment conditions, ranks and salaries shall be determined pursuant to the job classification table issued by the Council. B. The job titles of the fourth category and their description, salaries, and annual raise shall be determined pursuant to instructions issued by the President upon the recommendation of the Committee.
Article (8)	Appointing Whoever is appointed to any position at the University should meet these conditions: A. Having the Jordanian nationality. B. Being eighteen years of age or more according to an official document. C. Having the qualifications and experience required for this position.

	D. Being free of diseases and physical and mental impairments pursuant to the decision of the medical reference. The specialized reference may hire people who are not fully fit but qualified for the position, and not in conflict with the requirements of general safety. E. Having decent conduct and reputation. F. Not having been convicted of a misdemeanor involving moral turpitude, integrity or public morality or a felony.
Article (9)	A non-Jordanian person may be appointed under a contract if there is no Jordanian who meets the qualifications required for the position, or upon agreements or memoranda of understanding concluded between the Government of the Hashemite Kingdom of Jordan and the Government of the Federal Republic of Germany on the condition that he meets the conditions set forth in paragraphs (b), (c), (d), (e) and (f) of Article (8) of this Regulation, also taking into consideration of appointment the legislations applicable in the Kingdom.
Article (10)	A. A committee named Personnel Affairs Committee headed by the President or one of his deputies, or one of his assistants selected by the President, and the membership of: 1. Three of the staff of the University appointed by the President, provided that two of them shall be administrative employees of the first category. 2. The competent dean or director. B. 1. The term of the committee shall be two renewable years. 2. The President may change any of the members referred to in Clause (1) of paragraph (A) of this Article by appointing a replacement for the remaining period of his membership. C. The committee shall recommend to the competent reference the appointment of the employee, placing him in permanent service, promoting him, modifying his employment condition, and any other issues germane to his job. D. The Chair of the committee shall call for a meeting and it shall have a quorum if a majority of its members, including its head, are present. It

	takes its decisions by absolute majority. If there is tie, the vote of the head shall break it. E. The Director of the Human Resources Department at the University shall be the secretary of the committee who shall prepare the agenda, take the minutes of its meetings and decisions, follow up their execution, and keep its documents and records.
Article (11)	A. The first category employees shall be appointed upon the President's decision, on the basis of the recommendation of the Committee. B. The second and third category employees shall be appointed in their faculties, units, or administrative departments at the University upon the President's decision based on the recommendation of the competent dean or the competent director, on the basis of the recommendation of the Committee. C. The fourth category employees shall be appointed upon the President's decision or whoever is authorized of such power, on the basis of the recommendation of the Committee. D. Workers shall be appointed upon the decision of the President.
Article (12)	A. Each unit, center, or department at the University shall have a director appointed by the President. B. The deputy director, his assistant, the head of the branch and head of the section shall be assigned by a decision from the President upon the recommendation of the competent dean or the relevant director. C. The term of appointment of an employee in a managerial position shall be for a period of no more than three renewal years. D. The President, in special cases and upon his own discretion, may relieve any of the occupants of the administrative positions referred to in paragraphs (a), (b), and (c) of this Article from their positions. Whoever has been relieved from his position shall continue to be an employee at the University pursuant to the provisions of these Regulations.
Article (13)	A. Subject to the provisions of paragraph (B) of this Article, an appointed employee shall be on probation for three years. His performance shall be evaluated once every six months, pursuant to the form prepared for this purpose, and he shall be tenured in service or dispensed from

	service before two months at least from the end of the duration of the probation period. B. The employee appointed upon a contract under probation, and the one who was classified two years after his appointment is on probation for no more than one renewable year from the date of his classification. It is mandatory to review his tenure two months before the end of the second year of the probationary period. If he is not tenured, his service is legally considered terminated, on the condition that he must be notified of this two months before the termination of his service. C. The competent reference may end the employee's service at any time during the probation period. D. If an employee is reappointed at the University, he shall undergo probation again pursuant to the provisions of this Article. E. The probation period shall count as actual service for the employee.
Article (14)	When an employee is appointed his years of experience may be counted for him as follows: A. 1. One annual raise for each year of the first five years of service in the field of work in the position in which he is appointed, and which was achieved after obtaining the scientific qualification according which he is appointed, on the condition that this period of experience shall not exceed ten years. 2. In special justified cases, the entire period of previous experience or any part of it may be counted for employees who are appointed in senior administrative positions by a decision from the Board of Trustees. B. Any previous experience gained before obtaining the minimum qualification required for the position in which the employee was appointed shall not be counted. C. If the rank which the applicant deserves is not available in the job classification table, the employee may be appointed at the highest salary of the immediate lower rank, provided that this is stated in the appointment decision. The employee shall get the deserved rank once it becomes vacant or created.

	D. The experience which is more than 6 months may count as one year. E. In exceptional cases, estimated by the council, the requirement for qualification for the purposes of appointment in professional and technical positions may be looked over, and suffice with the technical qualification, experience, or competence in the field of specialization, on the condition that they are stated pursuant to instructions issued by the Council.																																																													
Article (15)	If an employee obtains a new university qualification with the consent of the University in his field of work from a university recognized by the University, it may be, and in the interest of the University, to amend his rank pursuant to the degree and salary upon the President’s decision and the recommendation of the Committee.																																																													
Article (16)	Regardless of the provisions of Article (14) of this Regulation, the President, upon the recommendation of the Committee may appoint persons with rare qualifications and experience with holistic salaries according contracts stating their rights and duties.																																																													
Article (17)	Salaries and bonuses: The basic salary scale for staff at the University is defined as follows: <table><tr><th>Rank</th><th>Class</th><th colspan="2">Salary</th><th>Annual Increase in Dinars</th></tr><tr><td></td><td></td><th>From</th><th>To</th><td></td></tr><tr><td rowspan="2">First</td><td>A</td><td>359</td><td>494</td><td>9</td></tr><tr><td>B</td><td>279</td><td>315</td><td>9</td></tr><tr><td rowspan="2">Second</td><td>A</td><td>230</td><td>258</td><td>7</td></tr><tr><td>B</td><td>186</td><td>214</td><td>7</td></tr><tr><td rowspan="2">Third</td><td>A</td><td>165</td><td>189</td><td>6</td></tr><tr><td>B</td><td>133</td><td>157</td><td>6</td></tr><tr><td rowspan="2">Fourth</td><td>A</td><td>121</td><td>145</td><td>6</td></tr><tr><td>B</td><td>87</td><td>111</td><td>6</td></tr><tr><td>Fifth</td><td></td><td>65</td><td>85</td><td>5</td></tr><tr><td>Sixth</td><td></td><td>46</td><td>62</td><td>4</td></tr><tr><td>Seventh</td><td></td><td>34</td><td>46</td><td>3</td></tr></table>	Rank	Class	Salary		Annual Increase in Dinars			From	To		First	A	359	494	9	B	279	315	9	Second	A	230	258	7	B	186	214	7	Third	A	165	189	6	B	133	157	6	Fourth	A	121	145	6	B	87	111	6	Fifth		65	85	5	Sixth		46	62	4	Seventh		34	46	3
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Article (17) was amended in Regulation No. (41) of 2013	
Article (18)	A. The employee shall be entitled to an annual raise on due date. B. The promotion of the employee at the University should not result in a decrease in his basic salary in any way.
Article (19)	A. A monthly bonus for staff assuming administrative responsibilities as follows: 1. Unit, department or center director. 75 dinars. 2. Deputy Director of the unit, his assistant, director and assistant director of the center. 45 dinars 3. Assistant director of the department and head of the section and head of archives. 20 dinars 4. Head of the administrative branch. 10 dinars B. No person may get more than one of bonuses stated in this Article.
Article (20)	A. The monthly transportation allowance for staff at the University shall be as follows: a. unit, department and center director 90 dinars b. employee of the first or second categories 70 dinars c. employee of third or fourth categories 60 dinars d. employee of the fifth or sixth categories 40 dinars e. employee of seventh category 24 dinars B. Employees working with holistic salaries or with contracts shall be granted a transportation bonuses equal to those determined to their equivalents in terms of rank and salary, according to paragraph (A) of this Article. C. A person may not get more than one of the bonuses stipulated in paragraph (A) of this Article. D. The bonus stipulated in paragraph (A) of this Article shall not be disbursed to any employee for whom the University has allocated a car or has provided him with transportation on a regular basis. E. The bonus shall be stopped for employees during their training courses which exceed thirty days.
Article (20) was amended in Regulation No. (41) of 2013	

Article (21)	A. 1. A monthly bonus is awarded for the staff at the University as follows: <table data-bbox="480 241 1214 618"> <tr> <td>Employee of the first rank</td><td>355 dinars</td></tr> <tr> <td>Employee from the second rank</td><td>280 dinars</td></tr> <tr> <td>Employee of the third rank</td><td>245 dinars</td></tr> <tr> <td>Employee of the fourth rank</td><td>225 dinars</td></tr> <tr> <td>Employee of the fifth rank</td><td>200 dinars</td></tr> <tr> <td>Employee of the sixth rank</td><td>190 dinars</td></tr> <tr> <td>Employee of the seventh rank</td><td>175 dinars</td></tr> </table> 2. Employees, other than those mentioned in Clause (1) of this paragraph, who work upon monthly holistic salaries or upon contracts shall be treated according to the ranks and basic salaries of their counterparts, but shall not apply to employees appointed by contracts inclusive of all bonuses. B. A monthly reward for the administrative staff at the University as follows: 1. 25% of the basic salary for classified employees and employees with contracts, who have not completed two years in service at the University. 2. 40% of the basic salary for classified employees and employees with contracts, who have served two years or more at the University. C. A professional reward is given to employees of non-professional faculty members with bachelor degrees as follows: 1. 95% of the basic salary for degree holders in engineering, together with an amount of five dinars monthly as specialty bonus. 2. 110% of the basic salary for holders of degrees in medicine. 3. 60% of the basic salary for holders of degrees in dentistry and pharmaceuticals. 4. 35% of the basic salary for the category of nursing and agriculture. D. It shall not be allowed to combine two bonuses stipulated in paragraphs (B) and (C) of this Article.	Employee of the first rank	355 dinars	Employee from the second rank	280 dinars	Employee of the third rank	245 dinars	Employee of the fourth rank	225 dinars	Employee of the fifth rank	200 dinars	Employee of the sixth rank	190 dinars	Employee of the seventh rank	175 dinars
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Article (21) was amended in Regulation No. 27 of 2012 and in Regulation No. 41 of 2013															

Article (22)	A. The bonus of the German-Jordanian University shall be disbursed to staff for a period of five years commencing the date of enforcing the provisions of this Regulation as follows: 1. First class 105 dinars 2. Second class 85 dinars 3. Third class of 70 dinars 4. Fourth class 60 dinars 5. Fifth class of 40 dinars 6. Sixth Class 40 dinars 7. Seventh class 30 dinars B. The allowance stipulated in Paragraph A of this article is not granted to employees who are appointed or re-appointed to the university after the provisions of this amended system come into effect and to those who are sent on scholarships from the university in accordance with the legislation in force. C. Staff with contracts shall be treated on the basis of class and basic salary of their counterparts, but this does not apply to employees hired upon contracts inclusive of all bonuses.
Article (22) was amended from the amended system No. 78 of the year 2015	
Article (23)	A. A monthly family bonus of the 7 dinars for the wife and 2 dinars for each of the first four children shall be given to the University staff. B. If the employee has more than one wife, the bonus shall be given for only for one wife if he has four children. If his children are less than 4, the other wives will get the bonus, as long the total number of the wives and children shall not exceed four. C. The family bonus shall not be given in the following cases: 1. For the children who have completed eighteen years of age, unless they are still in secondary school or undergraduate programs or with special needs. 2. For the wife who is working at or getting paid monthly by a public or a private institution.
Article (24)	A personal allowance of (45 JD) is rewarded monthly to employees who are paid a basic salary of (145 JD) and higher, and thirty-one dinars to

	employees who earn a basic salary from (58-144 JD), and twenty-eight dinars to workers who earn a basic of (57 JD) or less.
Article (24) was amended in Regulation No. (41) of 2013	
Article (25)	A. The President may assign any of the University employees to conduct any job therein after the end of the official working hours or during vacations, provided that such assignment shall be according to this Article in return for a financial reward determined by the President. B. 1. The Board of Trustees with the consent of the Council of Higher Education may determine the percentage of fees of irregular programs as incentives for the administrative staff, pursuant to instructions issued by the Council. 2. The amount of increase on the total of the salaries resulting from the implementation of the amended Regulation from the incentives which are disbursed pursuant to the provisions of Clause (1) of this Paragraph. If these incentives are enough to cover this increase, the Ministry of Higher Education and Research shall cover the difference from the money allocated for the support of universities.
Article (25) was amended in Regulation No. (27) of 2012 and in Regulation No. (41) of 2013	
Article (26)	The President may grant a financial remuneration to anyone from outside the University assigned to perform some work, or offers a service that requires encouragement and remuneration.
Promotions and Incentives	
Article (27)	A. Subject to the provisions of Article (6) of this Regulation, the promotion of an employee from the second category to the first category should be under the following conditions: 1. Obtaining a first University degree at least. 2. Serving at least five years in the second category at the University. 3. Successful participation in a training program in senior management, with the prior approval of the President. 4. Receiving an appreciation of Very Good at least on his annual evaluation report for the last two years.

	B. The promotion of an employee from the third category to the second category should be under the following conditions: 1. Obtaining a first University degree at least. 2. Experience in the field of specialization of no less than five years, with three years at least at the University. 3. Successful participation in a training program approved by the University. 4. Receiving at least a Good merit on his annual evaluation report for the last two years.
Article (28)	An employee may be promoted from a rank to a higher rank and from a category to a higher category within the same class pursuant to the salaries scale if the following conditions are met: A. A vacant category in the job positions structure. B. Receiving an appreciation of (Good) at least on his annual evaluation report for the past two years. C. Not receiving any of the sanctions set forth in this Regulations during the past two years except for a warning.
Article (29)	An employee may be promoted pursuant to appointment procedures set forth in this Regulation.
Article (30)	The President may grant the distinguished employee an incentive in salary equal to an annual increase of one that does not result in the increase to be promoted, the employee shall not be given more than one incentive in the degree, granted to him when it is entitled to the annual increase in accordance with the special instructions issued by the Council.
Article (31)	Transfer, mandate, proxy and secondment A. A director shall be transferred from one position to another by the of the President's decision. B. The director's deputies and assistants shall be transferred from one position to another within the same unit, center, or department by the President decision upon the recommendation of the immediately higher provost, but if the transfer is outside the unit, department, or center. The decision shall be issued by the President upon the consent of both provosts of the employee. C. An employee may be transferred from any faculty, unit, center, or department to another at the University by the President decision upon

	a joint recommendation of the competent provosts of both faculties, units, centers, or departments. D. The transfer may not affect the employee's class, rank, or salary he has achieved in any of the cases set forth in this Article in any way.
Article (32)	Mandate A. The President may, upon the recommendation of the dean or related director, mandate an employee to carry out another job inside the University for a period of no more than three years renewable year by year. Only after three years from the end of the previous mandate of this employee can he be mandated again to another job. B. The President may, upon the recommendation of the competent dean or director, mandate an employee to carry out another job tasks outside the University for a period of three years maximum, on the condition that this employee has serviced at the University for five consecutive years, and has been tenured in service. C. Regardless of what is set forth in paragraph (B) of this Article, the Deans Council may, upon the recommendation of the President and after consulting the competent provost, may mandate any employee to carry out another job outside the University for a period of three years maximum.
Article (33)	The mandated employee within the University shall receive his salary and bonuses of position he is seconded from. If he is mandated outside the University, the host institution shall bear his salary and bonuses, unless there is an agreement between the University and that institution that states otherwise. The period of mandate shall be part of the employee's actual service at the University for the purposes of promotion, seniority, and end of service benefits and savings, on the condition that the employee continues to pay his contribution to the savings fund.
Article (34)	Proxy If any job position becomes vacant or the occupant is absent for any reason, the competent provost may assign another employee to do the work and tasks of that position by proxy.
Article (35)	Secondment

	A. The President may, after consulting with the competent dean or director, second any employee of first and second categories to work outside the University, provided that he is tenured and has spent five consecutive years in the actual service, and that the secondment period does not exceed three years. B. Secondment period shall be considered part of the employee's actual service at the University for the purposes of promotion, seniority, remuneration and savings, provided that the employee continues to pay his contribution to the savings fund during the period of his secondment. C. The same employee may only be seconded again after the lapse of at least five years from the end of the previous secondment. D. The University shall not bear any salaries or bonuses during the secondment period of an employee.
Article (36)	The University may borrow any employee to work in it from ministries, departments or governmental institutions. The provisions of Article (11) of this Regulation shall be applied to him.
Article (37)	Leaves A. An employee shall be entitled to the following annual leaves: 1. (30) Days if he is an employee of the first and second categories. 2. (21) Days if he is an employees of the other categories. B. The employee shall be granted an annual leave commencing the first of January after the date of assignment, provided that the employee is granted leave relative to the period between officially commencing work and the beginning of the following year; however, leaves may not be combined for more than two consecutive years. C. The employee shall be granted a full annual leave; however, it may be divided depending on work circumstances. Furthermore, holidays and weekends are counted as a part of the leave if occurring the taken leave, and the employee shall be entitled to his salary and all the bonuses for the period of the annual leave. D. The leave for language instructors at centers and instructors at schools affiliated to the University shall be determined pursuant to instructions issued by the Council. E. The President may assign an employee to work during his annual leave, if the University interest requires that against a reward, provided that the assignment period shall not exceed two thirds of the annual leave.

Article (38)	If the service of an employee ends in other than dismissal from or loss of his job, he shall be paid the salary and the bonuses for the period of the annual leave he is entitled to at the end of his service.
Article (39)	Leaves are granted pursuant to the following: A. By the decision of the President for first category employees. B. By the decision of the dean and the relevant director for the employees of the other categories and daily paid employees, upon the recommendation of the immediate supervisor.
Article (40)	A. The President, upon the recommendation of the competent provost, may grant a tenured employee who has spent at least five consecutive years of service, an unpaid leave for a year renewable for three years maximum, and this employee shall only be granted another leave after 5 years from the date of returning to work from the previous leave. B. An unpaid leave granted to any employee is not considered as part of his service under any circumstances including promotion, seniority, savings and annual raise.
Article (41)	A. The relevant dean or director may grant an employee who has consumed his annual leave an emergency paid leave that does not exceed five days once per year. B. The relevant dean or director may grant an employee who has consumed his annual leave an emergency unpaid leave that does not exceed twenty-one days once per year. C. The unpaid leave stipulated in paragraph (B) of this Article shall be considered accepted service for rewards, savings, promotion or annual raise purposes. D. The President, in cases he deems appropriate, may grant an employee an unpaid leave for a period of no more than three months. This leave shall not be considered as part of the accepted services for rewards, savings, promotion, or annual raise purposes. However, the President may grant an unpaid leave for no more than three months. His leave may not be counted for the purpose of reward, savings, promotion, and annual leave. However, and upon the approval of the President, the employee may still keep his participation in social security and saving fund, yet he must pay his and the University's contribution dues monthly.
Article (42)	The President may, upon the recommendation of the dean or the competent director, grant the employee a leave with a period of maximum twenty-one

	days for Hajj (Pilgrimage), provided that such leave may be granted only once during the period of his service at the University.
Article (43)	When granting the usual annual leave or an unpaid leave, the interest of work shall be taken into consideration, and the employee shall not leave work before attaining a prior approval for his leave.
Article (44)	An employee delegated on a scholarship, is on a long sick leave, or on secondment shall not be entitled to an annual leave for that period.
Article (45)	Sick leaves and their granting conditions shall be determined by instructions issued by the Council.
Article (46)	Duties of employees: An employee should perform his assigned missions and duties, and he must also abide by the provisions of laws, regulations, instructions and decisions applicable at the University. Furthermore, he should: A. Individually perform the requirements of the job and must accordingly devote all the working hours to them. It is possible to assign him additional working hours, even on the days of official holidays if required. B. Be polite and have good manners with his superiors, subordinates, and colleagues, in addition to faculty members, students, and citizens. C. Fulfill his duties with accuracy, quickness, enthusiasm, adequacy, and integrity. He should also carry out the requests of his superiors and follow the administrative hierarchy in his work correspondence. D. Preserve the interest of the University, its assets, and money, and not waive any of its rights, and report to his superior any breach or negligence or any other procedure or behavior that may harm the interest of the University. E. Provide suggestions useful to improving work methods at the University and raising the performance level therein. F. Enhance his efficiency, knowledge, practical and behavioral capabilities and abilities. He should also be attentive to the laws, regulations and instructions germane to his job.
Article (47)	The employee shall be prohibited from doing any of the following actions: A. Leaving or stopping work without permission from his superior.

	B. Disclosing any data or information deemed confidential and classified, or keeping in his possession an official stamp, any document or official paper, or copies or photocopies of them. C. Performing any actions in any way deemed harmful to the University or its employees. D. Exploiting his position and authorities for personal gain or benefits, or accepting gifts or tips from anyone who has a financial connection business with the University. E. Participating in any partisan, political, sectarian or regional activity inside or outside the campus of the University during any activity held by the University or it is participating in. F. Conducting any sort of business outside the scope of work at the University without the President's written approval.
Article (48)	Performance Evaluation and Annual Reports A. The performance of an employee shall be evaluated for all purposes stated in this Regulation, including promotion and encouraging incentives by virtue of a special form approved by the Council. B. The general performance of the employee shall be evaluated pursuant to the following scale (excellent, very good, good, satisfactory, poor) provided that the appreciation shall be justified. C. Taking into consideration the administration hierarchy, the competent director or dean prepares the report about an employee with figures and writing and shows it to the employee if the evaluation is below (Very Good), a case in which the employee may appeal the evaluation within fifteen days from the second day he receives it. His immediate dean or director shall transmit the appeal to his superior for the appropriate decision.
Article (49)	The annual reports of employees shall be prepared each year in November, and copies shall be sent to the Human Resource Department.
Article (50)	A. Taking into consideration the powers stipulated in Article (53) of this Regulation, the following sanctions shall be imposed on employees: 1. A notice for an employee receiving satisfactory appreciation. 2. A first warning for an employee receiving poor rate appreciation.

	3. A final warning for an employee receiving two consecutive poor appreciations. B. The service of an employee receiving three consecutive reports with poor appreciation is automatically legally terminated even if the employee is tenured at the University pursuant to a decision by the appointing director.
Article (51)	An annual report of an employee may not be withdrawn or modified after being sent to the Human Resource Department at the University.
Disciplinary Procedures and Sanctions	
Article (52)	A. If an employee violates any of the laws, regulations, instructions or decisions of the University, behaves in a way that is prejudice or hinders the responsibilities and powers assigned to him, offends the work ethics, breaches his work duties, or if he commits any of the actions mentioned in Article (47) of this Regulation, he shall be subject to any of the following disciplinary sanctions: 1. A notice 2. A warning (first, second and final) 3. Deduction of no more than half of his primary salary for one month. 4. Ceasing the annual raise for one year maximum. 5. Scaling down the salary. 6. Scaling down the rank. 7. Laying the employee off and paying him all of his financial merits. 8. Dismissing him and depriving him from the remuneration and compensation, or the University's share for saving, or both. B. No more than one of the sanctions stipulated in paragraph (A) of this Article shall be imposed on an employee for more the one committed behavioral offense. C. In the event of recurrence of an offence, the toughest sanction shall be imposed on the employee.
Article (53)	The disciplinary sanctions stipulated in paragraph (A) of Article (52) of this Regulation are imposed, when an employee commits a behavioral offense, pursuant to the following powers:

	A. The head of the unit can apply the sanctions in clauses (1) and (2) of paragraph (A) to the employees in his unit. B. The competent director or dean may, according to the case, impose the sanctions stipulated in clauses (1), (2) and (3) of paragraph (A) on the employees in his unit or school. C. The President may, pursuant to the placement of the competent director, impose the sanctions stipulated in the clauses (1-7) of paragraph (A) to all the employees at the University. The President may also refer an employee to the primary disciplinary board if he believes that the committed offense requires the services termination or the dismissal of that employee. The primary or appellate discipline board may apply the sanctions stipulated in Article (52) of this Regulation.
Article (54)	A. Two disciplinary boards shall be formed at the University, one is primary and the other is appellative, and each consists of a head and two members assigned by the President for the period of one renewable year, and each board shall hold its meetings upon the request of its head. B. The President may appoint one reserve member or more for any of the two boards to substitute for an original absent member.
Article (55)	If an offense or violation of job duties and tasks is attributed to an employee, the President may form an investigation committee of three University employees before sending him to the primary disciplinary board. The head of this committee is to defend its investigation report before of the disciplinary board.
Article (56)	Each of the disciplinary boards shall hold its meeting upon the request of its head and the presence of all of its members. The procedures of the meeting remain confidential, and its decisions shall be taken by the majority.
Article (57)	A. The employee referred to the disciplinary board is informed in writing of his offense to his University or residence address, at least seven days before the day assigned to look into his offense, and he may respond in writing to what he is attributed to him during this period. B. The employee referred to the disciplinary board has the right to study all of the papers in his offense file, attend all of his hearing sessions in person, and choose a substitute to attend the hearings to defend him.

	C. The primary disciplinary board shall meet to investigate the offense referred to it within two weeks from the date of the referral.
Article (58)	The primary disciplinary board may invite witnesses or experts, and hear their testimonies under the legal oath, and it may investigate the offense including personal physical inspection or the aid of experts, so as to issue the decision deemed appropriate for this offence.
Article (59)	If the employee who is referred to the primary disciplinary board is absent without an excuse accepted by the Council, the disciplinary sanction shall be taken in absentia.
Article (60)	A. If a decision to terminate the services or dismiss an employee is issued by the primary disciplinary board, the employee has the right to appeal it to the appellative disciplinary board within fifteen days from the date of informing him of the decision, and the appeal shall be submitted in a writing and handed to the President's office against an official receipt. B. The appellative disciplinary board shall convene within fifteen days from the date of submitting the appeal to look into it and issue its decision. The board shall give the employee the opportunity to defend himself and present his evidence either in person or through a proxy and the University may choose its own representative before the board and provide it with testimonies and evidence.
Article (61)	It is not permissible to look into the promotion of the employee who is referred to the primary disciplinary board or accept his resignation until the final decision is issued.
Article (62)	A. If the President, or the head of the primary disciplinary board, or any committee investigating any disciplinary offense believe that the offense under investigation involves a criminal offense, the President shall refer it to the competent attorney general for the proper legal procedures, and the disciplinary procedures shall be suspended until the final verdict in the criminal offense is reached. B. Even if the verdict in the criminal offense is that the employee is not guilty of or innocent from the criminal charges against him, disciplinary procedures against him may be carried out pursuant to this Regulation. C. If the employee is referred for investigation or to the primary disciplinary board or any judicial body, the President may suspend the

	employee from work during the investigation or trial period and hold his salary and bonuses fully or partially until a final verdict is reached. The resignation of the employee in this case may not be accepted until the final verdict on the disciplinary or judicial charges against him is reached.
Article (63)	A. If the final decision of the disciplinary board or judicial verdict clears employee referred to any of these two bodies from the behavioral offense the accusation, he shall be entitled to his full salary with the bonuses for the period of his suspension. B. However, if any of the two bodies stipulated in paragraph (A) of this Article convicts the employee and sentence him to a disciplinary sanction other than the terminating of his service or dismissing from his job, he shall be entitled to his full salary plus the bonuses for the period of his suspension from work no more than six months, if it does, however, he shall be entitled to half of his salary and half the bonuses for the period surpassing the six months. C. If the decision was to terminate the services of the employee or dismiss him from his job, he is not entitled to any of his salaries or bonuses commencing the date of referring him to the disciplinary board, district attorney or the court for trial for the behavioral violation he commits or the offense which he is accused of provided that he shall not be required to return any of the money he earned from his salary or bonuses during the period of suspension pursuant to the provisions of paragraph (C) of Article (62) of this Regulation.
Article (64)	The President, or whomever he authorizes, reports all of the notifications concerning the disciplinary procedures stipulated in this regulation and the final verdicts issued pursuant to the disciplinary offences to whom they may concern in writing.
Article (65)	The Council issues the required instructions to keep all of the papers concerning all the disciplinary procedures stipulated in this Regulation.
Article (66)	Service Termination The service of an employee is terminated in the following cases: A. Accepting his resignation.

	B. Reaching the age of sixty for a male employee and the age of fifty five for a female employee. The Council may, pursuant to the placement of the President on basis of the recommendation of the dean or the competent director, extend the service year by year provided that it does not exceed five years. C. The inability to continue working at the University for Medical Reasons, pursuant to a report from a medical reference. D. Losing the Jordanian nationality. E. Losing the job. F. Laying off the employee. G. Dismissing the employee from his job. H. Losing a condition of the appointment conditions stipulated in this Regulation. I. Death. The University pays his salary and bonuses for the month in which he passed away, in addition to the salary and bonuses of another month.
Article (67)	A. The resignation of an employee shall be submitted in writing. It is accepted or refused by the concerned appointing reference during thirty days commencing the date of filing it, and if there is no response, the resignation is considered to be legally accepted. B. The employee shall continue working until receiving a written statement of the acceptance of his resignation. If he leaves work before being informed of the acceptance of his resignation or the end of the period stipulated in paragraph (A) of this Article, he is deemed to have legally lost his job.
Article (68)	A. The employee is deemed to have lost his job if he is absent from work for a consecutive period of ten days without a legal leave or a legitimate excuse, and he does not inform his direct boss of his absence by any available means. B. The decision that an employee has lost his job is issued by the competent appointing party, and the decision takes effect commencing the first day the employee was absent from work. C. The employee who is deemed to have lost his job has the right to object to the decision within fifteen days from the date of the decision to the director who issued the decision, together with the reasons of his objection. If the competent director is convinced of his objection, the decision is cancelled and the employee returns to his job.

	D. An employee who has lost his job may only be reassigned after at least three years of losing his job and getting a decision from the competent director of reappointment him.
Article (69)	The employee shall be dismissed by the decision of the competent appointing party if he receives within five consecutive years three different sanctions from the those stipulated in clauses (2), (3), (4), (5) and (6) in paragraph (A) of Article (52) of this Regulation.
Article (70)	A. The employee shall be dismissed in any of the following cases: 1. By a decision from the disciplinary or appellate board. 2. By a decision of the competent director, assigning his equivalent in rank and salary, if his sanction was by downscaling his rank then he committed a behavioral offense which requires another downscaling of his degree or laying him off. 3. If he is sentenced by a specialized court guilty of a crime which offends honor such as bribe, theft, robbery, forgery, misuse of trust, a false testimony and any other crime which offends general ethics, or sentenced to go to jail by a specialized court for a period of more than six months for committing any crime. The employee is considered in any of the cases stipulated in this Clause dismissed from service from the date of issuing the verdict. B. An employee who is dismissed from the University may not be reappointed.
Article (71)	The employee whose service is terminated for any reason should pay back any of his financial obligations to the University, and return all property in his custody before leaving work.
General Provisions	

Article (72)	The President shall determine the work hours for the workers at the University.
Article (73)	The organizational structure of the University is determined by the Council pursuant to the placement of the President.
Article (74)	The President shall issue the structure concerning the employees pursuant to the job formation table.
Article (75)	No employee is entitled to any bonuses or recompenses no matter of their amount type, or name, or percentage other than what is determined to be disbursed for certain categories of these employees before the provisions of this Regulation coming into force, other than the bonuses and allowances stipulated in this Regulation.
Article (76)	The Council shall issue the required instructions to execute the provisions of this Regulation, provided that they do not contradict or violate its provisions.
Article (77)	Any decision issued by the Board of Trustees or Higher Education Council, as a case requires, which is related to the bonuses and rewards stipulated in this Regulation shall be cancelled. Any other provision mentioned in any other regulation, or a decision by the Board of Trustees or Higher Education Council related to salaries and bonuses for faculty member and employees at the University shall not be applicable.

**Employees Executive Instructions
at the German Jordanian University issued by the University Council
Pursuant to Article (76) of the Employees Regulations at the German
Jordanian University No. (95) Of (2009)
Amended**

Article (1)	These Instructions shall be called “The Amended Executive Instructions for The Employees Regulations at the German Jordanian University” and are read with the Executive Instructions of the Employees Regulations at the German Jordanian University issued by the University Council pursuant to Article (76) of the Employees Regulations at the German Jordanian University No. (95) Of (2009), as amended, and it shall come into force as of 17/3/2013.
Article (1) was amended pursuant to the Decision of the University Council No. 29/2013 on 3/12/2013 in its Session No. 8/2013	
Article (2)	In these Instructions, the definitions mentioned in Article (2) of the Employees Regulations at the German Jordanian University shall be adopted.
Article (3)	A. A person to be appointed at the university shall not begin work until completing all the appointment procedures and the issuing of the appointment decision. B. The employee shall be officially informed of his appointment in writing and of the necessity to begin work by email or on the address written on his application. If he/she does not begin work within two weeks, the decision of appointment shall be cancelled unless he/she has an acceptable excuse, and under all circumstances the employee shall be considered refrain if he does not start work within a month of being appointed and the immediate director should notify the human resources department when the employee starts work. C. The President of the University may postpone an employee commencement of work for a period of two months from the date of the appointment decision in case of the inability of the candidate to begin work for reasons approved by the President.

Article (4)	Subject to the provisions of the two Articles (6,7) of the Employees Regulation at the University, the jobs at the University shall be divided into the following categories: <table border="1" data-bbox="432 412 1378 1236"> <thead> <tr> <th data-bbox="432 412 624 465">Category</th><th data-bbox="624 412 1378 465">The job</th></tr> </thead> <tbody> <tr> <td data-bbox="432 465 624 689">First</td><td data-bbox="624 465 1378 689"> 1) Assistants and consultants to the President of the non-faculty members. 2) Heads of units, centers, departments and the like and their assistants. </td></tr> <tr> <td data-bbox="432 689 624 860">Second</td><td data-bbox="624 689 1378 860"> 1) Heads of sections and "diwans" 2) Administrators, accountants, skilled workers and technicians. </td></tr> <tr> <td data-bbox="432 860 624 1084">Third</td><td data-bbox="624 860 1378 1084"> Workers in the fields of administration, clerking , accounting and training, warehouse and supply affairs, libraries, technical, crafts and vocational works or the like and supervising such works. </td></tr> <tr> <td data-bbox="432 1084 624 1236">Fourth</td><td data-bbox="624 1084 1378 1236"> Technical, craft and vocational assistants, or the like, and those supervising their execution and the performance of specific services. </td></tr> </tbody> </table>	Category	The job	First	1) Assistants and consultants to the President of the non-faculty members. 2) Heads of units, centers, departments and the like and their assistants.	Second	1) Heads of sections and "diwans" 2) Administrators, accountants, skilled workers and technicians.	Third	Workers in the fields of administration, clerking , accounting and training, warehouse and supply affairs, libraries, technical, crafts and vocational works or the like and supervising such works.	Fourth	Technical, craft and vocational assistants, or the like, and those supervising their execution and the performance of specific services.
Category	The job										
First	1) Assistants and consultants to the President of the non-faculty members. 2) Heads of units, centers, departments and the like and their assistants.										
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Fourth	Technical, craft and vocational assistants, or the like, and those supervising their execution and the performance of specific services.										
Article (5)	A. The President of the University can assign people pursuant to a recommendation from the concerned dean or director to work at the university for specific hours in return for a financial remuneration determined by the President, or appointing them with a daily pay for a specific period, to perform a specific task. B. The President may hire employees upon a recommendation from the concerned dean or director with a daily pay or a monthly remuneration for a specific period within the temporary projects allocations such as scientific research projects or on the expense of provisional trust funds. Their services shall be terminated with the end of the purpose for which they are hired or when the allocations for this purpose are all spent. C. The provisions of the Labor Law shall apply to workers with daily pay or a monthly remuneration, as for what is applicable to the employees of the university concerning social security.										

Article (6)	Subject to the provisions of Article (5) of the Employees Regulation at the University, assigning part-time work at the University is pursuant to the following: 1. The decision of the President and the recommendation of the competent dean/ director. 2. The working hours and the amount of the remuneration to be granted are determined with the assigning decision. 3. The financial remunerations granted for the people assigned part-time work shall rely on the actual work hours and their educational qualifications. 4. If the circumstances require assigning people who do not have the educational qualifications but have the technical and occupational expertise, then they are granted a remuneration, which is determined by the President. 5. The maximum limit of assigned hours is (25) hours per week. 6. In some special cases, assigning experts and specialists to work part-time is required; these are entitled to a gross monthly remunerations determined by the President for their work. 7. Before assigning part-time work, it is required to ensure the availability of financial allocations in the budget of the University.
Article (7)	Subject to the provisions of Article (14) of the employees Regulation at the University: A. The expertise required in the field of work should be duly verified. B. The objection of the employee to the appointment decision concerning the category, degree and salary shall be considered if he files his objection within 90 days from the appointment date. C. Subject to paragraph (B) of this Article, if the objection for counting the years of expertise or modifying the salary is submitted after the period of 90 days mentioned in paragraph (B), it will not be considered. D. The information on an employee application for a job shall be adopted, and he may not add any documents after being appointed which might alter the initial appointment decision.

	E. Changing the appointment position of an employee at the University may not result in a reduction of his basic salary under any circumstances. For this purpose, all expertise the employee gained at the University shall be considered as an actual service at the University.												
Article (8)	Subject to Article (16) of the Employees Regulation, an annual raise may be granted for those who are appointed with package contracts pursuant to the decision of the President upon the recommendation of the committee.												
Article (9)	The salary of the employee shall be counted after issuing the appointment decision by the competent reference, starting from the day the employee begins work pursuant to a written letter from the immediate director.												
Article (10)	A. Subject to Article (15) of the employees Regulation, if the employee obtains a new educational qualification, his status shall be modified by granting him one annual raise or more to his basic salary pursuant to the obtained qualifications, in accordance with to the following: 1. Bachelor degree - two annual raises. 2. Master degree or higher specialization - three annual raises. 3. PhD - four annual raises. B. The employees committee shall consider the cases not mentioned in paragraph (A) of this Article. C. Amendments of paragraphs (A) and (B) shall not affect the due date of the annual raise.												
Article (11)	A. Subject to Article (17) of the Employees Regulations at the University, the holders of the experiences and qualifications shown below shall be appointed pursuant to the following scale of salary: 1. Administrators and Technicians <table><tr><td>The certificate</td><td>Appointment Degree</td><td>Primary Salary</td></tr><tr><td>High school (Tawjihi)</td><td>Sixth</td><td>46</td></tr><tr><td>The certificate of a community college without a comprehensive exam</td><td>Sixth</td><td>54</td></tr><tr><td>A two-year diploma after high school with a comprehensive exam</td><td>Fifth</td><td>65</td></tr></table>	The certificate	Appointment Degree	Primary Salary	High school (Tawjihi)	Sixth	46	The certificate of a community college without a comprehensive exam	Sixth	54	A two-year diploma after high school with a comprehensive exam	Fifth	65
The certificate	Appointment Degree	Primary Salary											
High school (Tawjihi)	Sixth	46											
The certificate of a community college without a comprehensive exam	Sixth	54											
A two-year diploma after high school with a comprehensive exam	Fifth	65											

	A three-year diploma after high school	Fifth	75
	A bachelor degree through affiliation	Fifth	75
	A bachelor degree through a regular program	Fourth (B)	87
	Diploma after the bachelor degree	Fourth (B)	93
	A master degree through affiliation	Fourth (B)	93
	A master degree through a regular program	Fourth (B)	99
	PhD	Second (B)	186
	2. Professionals		
	The Certificate	Appointment Degree	Primary Salary
	A nurse assistant, the period of study is eighteen months after high school	Sixth	62
	A three-year diploma in nursing after high school	Fifth	80
	A bachelor degree in architecture/ nursing/ pharmacy/ dentistry	Fourth (B)	99
	A higher diploma after a bachelor degree in architecture/ nursing/ pharmacy/ dentistry	Fourth (B)	105
	A master degree in architecture/ nursing/ pharmacy/ dentistry	Fourth (B)	111
	A bachelor degree in medicine	Fourth (B)	111
	A diploma after a bachelor degree in medicine	Fourth (A)	121
	A master degree in medicine	Fourth (A)	121
	3. Craftsmen		

	Job Title/ Expertise	Appointment type	Primary Salary	
	A public driver fourth category/ a motorcycle driver/ a tractor driver	Contract or lump sum	65	
	A driver of a shipping vehicle with two axis fifth category	Contract or lump sum	75	
	All car driver	Contract or lump sum	85	
	A vocational diploma without an official exams (Tawjihi) certificate or secondary competency vocational certificate or he possesses five years of experience without an educational qualification.	Contract or lump sum	54	
	A two-year diploma without an official exams (Tawjihi) certificate plus five years' experience or industrial high school certificate plus five years of experience or ten years of experience without an educational qualification.	Contract or lump sum	62	
	A two-year diploma without an official exams (Tawjihi) certificate plus ten years' experience or industrial high school certificate plus ten years of experience or fifteen years of experience without an educational qualification.	Contract or lump sum	75	
	A craftsmen whose experience exceeds fifteen years	Contract or lump sum	Decided by the committee	
	A guard	Contract or lump sum	46	
	A retired guard	Contract or lump sum	54	
	Telephone exchange operator with an experience of at least three years	Contract or lump sum	46	

	A craftsman assistant	Contract or lump sum	46	
	Worker as office boy/ or worker in photocopying	Contract or lump sum	40	
	Other job titles	Contract or lump sum	Decided by the committee	
	B. Daily wages are determined pursuant to the following salary scale:			
		Appointment Type	Daily wage	
			Dinar	Fils
	Workers supervisor	On daily basis	9	550
	Guard	On daily basis	9	550
	Worker as office boys/or in photocopying	On daily basis	8	340
Craftsmen	On daily basis	9	797	
For any other job title, the daily salary shall be counted pursuant to the following equation: A monthly gross salary times twelve divided by three hundred and sixty five.				
Article (11) was modified by the University Council Decision No. 29/2013 on 3/12/2013 in its Session No. 8/2013				
Article (12)	The change of employment from one status to another is pursuant to the following conditions: A. General Conditions: 1. Having a good conduct and behavior. 2. Not being sentenced to any disciplinary penalties except for receiving a notice during the last two years, and in case the employee receives a penalty, then the provisions of Article (31) of these instructions shall apply.			

	3. Having an evaluation not less than very good for the last two years of working at the University. 4. The existence of a job vacancy in the administrative formation schedule. B. Special Conditions: 1. To change the appointment from a daily wage to an annual contract, it is required that the employee spends at least one year in service with a daily wage, and he should be literate. 2. To change the appointment from a contract to a job with a fixed salary for an employee appointed in any of the fourth category jobs, it is required that the employee has spent at least two years working at the University with a contract. 3. To change the appointment from an annual contract to the classified degree, it is required that the employee has spent at least two years in actual service at the University.
Article (13)	An employee shall be appointed to an administrative position for a period of three years, renewable, and in case he is exempted from his administrative position, he shall continue his work as an employee at the University and he shall be appointed at the category he deserves pursuant to his qualifications and the conditions of that category.
Article (14)	Subject to the two Articles of (18/A) and (21/A/2) of the employees regulations, employees with a lump sum salary or contract are granted their annual raise each year. In case their basic salary reaches its maximum pursuant to their degree or category, the employee shall not be eligible for transferring to a higher degree or category, however he shall be granted an annual raise pursuant to the degree, and he shall be granted all the allowances available for the degree that his salary falls under.
Promotion and Incentives	
Article (15)	A. A classified employee shall be promoted or transferred from one category to the other pursuant to a decision by the President upon the recommendation of the committee.

	B. Transfer or promotion recommendations for an employee shall be submitted by his immediate director to the appropriate competent authority. C. The employee shall be entitled to his annual raise in its determined date unless there is a decision to withhold it.
Article (16)	A. An outstanding employee shall be granted the incentive allowance mentioned in Article (30) of the employees' Regulation pursuant to the following: 1. The general evaluation should not be less than excellent in the annual report of the employee for the past two years. 2. Having an actual consecutive service at the university for no less than five years. 3. Not being sentenced to any penalty in the last five years. 4. Has conducted work and activities upon his own initiative, or at the request of his directors (details should be attached) pursuant to a form prepared for such purposes by the Human Resources. B. In case the employee is granted one incentive allowance in a certain degree, he shall be given another incentive allowance in the new degree only after four years. C. The President shall form at the beginning of the academic year a special committee called (The Committee of Incentive Allowances for the Employees) which is headed by one of his vice presidents or assistants and the membership of: ▪ The director of the financial department. ▪ The director of the human resources department. ▪ The director of the internal auditing department. ▪ The concerned dean/director of the employee. D. The committee looks into the recommendations passed to it by the President and chooses the outstanding employee who deserves such an allowance. E. The committee shall submit its recommendations to the President for issuing the appropriate decision.

Placement in Permanent Service	
Article (17)	Subject to article (13) of the employees Regulation, it shall be required for the placement in permanent service at the university that the employee has earned at least a good evaluation in the past two years of his service at the university.
<u>Leaves</u> First : Annual and Daily Leaves	
Article (18)	Annual leaves and daily leaves are granted according to the following procedures and principles: a. The leave application shall be submitted at least one day in advance according to the form prepared for this purpose. B. In cases determined by the dean or director, leave may be granted upon request. C. Subject to Paragraph (B) of this Article, the employee may not leave his job or enjoy his leave before it is approved. D. Leaves are monitored in a special register with the dean or director, and a copy is sent to the human resources department at the university with a monthly statement and report of vacations and leave. E. The employee is allowed to have a leave, provided that the departure period does not exceed three hours per day, and the total departures do not exceed fifteen hours during the month. Departure hours shall be deducted from his leave balance on the basis of every eight hours equal one working day. F. Departures of more than three continuous hours in one day are counted as a full day leave and deducted from the annual leave. In all cases, a leave permit is not granted to the employee except after attending his workplace and submitting the request, then he can leave except for urgent cases estimated by his direct supervisor. G. If the employee's total leaving hours exceeds fifteen hours per month, each departure, regardless of the duration, is counted as a working day. H. The University President issues principles for attendance and absence.
Paragraph E of Article 18 was amended and paragraphs G and H were added by University Council Decision No. 7/2014/2015 on 3/17/2015.	

Second: (Sick Leaves)	
Article (19)	The President shall form a committee of experts and specialists whose task is to consider the sick leaves referred to it by the President. This committee shall be considered as the reliable medical reference at the University.
Article (20)	Subject to Article (45) of the employees Regulation, the sick leaves shall be granted according to the following: A. The employee shall be entitled to separate sick leaves that shall not exceed ten days per year in its total, upon the recommendation of a doctor recognized by the university and the approval of the dean/ competent director. Such leaves shall not be deducted from the annual leave of the employee. B. If the period of the separate leaves exceeds ten days per year, the extra period shall be deducted from the annual leave which the employee is entitled to for that year. If the employee exhausts his annual leaves, then it shall be deducted from his salary. C. A sick leave shall be granted to an employee for a period of seven or more days provided that it should not exceed a month pursuant to a report by the recognized medical reference only once per year. This leave shall not be deducted from the annual leaves. D. If the period of the consecutive sick leaves mentioned in (C) of this Article exceeds thirty days, then the extra period shall be deducted from the annual leaves which the employee is entitled to for that year, and if he exhausts his annual leaves, it shall be deducted from his salary. E. If the employee does not recover within thirty days from the date of his sick leave, then his sick leave shall be determined for the period, which the recognized medical reference believes necessary. F. The medical reference should determine in its reports the period sufficient for the employee to recover and if he decides on reexamining the employee after the end of that period, then the employee may not be allowed to get back to work until the medical reference decides on that after reexamining.
Article (21)	A sick employee who is classified or who has a fixed salary shall be paid for a sick leave which exceeds a consecutive month the following:

	A. A full salary with all the allowances for the first four months. B. Half a salary with half the allowances for the following four months. C. The employee shall be re-examined by the medical reference after the lapse of eight months from the beginning of his sickness, and if the result shows that the employee shall be cured within another four months, he shall be paid quarter of his salary with the allowances during such period. D. If the sick employee is not recovered within twelve months from the start of his sickness according to the preceding paragraphs (A, B, C), then his services shall be terminated by the reference authority responsible for appointments. E. The annual sick leave stipulated in this Article shall be considered as a part of the actual service of the employee for the purpose of calculating the remuneration of the end of service, saving, seniority and others.
Article (22)	A. An employee appointed with a contract and got a sick leave which exceeds one month earns the following: 1. The full salary and allowances of the first two months. 2. Half the salary and allowances of the following two months. 3. If the employee is not recovered within four months from the start of his sick leave, then he shall be referred to the medical committee, and the competent medical reference shall have the right to grant him a sick leave with a maximum period of two months without a salary and allowances, and if he has not recovered afterwards his contract shall be terminated by law. B. The annual sick leave stipulated in this Article shall be considered as a part of the actual service of the employee for the purpose of calculating the remuneration of the end of service, seniority and other remunerations.
Article (23)	If the medical reference decides that the employee got his disease while performing his job or because of it without any negligence on his side, then he shall be granted a sick leave with a full salary and all of the allowances for the full period needed for recovery provided that it should not exceed a full year. If he is not recovered during the year then his service shall be terminated by the reference authorized for appointments.

Article (24)	A. If the employee gets sick while he is on an official mission outside the Kingdom or while being out of the Kingdom with a legal excuse, then he shall be granted a sick leave which should not exceed ten days pursuant to a report from one doctor. In this case, the employee must inform his dean/ director of his sickness and provide him/her with his medical report. This leave shall be dealt with pursuant to Article (20/A) of these Instructions. B. If the period of sickness exceeded ten days, the employee should get a medical report signed by two doctors or a hospital. He must also inform his department of his situation and provide it with the medical reports as soon as possible in order to review them with the competent medical reference and decide if to accept or reject them, provided that he visits the medical reference once he returns to the Kingdom.
Article (25)	A. A pregnant employee shall be entitled to a maternity leave before and after giving birth for a period of seventy days with a full salary and all of the allowances she deserves pursuant to a reliable medical report from the competent reference. B. The maternity leave shall not affect the entitlement of the employee to her annual leave. C. After the end of the maternity leave, the employee shall be entitled to one hour per day to breastfeed her newborn which shall be paid for. The employee shall determine in coordination with her director and with the approval of the dean/ competent authority the time of that hour, which lasts for a year starting from the date of the end of the maternity leave. Under all circumstances, the employee may not compile or rotate those hours. D. Under all circumstances, the employee shall have the right to take an unpaid leave for this purpose for a period or periods of time that don't exceed a year starting from the date of the end of her maternity leave. These leaves, however, shall not be calculated as part of her service for the purpose of remunerations, saving, promotion and annual raise.

	E. The employee is entitled to take paternity leave with full salary and allowances for a period of three working days and within thirty days from the date of notification of the wife's birth.
Article (25) of these instructions was amended by adding paragraph (E) in the University Council decision no. (27/2022/2023) dated on 3/9/2023	
Article (26)	The employees by contracts shall be subject to the rules of leaves mentioned in these instructions, and they shall be treated the same way as their equals concerning salary unless indicated otherwise in their contracts.
<u>Overtime Work</u>	
Article (27)	A. Subject to Article (25) of the Employees Regulations: 1. Overtime work means that the employee shall be assigned extra working hours in addition to his official working hours or during official holidays. 2. The employee shall be assigned to overtime pursuant to the decision of the President relying on the recommendation of the dean or competent director before starting overtime work 3. The maximum limit of overtime is forty hours per month, and that excludes overtime on the expense of other institutions. 4. Every overtime hour shall be counted for one and a quarter hour if it occurs after the employee official working hours, and each overtime hour shall be counted for one and a half hour on the days of holidays and official holidays. 5. The fee of an overtime hour shall be counted pursuant to the total salary of the employee assigned to overtime according to the following equation: $\text{Overtime payment} = (\text{the total salary of the employee} \times \text{the number of overtime hours}) / \text{two hundred and forty hours}$ 6. The employee shall not be entitled to a remuneration or an allowance for overtime for the same work he is assigned to. 7. If the employee is assigned to teach or train within his official working hours in return for a financial remuneration, then the hours he taught are deducted from his annual leaves. If his annual leaves are not enough, he shall be granted only half of the remuneration he

	is entitled to. The remuneration shall be granted pursuant to each teaching hour according to the following: ▪ Holders of a bachelor: 10 Dinars ▪ Holders of a master: 12 Dinars ▪ Holders of a PhD: 15 Dinars 8. The President may assign any of the workers at the university extra tasks in addition to the work they are designated to within their job, in return for a financial remuneration determined by the President. B. The President shall determine the payment for overtime to be as administrative hours. The administrative overtime shall be appropriated in the human resource department pursuant to a letter by the dean/ director provided that it shall be reinforced with a prior assigning by the President or his delegate.
Article (27) has been amended pursuant to the Decision of the University Council No. 29/2013 on 3/12/2013 in session No. 8/2013	
<u>Disciplinary Procedures and Penalties</u>	
Article (28)	The disciplinary penalties stipulated in the Regulation of the employees at the University may only be enforced after interrogating the employee or after forming an investigating committee as required by the situation, provided that seniority shall be taken into account when forming the committee.
Article (29)	For the purpose of enforcing the salary reduction penalty on an employee who committed a disciplinary offense, the sum of maximum two annual raises shall be deducted from his basic salary.
Article (30)	For the purpose of enforcing lowering the rank (degree) penalty on an employee who committed a disciplinary offense, his rank (degree) is lowered to the corresponding category and year in the lower rank (degree).
Article (31)	Subject to Article (61) of the employee Regulation, and in case the disciplinary penalties referred to the employee are withdrawn, because the

	employee is found not-guilty, the employee shall be transferred or promoted starting from the date he is entitled to.
Article (32)	All the documents related to the disciplinary procedures stipulated in the Regulation of the employees' at the University shall be kept at the human resource department at the University.
<u>General Provisions</u>	
Article (33)	The President shall decide on cases that are not mentioned in these Instructions or for any complications that may result from applying them.
Article (34)	These Instructions shall delete all of the contradicting provisions mentioned in previous Instructions or decisions.
Article (35)	The President, the committee, the deans and the directors shall be responsible for applying the provisions of these Instructions.

Scholarships

Regulations of Scientific Scholarships in the German Jordanian University Regulation No. 98 of 2009

Article (1)	This Regulation shall be called “Regulations for Scientific Scholarships in the German Jordanian University of 2009” and shall come into force once it is published in the official Gazette.
Article (2)	The following words and phrases, wherever they appear in this Regulation, shall have the designated meanings below unless the context requires otherwise: University : The German Jordanian University President: The President of the University Council: The Deans Council of the University Dean: The dean of the school Chairman: The department chair where an employee works. Scholarship Holder : A person who is granted a scientific scholarship by the University. Scientific scholarship: A scholarship that is for one semester or more in the purpose of obtaining a scientific degree or a diploma in the area of specialization, or participating in a training course for four continuous months or more in order to gain particular knowledge or a skill that is beneficial for the scholarship holder in his work. Organization: The university or the institute where the scholarship holder is sent to.
Article (3)	The provisions of this Regulation applies to the scholarship holder whether he is an employee at the University or he is committed to work at the

	University, and also whether he was sponsored by the University or by others for the benefit of the University.
Article (4)	The following are the requirements for scientific scholarship candidates: A. The candidate must have Jordanian nationality. B. The candidate should have appropriate health condition according to a certificate from the medical committee approved by the University. C. The candidate should retain full civil capacity with no charge of any misconduct or violating honor or felony against public morals and norms. D. The candidate should possess the required educational qualifications and meets the preset conditions of the scientific scholarship offered by the university. E. To resign from the university for the purpose of the scholarship if he/she will be receiving a scientific degree from the scholarship. F. He/she should have a bachelor degree or a master degree with a minimum average of “very good”. G. The age of the Bachelor degree holder may not exceed 33 and 35 for the Master degree holders.
Article (5)	The procedures for granting a scholarship are as follows: 1. If the scholarship candidate is a teaching staff, a lecturer or a teaching assistant, the council would decide on the scholarship as recommended by the school council which is based on the recommendation of the academic department council. 2. If the scholarship candidate works as an administrative or technical staff at the University, the council would decide on the scholarship as recommended by the employee’s affair committee based upon the recommendation of the school committee and the director of the concerned department.
Article (6)	The scholarship decision must clarify the following points: 1. The area of specialization. 2. Scholarship duration. 3. The scientific degree or certificate or the training that is to be earned from the scholarship. 4. The organization where the scholarship is granted, and which must be recognized by the university.

	5. Any other issues the council decides on as needed for the sake of the university.
Article (7)	A. The scholarship duration required to get a scientific degree is as follows: 1. Three years for the scholarship holders with Master degree to get a PhD degree. 2. Four years for the scholarship holders with Bachelor degree to get a PhD degree. 3. Two years for the scholarship holders with a Bachelor degree to get a Master degree. B. The duration of the scholarship as mentioned in paragraph (A) is renewed yearly. Nevertheless, it may not exceed the scholarship duration which can be extended to no more than a year if the university in which the scholarship holder is studying justifies this extension based on reasonable ground and with the council approval. C. While taking what is mentioned in paragraph (A) of this Article into consideration, the council must determine the scholarship duration in its decision if the field of specialization required a longer duration than what is set.
Article (8) Arabic 120?	A. The scholarship holder is obliged to sign a contract with the Notary pledging to serve at the university for double the scholarship duration, a part of the year is counted as a year for the purpose of service at the University. The contract is to be organized with enough copies, for the university and the scholarship holder or his/her guarantor(s). B. The scholarship holder must provide the university with one of the following guarantees based on what the council decides as recommended by the President: 1. Provide a guarantee from the Notary with two solvent guarantors who guarantee jointly and severally that the scholarship holder would abide by all the terms that he/she has pledged to. Both guarantors must be Traders or industrialists registered in the chamber of commerce or chamber of industry with excellent, first or second levels. They must also provide a certified solvency as required with a minimum of JD 50,000 (JD fifty thousand) and should be owners of real estate with the same value. The real estate of each guarantor shall be mortgaged for the benefit of the University as a first-degree mortgage to insure the scholarship expenses.

	2. Provide a bank guarantee in favor of the University from one of the Jordanian banks covering the scholarship allowances and the commitment duration, adding to it 50% of the value of the scholarship. 3. Provide a guarantee from the Notary from a solvent guarantor. The scholarship holder or his/her guarantor must provide a real estate worth the costs, which shall be first degree mortgaged in favor of the University at the competent department. The University shall be also provided with a certificate of registration (koshan) from the Director of the Department of Land and Survey where the real estate is located, such certificate shall include the estimated value of the real estate according to the official records of the Department of Lands and Survey, and shall be duly attested. 4. In exceptional and justifiable cases, the council may decrease the value of the mortgage or the guarantee to comply with the duration of the scholarship and the expenses that the University will defray.
Article (9)	A. If the scholarship holder did not pledge to the undertaken terms according to the regulation , he/she along with his/her guarantor or guarantors must cooperate to pay back all what was spent on the scholarship holder in addition to 50% of the whole cost. Such expenses include: salary, allowances, travel expenses, study fees, living costs that are mentioned in Article (10). In addition to all allocations that were spent on the scholarship holder or were spent because of him/her during the scholarship whether those expenses were spent by the university or by any other source that is directed to the university, 50% of the total of these expenses will be added. B. The scholarship holder and his guarantors are committed to the University decision regarding the expenses, as the case may be. This decision may not be objected to or demurred in any way.
Article (10)	A. The scholarship holder shall be paid the following : 1. Travel fees (two way ticket, economy class) for him and his spouse along with four children under the age of eighteen to the location of the scholarship only once during the duration of the scholarship.

	2. Tuition fees as set by the university where he is sent to. 3. Monthly payment set by the instructions set by the council to cover all living expenses and all tuition fees and supplies including: books and other study requirements. 4. Health insurance fees coverage for the scholarship holder , spouse and children mentioned in Clause (1) of this paragraph , provided that the insurance fees are set by the council instructions. 5. Any other tuition fees the council finds necessary to fulfill the scholarship requirements by virtue of verified documents from the university where he/she is studying. B. The payments to the scholarship holder of a training course should be specified by the council instructions regarding this matter.
Article (11)	Supposing the funding of all the scholarship expenses that are mentioned in Article (10) of this Regulation came from a source other than the University, the University is still the one considered the payer. In case the funding was less than what was agreed on, then the University shall bear the difference.
Article (12)	The scholarship holder and his/her guarantors are jointly and severally liable about loyalty and fulfilling all the commitments they are responsible of to the University as described in the contract, no matter who the funder is.
Article (13)	A. The scholarship holder is prohibited from getting any paid job or to receive a salary during the duration of the scholarship unless the job is connected to his field of specialty and does not obstruct his/her studies. The scholarship holder must inform the President whether the job is in the university he/she is studying in or outside of it and an approval letter from the President regarding this matter is obligatory. B. If the scholarship holder got married during the scholarship duration, his/her status changes to “married scholarship holder” from the beginning of the next academic year following the marriage. If both spouses are scholarship holders at the University, they are treated as single scholarship holders.
Article (14)	A. The scholarship holder is committed to the scholarship duration as agreed on and is also committed to all the scholarship requirements such as: studying, research, or any training that are included in the scholarship and

	must abide by the rules, regulations and the instructions of the university he is studying in. B. The Dean or the Chairman follows up on the scholarship holder matters , who should submit to the University information and documents about progress in his/her studies and his/her compliance to the scholarship regulations and instructions applied at the university.
Article (15)	The scholarship holder may not change the university where he/she is studying, the subject of the study or training defined in his scholarship, or the degree that will be granted from the scholarship without the council approval. If any of these changes accrued, the obligation towards fulfilling the scholarship contract and the guarantee contract remain the same for the scholarship holder and his guarantors.
Article (16)	A. The scholarship holder has no more than one month after graduating to return to the kingdom and in the first two weeks of his/her return the scholarship holder must provide the President with a written request to work at the University. B. If the decision of appointing the scholarship holder who is not an employee at the University did not come out in the first six months of the job application, the scholarship holder and his/her guarantor or guarantors are detached from all commitments that are due as required by this regulation.
Article (17)	The council may decide on cancelling the scholarship in any of the following situations: A. If the results of the scholarship holder proved regressing or failing which prevents him/her from completing his/her studies. B. If the university decides to expel the scholarship holder and the president approves it. C. If the duration exceeded the scholarship duration. D. If the scholarship holder pauses his/her enrollment for a semester or more without an acceptable reason by the council.

	E. If the scholarship holder did not oblige to any of the contract terms that was signed with the University. F. If the scholarship holder was charged with a final and imperative misdemeanor against ethics and honor or was charged with a felony from a competent court inside or outside of the Kingdom. G. If provided with proof that the scholarship holder offended the kingdom by any action whatsoever.
Article (18)	If the scholarship holder while working at the University after the scholarship has ended breaches any of the contract terms , he/she or his/her guarantor or guarantors must pay, jointly and severally a percentage of the salary, the allowances and any other expenses that the University incurred. This percentage is calculated based on the remaining period that the scholarship holder must work at the University as agreed in the contract with 50% added to the whole cost especially in these two cases: 1. If the scholarship holder ended his work for disciplinary reasons while the contract is still active in accordance to the University's regulations and instructions. 2. If the scholarship holder resigned from the University earlier than what was agreed on in the contract, even if the resignation was accepted.
Article (19)	A. If the scholarship is terminated because of any of the mentioned reasons in Article (17) of this Regulation, the scholarship holder or his/her guarantor or guarantors are responsible of paying all the expenses that the University incurred on the scholarship plus 50% of the total amount without the need to inform the scholarship holder or to provide him/her with extra time. B. The council may take any of the following actions when the scholarship is terminated for reasons other than the ones mentioned in Article 17 of this Regulation: 1. Ask of the scholarship holder to pay all expenses as mentioned in Paragraph (A) of this Article. 2. Allow him/her to continue his/her studies at the University at his own expense until the end of the study duration set in the contract. He/she

	is required to pay back all expenses paid whether it was paid by the university or any other source through the University as mentioned in Article (10) of this regulation added to it 50% of the whole cost. 3. The scholarship holder is required to serve at the University double the time his scholarship was paid by the university. C. Based on the President recommendation, the council may delay (for a reasonable period of time) the payments after the cancellation of the scholarship and the scholarship holder continues studying on his/her own expense.
Article (20)	If the scholarship holder or his/her guarantor or guarantors are by any chance obliged to repay all expenses to the University based on the provisions of this regulation and were found incapable of the payments in one batch, the council may allow to pay it back by installment given that the full amount is paid before double the period of the scholarship duration has passed.
Article (21)	The scholarship holder can be exempted from all payments or any part of it and from any obligations that apply to this regulation if his/her health condition is not adequate enough to fulfill the service he/she is committed to at the University. In this case, medical reports from the recognized medical committee of the University must be provided. The council may still refuse of approve the exemption without the need to give any reasons. If the scholarship holder passes away, he/she is automatically relieved from all the payments.
Article (22)	The scholarship holder commitment to work at the university may not be postponed unless in exceptional situations that the council approves and considers for the sake of the university.
Article (23)	It is up to the council to decide on any matter that is not mentioned in this regulation.
Article (24)	It is up to the council to issue the needed instructions for the application of these provisions including the financial provisions of this regulation.

Instructions for Scientific Scholarships at the German Jordanian University
for the year 2024, Modified by the Deans' Council decision no. (260/2023/2024) dated 21/5/2024 in accordance with Article (24) from the Scientific Scholarships Regulation at the German Jordanian University No. (98) for the year (2009)

Article (1):	A. These instructions shall be called "Instructions for Scientific Missions at the German Jordanian University" and shall come into force as of the date of their issuance. B. These instructions apply to scholarship holders whose scholarship period began after (1/3/2024).
Article (2):	The following words and expressions, wherever mentioned in these Instructions, shall have the meanings assigned to them below, unless the context indicates otherwise: The University: German Jordanian University. The President: The President of the University. The Council: The Deans' Council at the University. The Committee: The Scientific Scholarships Committee at the University formed by a decision of the Deans' Council upon the recommendation of the President. Dean: The concerned Dean of the School. Director: The director of the department in which the employee works. Scholarship holder: The person sent by the university on a scientific scholarship. Scientific Scholarship: A scholarship whose duration is one semester or more for the purpose of obtaining a degree or diploma in the field of specialization or participating in a training course of four consecutive months or more, to gain a specific knowledge or skill in the field of work of the scholarship holder.
Article (3):	A. A committee called the "Scientific Scholarships Committee" shall be formed at the university by a decision of the Deans' Council and upon the recommendation of the President. B. The task of the Committee shall be to recommend to the Council all matters related to scholarships and Scholarships' holders. C. Nomination for scholarships is made in accordance with the general policy of scholarships and the actual need of the university and the German Dimension in it, and in line with its strategic plan, through announcing on the university's website

	and/or in local newspapers, and the comparison between candidates is made according to the procedure and form approved by the Council.
Article (4):	Subject to the provisions of Article (4/g) of the Scientific Scholarships regulation, the age of the scholarship candidate must not exceed 33 years for a bachelor's degree holder, and 35 years for a master's degree holder when submitting the application.
Article (5):	Subject to the provisions of Article (4) of the Scientific Scholarships Regulation, the candidate for the scholarship must, prior to the issuance of the Council's decision to send him/her, pass an exam in one of the foreign languages below at a level not less than (B2) or its equivalent, and not more than two years ago, as follows: A. TOEFL (Internet-based TOEFL) <i>iBT</i> with a minimum score of (94), or equivalent. B. (IELTS) with a minimum score of (6.5), or equivalent. C. A minimum of (B2) certificate issued by any of (TestDaF, OSD, DSD, DSH, Goethe) in the German language and according to the requirements of German universities. D. Examination of any other foreign language related to the scholarship approved by the Council.
Article (6):	Subject to the provisions of Article (7) of the Regulation, the Council may consider the doctoral scholarship or grant obtained by the scholarship holder as a continuation of the master's scholarship in the event that the scholarship holder does not complete the period of his/her commitment to the master's scholarship upon a placement from the Department Council and the School Council and a recommendation from the Committee.
Article (7):	With consideration of the provisions of Article (7) of the regulation, the guarantee for a Master scholarship is calculated based on two years, and the guarantee for the PhD degree is calculated based on a duration of five years for a bachelor degree holder and four years for a master degree holder.
Article (8):	A. Subject to the provisions of Article (10) of the Regulation, the financial allocations for a scholarship holder for a degree outside

	Jordan shall be determined by the University, or by any entity that will undertake the expenditure thereon, or jointly between them, as follows:																
	1) The travel fees of his/her spouse and four of his/her children under eighteen years of age to the scholarship headquarters back and forth in economy class, and only once during the duration of his/her scholarship.																
	2) Tuition fees imposed by the scholarship side.																
	3) A lump sum monthly amount to cover the cost of living and the prices of books and any other study supplies, depending on the country of study as follows:																
	<table><tr><th>Country</th><th>Lump sum monthly amount for single people</th><th>Lump sum monthly amount for married people</th></tr><tr><td>Germany</td><td>1500 EUR</td><td>1900 EUR</td></tr><tr><td>America</td><td>1700 USD</td><td>2100 USD</td></tr><tr><td>United Kingdom</td><td>£1300</td><td>£1600</td></tr><tr><td>Other countries</td><td>To be determined by a decision from the Council</td><td>To be determined by a decision from the Council</td></tr></table>	Country	Lump sum monthly amount for single people	Lump sum monthly amount for married people	Germany	1500 EUR	1900 EUR	America	1700 USD	2100 USD	United Kingdom	£1300	£1600	Other countries	To be determined by a decision from the Council	To be determined by a decision from the Council	
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America	1700 USD	2100 USD															
United Kingdom	£1300	£1600															
Other countries	To be determined by a decision from the Council	To be determined by a decision from the Council															
	4) Allocation with an annual ceiling to cover the cost of health insurance in the event that the cost of health insurance is not included in the tuition fees or covered by another side in the country of study for the single scholarship holder or the married scholarship holder, his/her wife and children covered by the provisions of paragraph (A/1) of this article, regardless of the difference in currency rates as follows:																
	<table><tr><th>Cover cap for married scholarship holder</th><th>Cover cap for single scholarship holder</th></tr><tr><td>2200 Jordanian Dinars annually</td><td>1100 Jordanian Dinars annually</td></tr></table>	Cover cap for married scholarship holder	Cover cap for single scholarship holder	2200 Jordanian Dinars annually	1100 Jordanian Dinars annually												
Cover cap for married scholarship holder	Cover cap for single scholarship holder																
2200 Jordanian Dinars annually	1100 Jordanian Dinars annually																
	B. The Committee may recalculate, reduce or stop the above amounts in the event that the fees of the scholarship holder include covering the costs of health insurance, housing, transportation, or other costs related to the study of the scholarship holder, and in all cases the ceilings of the amounts specified above may not be exceeded.																
	C. All amounts mentioned in item (4) of paragraph (A) of this article above must be supported by original documents and receipts, provided that the scholarship holder submits them to the university and makes a settlement and financial clearance with the university within a maximum period of six months from the date of his/her return from the scholarship.																
	D. The period of scholarship and the disbursement of the monthly allowances mentioned in item (3) of paragraph (A) of this Article shall																

	commence from the date of his/her actual enrollment in the study and provided that he/she is physically present in the country of scholarship. E. The period of scholarship shall expire and the disbursement of the above allocations shall cease from the date on which the scholarship holder obtains the academic degree to which he/she was sent to obtain and which is recorded in the transcript or upon the expiry of the scholarship period referred to in Article (7) of the Regulation or the termination of the scholarship in accordance with the provisions of Article (17) of the regulation, whichever is earlier.
Article (9):	Subject to Article (10) of the Regulation, the financial allocations for the scholarship holder to a degree inside Jordan, whether paid by the University or any other side, or jointly between them, shall be determined as follows: A. Tuition fees imposed by the scholarship side. B. A lump sum of JOD (700) per month regardless of marital status to cover the cost of living and the prices of books and any other study supplies. A. Any other expenses related to his/her study and approved by the Council upon the placement of the Committee.
Article (10):	Subject to the provisions of Article (7/b) of the Scientific Scholarships Regulation: A. The scholarship is renewed annually within the period specified for the scholarship by a decision of the Council, a placement from the committee and recommendations of the concerned department and school councils, based on the academic performance report, and the transcript for that year - if any -. A. For the purposes of renewing the scholarship annually, the Human Resources Department sends the "scholarship renewal form to the concerned dean at least two months before the date of renewal to proceed with the procedure, and the dean, after requesting a report from the supervisor of the scholarship holder, completes the report in all its aspects and returns it to the Human Resources Department to be presented to the committee and the Council to take the appropriate decision.
Article (11):	Subject to the provisions of Article (13/b) of the Regulation, in order to amend the allocations for the single scholarship holder to the allowances of a married scholarship holder, it is required to amend the value of the guarantee and mortgage to cover the increase in the

	allowances of the married scholarship holder plus 50%, and the university may recalculate the allowances to which the scholarship holder is entitled in the event of a change in his/her marital status.
Article (12):	Subject to Article (22) of the Law, the scholarship holder's commitment to work at the University may not be postponed after the expiry of his scholarship period except for the purposes of completing his studies for the degree to which he was sent or in exceptional cases required by the interest of the University and approved by the Council as follows: 1. For a maximum period of one year for the scholarship holder who was sent to the master's degree. 2. For a maximum of two years for the scholarship holder who was sent for a doctorate degree or for both master's and doctoral degrees. 3. The university should not bear any expenses for the postponement period.
Article (13):	Subject to the provisions of Article (16) of the Regulation: A. The scholarship holder returning from the scholarship must submit a written request to the president to work at the university within two weeks from the date of his/her return, accompanied by the certificate, transcript or records or and evidence issued by the scholarship side proving that he/she has completed the academic degree to which he/she was sent or the equivalency (for non-Jordanian certificates) issued by the concerned authority. B. The scholarship holder returning from the scholarship for the master's degree shall be appointed as a full-time lecturer with the salary of a teacher and shall consider converting his/her appointment to a faculty member with the rank of teacher after three years have elapsed since his appointment, in accordance with the provisions of Article (7) of the Academic Staff Regulation. C. The scholarship holder returning from the scholarship for the doctoral degree shall be appointed as a faculty member with the rank of assistant professor if he/she completes all the documents for obtaining a doctorate degree and holds a non-temporary equivalency (for non-Jordanian certificates) issued by the competent authority. D. The council may appoint the scholarship holder returning from the scholarship for the doctoral degree as a full-time lecturer with the salary of an assistant professor if he/she does not complete all the documents and equivalency (for non-Jordanian certificates) required, provided that he/she submits a statement issued by the scholarship side proving his/her completion of the doctorate degree, and he/she is given a period of four months to complete the required documents and the incentives for extraordinary programs are not paid to him/her until after he/she duly brings those documents, and the Council then considers

	converting his appointment from a full-time lecturer to a faculty member. A. The Council may extend the period mentioned in paragraph (D) of this article as required by the interest of the university. B. If the scholarship holder refuses or is unable to provide the university with the documents and equivalency required for the degree to which he/she was sent for a period of more than one year, the Council may cancel his appointment and consider it a violation of the conditions of the scholarship, and the scholarship holder and his/her sponsors shall be required to pay the amounts incurred as a result in accordance with the provisions of the legislation in force at the university. C. The period of fulfillment of the obligation for the scholarship holder returning from the scholarship shall commence from the date of starting work on the semester he/she is assigned to a teaching quorum.
Article (14):	Subject to Article (20) of the regulation and any decisions issued by the Council of Ministers in this regard, if the scholarship holder or his/her sponsors, as the case may be, become obligated to refund the expenses to the University in accordance with the provisions of the Law: A. The Council may approve a financial settlement by instalments of the amounts due for a period not exceeding twice the period of scholarship, and such period shall commence from the date of expiry or termination of the scholarship, whichever is earlier, provided that the scholarship holder or any of his/her sponsors submits a written request to that effect. B. The university retains all guarantees and mortgages under the scholarship contract as they are until the full amounts incurred are collected. C. In the event that the scholarship holder or any of his/her sponsors fails to pay two consecutive installments, the financial settlement shall be canceled and the university may proceed with the implementation and complete the legal procedures to collect the full amounts incurred.
Article (15):	The Council shall decide on the recommendation of the Committee in cases to which no text is contained in these instructions.
Article (16):	The Council, the President, the Dean, the Director of Human Resources and the Director of the Financial Department are responsible for implementing the provisions of these instructions.

Scientific Research and Graduate Studies

Graduate Studies Regulation at the German Jordanian University Regulation No. 57 of 2008

Article (1)	This is called “Regulations for Graduate Studies at the German Jordanian University of 2008” and it is implemented once published in the Official Gazette.
Article (2)	Unless the context indicates otherwise, the following words and phrases shall have the designated meanings below : University: The German Jordanian University Deanship: The deanship of Graduate Studies at the University Dean: Dean of Graduate Studies at the University Faculty: The faculty of the department that provides Graduate studies programs. Department: The academic department that provides the programs for Graduate Studies. Council: Council of Graduate Studies at the University Study plan: The study plan accredited by the Deans Council.
Article (3)	The Deanship contributes in achieving the University goals and the strategic view including the following: A. Development of knowledge and humanitarian skills. B. Development and support of the capabilities of the Graduate Studies students in perusing methods for scientific research in different majors specially in applied scientific research while encouraging innovation and creativity. C. Preparation of qualified and trained competences to meet with the needs of the society.
Article (4)	A. A Council shall be established in the University under the title of “Council of Graduate Studies” headed by the Dean and with the membership of each of the following :

	1. A representative from each faculty that provides programs for Graduate Studies. This representative will be chosen by the Deans Council with the recommendations of the Dean, after consultations with the appointed faculty dean for a renewable period of one year. 2. Two of the teaching staff members chosen by the Deans council for a renewable period of one year. B. With the recommendation of the University Council, the University President may add two extra experienced and specialized members from the local community to the Council.
Article (5)	Programs for Graduate Studies are established to serve different majors and fields for Master degree and doctorate degree based on the decision of the Graduate Studies Council upon recommendations of the Deans Council decision
Article (6)	The Council has the following tasks and authorities: A. Formation of the instruction projects that organize the matters for Graduate Studies in preparation for its issuing. B. Establishing consistency in the Graduate Studies plans between different faculties C. Recommending the formation of new programs for Graduate Studies to the Deans council based on the recommendation of the Faculty council with suggestions from the department council. D. Recommending the number of the yearly accepted Graduate Studies students in each department to the Deans council with the recommendations of the faculty council with suggestions from the department council.
Article (7)	The Dean has the following tasks and authorities: A. Managing all matters of the deanship. B. Organizing the Graduate Studies matters and coordinating with the other faculty deans. C. Applying the regulations and the instructions regarding Graduate Studies.

	D. Providing the University President with a report at the end of each academic year regarding the matters of Graduate Studies and the school's activities in the University.
Article (8)	A. The council of the faculty that offers programs for Graduate Studies in its curriculum needs to establish a "Graduate Studies Committee" headed by the Faculty dean with the membership of each of the following : 1. Chairs of the departments that offer Graduate Studies. 2. Two of the teaching staff chosen by the Deans council for one year which is renewable. B. The council of the department that offers programs for Graduate Studies in its curriculum needs to establish a "Graduate Studies Committee" headed by the Department chair and with the membership of four of the Department teaching staff members.
Article (9)	The Deans council issues the necessary instructions to apply the provisions of this Regulation.

Instructions for Scientific Scholarships at the German Jordanian University
for the year 2024, modified by the Deans' Council decision no. (260/2023/2024) dated 21/5/2024 in accordance with Article (24) from the Scientific Scholarships Regulation at the German Jordanian University No. (98) for the year (2009)

Article (1):	C. These instructions shall be called "Instructions for Scientific Missions at the German Jordanian University" and shall come into force as of the date of their issuance. D. These instructions apply to scholarship holders whose scholarship period began after (1/3/2024).
Article (2):	The following words and expressions, wherever mentioned in these Instructions, shall have the meanings assigned to them below, unless the context indicates otherwise: The University: German Jordanian University. The President: The President of the University. The Council: The Deans' Council at the University. The Committee: The Scientific Scholarships Committee at the University formed by a decision of the Deans' Council upon the recommendation of the President. Dean: The concerned Dean of the School. Director: The director of the department in which the employee works. Scholarship holder: The person sent by the university on a scientific scholarship. Scientific Scholarship: A scholarship whose duration is one semester or more for the purpose of obtaining a degree or diploma in the field of specialization or participating in a training course of four consecutive months or more, to gain a specific knowledge or skill in the field of work of the scholarship holder.
Article (3):	D. A committee called the "Scientific Scholarships Committee" shall be formed at the university by a decision of the Deans' Council and upon the recommendation of the President. E. The task of the Committee shall be to recommend to the Council all matters related to scholarships and Scholarships' holders. F. Nomination for scholarships is made in accordance with the general policy of scholarships and the actual need of the university and the German Dimension in it, and in line with its strategic plan, through announcing on the university's website and/or in local

	newspapers, and the comparison between candidates is made according to the procedure and form approved by the Council.
Article (4):	Subject to the provisions of Article (4/g) of the Scientific Scholarships regulation, the age of the scholarship candidate must not exceed 33 years for a bachelor's degree holder, and 35 years for a master's degree holder when submitting the application.
Article (5):	Subject to the provisions of Article (4) of the Scientific Scholarships Regulation, the candidate for the scholarship must, prior to the issuance of the Council's decision to send him/her, pass an exam in one of the foreign languages below at a level not less than (B2) or its equivalent, and not more than two years ago, as follows: E. TOEFL (Internet-based TOEFL) <i>iBT</i> with a minimum score of (94), or equivalent. F. (IELTS) with a minimum score of (6.5), or equivalent. G. A minimum of (B2) certificate issued by any of (TestDaF, OSD, DSD, DSH , Goethe) in the German language and according to the requirements of German universities. H. Examination of any other foreign language related to the scholarship approved by the Council.
Article (6):	Subject to the provisions of Article (7) of the Regulation, the Council may consider the doctoral scholarship or grant obtained by the scholarship holder as a continuation of the master's scholarship in the event that the scholarship holder does not complete the period of his/her commitment to the master's scholarship upon a placement from the Department Council and the School Council and a recommendation from the Committee.
Article (7):	With consideration of the provisions of Article (7) of the regulation, the guarantee for a Master scholarship is calculated based on two years, and the guarantee for the PhD degree is calculated based on a duration of five years for a bachelor degree holder and four years for a master degree holder.
Article (8):	A. Subject to the provisions of Article (10) of the Regulation, the financial allocations for a scholarship holder for a degree outside Jordan shall be determined by the University, or by any entity that will undertake the expenditure thereon, or jointly between them, as follows:

1) The travel fees of his/her spouse and four of his/her children under eighteen years of age to the scholarship headquarters back and forth in economy class, and only once during the duration of his/her scholarship.

2) Tuition fees imposed by the scholarship side.

3) A lump sum monthly amount to cover the cost of living and the prices of books and any other study supplies, depending on the country of study as follows:

Country	Lump sum monthly amount for single people	Lump sum monthly amount for married
Germany	1500 EUR	1900 EUR
America	1700 USD	2100 USD
United Kingdom	£1300	£1600
Other countries	To be determined by a decision from the Council	To be determined by a decision from the Council

4) Allocation with an annual ceiling to cover the cost of health insurance in the event that the cost of health insurance is not included in the tuition fees or covered by another side in the country of study for the single scholarship holder or the married scholarship holder, his/her wife and children covered by the provisions of paragraph (A/1) of this article, regardless of the difference in currency rates as follows:

Cover cap for married scholarship holder	Cover cap for single scholarship holder
2200 Jordanian Dinars annually	1100 Jordanian Dinars annually

B. The Committee may recalculate, reduce or stop the above amounts in the event that the fees of the scholarship holder include covering the costs of health insurance, housing, transportation, or other costs related to the study of the scholarship holder, and in all cases the ceilings of the amounts specified above may not be exceeded.

C. All amounts mentioned in item (4) of paragraph (A) of this article above must be supported by original documents and receipts, provided that the scholarship holder submits them to the university and makes a settlement and financial clearance with the university within a maximum period of six months from the date of his/her return from the scholarship.

D. The period of scholarship and the disbursement of the monthly allowances mentioned in item (3) of paragraph (A) of this Article shall commence from the date of his/her actual enrollment in the study and provided that he/she is physically present in the country of scholarship.

	E. The period of scholarship shall expire and the disbursement of the above allocations shall cease from the date on which the scholarship holder obtains the academic degree to which he/she was sent to obtain and which is recorded in the transcript or upon the expiry of the scholarship period referred to in Article (7) of the Regulation or the termination of the scholarship in accordance with the provisions of Article (17) of the regulation, whichever is earlier.
Article (9):	Subject to Article (10) of the Regulation, the financial allocations for the scholarship holder to a degree inside Jordan, whether paid by the University or any other side, or jointly between them, shall be determined as follows: A. Tuition fees imposed by the scholarship side. B. A lump sum of JOD (700) per month regardless of marital status to cover the cost of living and the prices of books and any other study supplies. B. Any other expenses related to his/her study and approved by the Council upon the placement of the Committee.
Article (10):	Subject to the provisions of Article (7/b) of the Scientific Scholarships Regulation: A. The scholarship is renewed annually within the period specified for the scholarship by a decision of the Council, a placement from the committee and recommendations of the concerned department and school councils, based on the academic performance report, and the transcript for that year - if any -. B. For the purposes of renewing the scholarship annually, the Human Resources Department sends the "scholarship renewal form to the concerned dean at least two months before the date of renewal to proceed with the procedure, and the dean, after requesting a report from the supervisor of the scholarship holder, completes the report in all its aspects and returns it to the Human Resources Department to be presented to the committee and the Council to take the appropriate decision.
Article (11):	Subject to the provisions of Article (13/b) of the Regulation, in order to amend the allocations for the single scholarship holder to the allowances of a married scholarship holder, it is required to amend the value of the guarantee and mortgage to cover the increase in the allowances of the married scholarship holder plus 50%, and the university may recalculate the allowances to which the scholarship holder is entitled in the event of a change in his/her marital status.

Article (12):	Subject to Article (22) of the Law, the scholarship holder's commitment to work at the University may not be postponed after the expiry of his scholarship period except for the purposes of completing his studies for the degree to which he was sent or in exceptional cases required by the interest of the University and approved by the Council as follows: 1. For a maximum period of one year for the scholarship holder who was sent to the master's degree. 2. For a maximum of two years for the scholarship holder who was sent for a doctorate degree or for both master's and doctoral degrees. 3. The university should not bear any expenses for the postponement period.
Article (13):	Subject to the provisions of Article (16) of the Regulation: A. The scholarship holder returning from the scholarship must submit a written request to the president to work at the university within two weeks from the date of his/her return, accompanied by the certificate, transcript or records or and evidence issued by the scholarship side proving that he/she has completed the academic degree to which he/she was sent or the equivalency (for non-Jordanian certificates) issued by the concerned authority. B. The scholarship holder returning from the scholarship for the master's degree shall be appointed as a full-time lecturer with the salary of a teacher and shall consider converting his/her appointment to a faculty member with the rank of teacher after three years have elapsed since his appointment, in accordance with the provisions of Article (7) of the Academic Staff Regulation. C. The scholarship holder returning from the scholarship for the doctoral degree shall be appointed as a faculty member with the rank of assistant professor if he/she completes all the documents for obtaining a doctorate degree and holds a non-temporary equivalency (for non-Jordanian certificates) issued by the competent authority. D. The council may appoint the scholarship holder returning from the scholarship for the doctoral degree as a full-time lecturer with the salary of an assistant professor if he/she does not complete all the documents and equivalency (for non-Jordanian certificates) required, provided that he/she submits a statement issued by the scholarship side proving his/her completion of the doctorate degree, and he/she is given a period of four months to complete the required documents and the incentives for extraordinary programs are not paid to him/her until after he/she duly brings those documents, and the Council then considers converting his appointment from a full-time lecturer to a faculty member. D. The Council may extend the period mentioned in paragraph (D) of this article as required by the interest of the university.

	E. If the scholarship holder refuses or is unable to provide the university with the documents and equivalency required for the degree to which he/she was sent for a period of more than one year, the Council may cancel his appointment and consider it a violation of the conditions of the scholarship, and the scholarship holder and his/her sponsors shall be required to pay the amounts incurred as a result in accordance with the provisions of the legislation in force at the university. F. The period of fulfillment of the obligation for the scholarship holder returning from the scholarship shall commence from the date of starting work on the semester he/she is assigned to a teaching quorum.
Article (14):	Subject to Article (20) of the regulation and any decisions issued by the Council of Ministers in this regard, if the scholarship holder or his/her sponsors, as the case may be, become obligated to refund the expenses to the University in accordance with the provisions of the Law: A. The Council may approve a financial settlement by instalments of the amounts due for a period not exceeding twice the period of scholarship, and such period shall commence from the date of expiry or termination of the scholarship, whichever is earlier, provided that the scholarship holder or any of his/her sponsors submits a written request to that effect. B. The university retains all guarantees and mortgages under the scholarship contract as they are until the full amounts incurred are collected. C. In the event that the scholarship holder or any of his/her sponsors fails to pay two consecutive installments, the financial settlement shall be canceled and the university may proceed with the implementation and complete the legal procedures to collect the full amounts incurred.
Article (15):	The Council shall decide on the recommendation of the Committee in cases to which no text is contained in these instructions.
Article (16):	The Council, the President, the Dean, the Director of Human Resources and the Director of the Financial Department are responsible for implementing the provisions of these instructions.

Graduate Studies Deanship Instructions
Issued in accordance with Article (9) of the Regulations of Graduate
Studies at the German Jordan University
No. 57 of 2008

Article (1)	These instructions are called “The Instructions of the Graduate Studies Deanship at the German Jordanian University.”
Article (2)	Unless the context indicate otherwise, the following words and phrases wherever mentioned in these Instructions shall have the designated meanings below: University : The German Jordanian University Dean: The Dean of Graduate Studies at the University Deanship: The Deanship of Graduate Studies at the University Department: The academic department in which the student intends to study in. Council: Council of Graduate Studies at the University Faculty Committee: The Committee of Graduate Studies at the appointed faculty. Department Committee : The committee of Graduate Studies at the Department Study Plan: The study plan accredited by the Deans council.
Article (3)	The Deanship contributes in achieving the University goals and the strategic view, and aims to achieve these particular goals: 1. Developing graduate studies at the University, expanding its base, and enhancing its quality. 2. Increasing human knowledge through research in the master theses and PhD dissertations. 3. Organizing and controlling the programs of Graduate Studies at the University while providing follow ups and evaluation. 4. Giving the chance for interaction between students of Graduate Studies from different majors through providing a number of shared educational programs between different departments at the University. 5. Giving attention to local and Arab countries applied problems and to fundamental research.

	6. Contributing in meeting the increasing needs of education institutes for higher education graduates locally and in the Arab region. 7. Suggesting the executive instructions for Graduate Studies including the requirements for getting a Diploma, a Master, or a Doctorate degree 8. Coordinating with the University scientific research Deanship regarding programs for Graduate Studies and the University approved research projects
Article (4)	The Dean shall be responsible of managing educational administrative and financial matters of the Deanship. This means that the Dean has all rights and authorities to ensure the progress of the workflow in the Deanship as long as it does not interfere with University provisions law and its regulations. The Dean shall be officially responsible of the following tasks : 1. Managing the matters of Graduate Studies and coordinating with deans of the different Schools. 2. Following up with the implementation and application of the instructions and the regulations regarding graduate studies at the University. 3. Supporting the University relations with other institutes interested in graduate studies and scientific research inside and outside of the kingdom. 4. Providing the President of the University with a report regarding the Faculty matters and activities at the end of each academic year.
Article (5)	The formation of the Council is based on the decision of the President with the recommendations of the Dean. The Council is headed by the Dean and it includes the following members: 1. A representative from each school that offers programs for Graduate Studies. Each representative is chosen by the Dean after consultations with the Faculty dean for one year, renewable. 2. Two of the teaching staff chosen by the Deans council for one year, renewable. 3. Based on the recommendations of the Dean, the University President may add two extra specialized and experienced members from the local community to the Council.

Article (6)	The Council is in charge of the responsibilities and the authorities mentioned in the University's law and the regulations issued by it, especially the following : ▪ Setting a plan for the expansion of starting Graduate Studies programs and developing it in order to meet with development plans. ▪ Providing constant control of the Graduate Studies programs in the University. ▪ Recommending the establishment, merging or cancelation of Graduate Studies through new regulations recommended by the faculties committees and the committees of the faculty departments. ▪ Approving study plans for the programs and the terms for granting scientific degrees and certificates. ▪ Suggesting instructions for granting certificates for diploma, master and doctorate degrees and all that contributes in organizing the Graduate Studies process at the University. ▪ Suggesting the students-acceptance conditions to the Graduate Studies programs and determining their number based on the recommendations of different departments. ▪ Approving the assigned supervisors for educational thesis and forming the examination committee and appointing its dates based on the recommendation of the concerned faculty committees and the recommendation of the department committees. ▪ Determining the number of scholarships for Graduate Studies students in each major and the specified terms for each scholarship and approving it as recommended by the departments and the faculties committees. ▪ Making recommendations for granting scientific degrees and certificates to the Deans council. ▪ Preparing for the annual Budget proposal for the Deanship. ▪ Considering any other matter suggested by the Dean.
Article (7)	A. As recommended by the Faculty council, the Committee is formed as follows: 1. The faculty dean as chairman And the following members: 2. Heads of departments offering Graduate Studies programs

	3. Two members of the Academic staff with the title of Professor or associate professor. If these were not available, an assistant professor may be chosen as recommended by the department Council. 4. The Faculty dean has the mandate to assign one of his/her deputies to the council. B. The authorities entitled to the Faculty committee include : 1. Supervising the matters of Graduate Studies in the faculty 2. Going through the recommendations of the Graduate Studies committee of the departments and recommending it to the Council, regarding the following matters: ▪ Establishing new programs for Graduate Studies ▪ Study plans ▪ Determine the number of accepted students and recommending the annual student to be admitted. ▪ Assigning the supervisors and the co-supervisors and the members of the Examination committees. ▪ University thesis proposals. ▪ Setting the date for thesis examinations. ▪ Organizing the matters related to the comprehensive exam. ▪ Scholarships.
Article (8)	A. The department committee is formed in the faculties by the concerned Faculty dean decision as follows: 1. The department head as chairman And the following members: 2. Four professors or associate professors, the committee may add teaching staff with the degree of assistant professor as recommended by the Department council. B. The department committee has the following authorities: 1. Providing guidance plans showing the required and the elective subjects in consistency with the student's choices regarding research and courses as required by the applied study plan. 2. Assigning the new students to the supervisors 3. Supervising the matters of Graduate Studies in the department

	4. Providing recommendations and submitting it to the faculty committee regarding the following: ▪ Establishing new programs for Graduate Studies ▪ Study plans ▪ Number of the new students and recommending the annual acceptance of new student. ▪ Assigning the supervisors and the co-supervisors and the members of the examination committees. ▪ The university thesis proposal. ▪ Setting the date for Examinations. ▪ Organizing the matters of the comprehensive exam. ▪ Scholarships
Article (9)	The University President, the deans, along with the head of admission and registration are all responsible for executing these instructions.
Article (10)	The instructions for granting Master degree are implemented so long its provisions do not conflict with the provisions of these instructions.
Article (11)	The Deans council decides on other matters that are not mentioned in these instructions.

The bylaws of Leaves and Time-Offs for Graduate Students with Teaching Assistance Grants or Research Assistance Grants at the German Jordanian University

Article 1	These bylaws are called “ The bylaws of Leaves and Work-Offs for Graduate Students with Teaching Assistance Grants or Research Assistance Grants at the German Jordanian University ” and shall come into force from the date of their approval by the Deans’ Council on //.
Article 2	Semester leaves are granted to graduate students who have received teaching assistance grants or research assistance grants according to the approved paper or electronic form, provided prior coordination with the student's direct director and considering the continuity of work and the interest of the university.
Article 3	Duration of Semester Leaves: A. The student is entitled to a semester leave as follows: 1. Five working days for the first semester for grant recipients in the same semester and is taken during the period between the beginning of the first week of the academic year to the end of the twentieth (20) week of the academic year. 2. Five working days for the second semester for grant recipients in the same semester and is taken during the period between the beginning of the twenty-first (21) week of the academic year to the end of the fortieth week (40) of the academic year. 3. Five working days for the summer semester for grant recipients in the same semester and is taken during the period between the beginning of the forty-first (41) week of the academic year to the end of the academic year. B. The semester leave is granted in one lump sum and may be granted in parts if working conditions allow, and the student is entitled to his/her full reward for the duration of the semester leave. C. Leave shall not be granted during the study days except in urgent cases estimated by his/her direct director. D. It is not permissible to credit, rotate or collect leaves for more than two consecutive semesters. E. Leaves may not be replaced by a cash allowance. F. The student is not entitled to emergency leave or unpaid leave.

	G. The student may not leave work and enjoy the leave before obtaining the written consent of the leave duly.
Article 4	Sick Leaves: A. The student may be granted sick leaves not exceeding a total of five (5) days in the semester upon the recommendation of a doctor approved by the university and the approval of his/her direct director, and this leave is not deducted from the student's semester leave. B. If the period of sick leave exceeds five (5) days in the semester, the excess period shall be deducted from the semester leave due to the student for that semester, and if he/she finishes his semester leave, it shall be deducted from his remuneration.
Article 5	Personal time-offs: A. The student is allowed to take a time-off, provided that the period of time-off does not exceed three hours per day, and the total time-offs do not exceed fifteen (15) hours during the month, and the time-off hours are deducted from his leave balance on the basis of every eight (8) hours equivalent to a working day. B. Time-offs of more than three consecutive hours shall be counted as a full day leave and deducted from the semester leave, and in all cases the student's time-off permission shall not be granted until after attending his/her place of work, submitting the application, and then leaving, except for urgent cases estimated by his direct director. C. If the total hours of time-off of the student exceed fifteen (15) hours in one month, each time-off regardless of the duration shall be counted as a working day.
Article 6	The direct director of the student and the human resources manager are responsible for the application of the provisions of these bylaws.
Article 7	The Dean of Graduate Studies may decide on any matter not expressly stipulated in these bylaws.

**Scientific Research Regulations
at the German Jordanian University
Issued pursuant to paragraph (F) of Article (25) of the Public Jordanian
Universities Law No. (42) of 2001**

Article (1)	This regulation is called (Regulations for Scientific Research at the German Jordanian University of 2008) and is implemented once it is published in the Official Gazette.
Article (2)	Unless the context indicates otherwise, the following words and phrases wherever mentioned in this Regulation shall have the designated meanings below: University: The German Jordanian University. President: The President of the German Jordanian University. Scientific Research: Any scientific effort that serves human knowledge. Council: The council of scientific research that is established for this regulation. Dean: The Dean of scientific research at the University
Article (3)	A. The University shall organize, encourage and support the matters of scientific research through all financial, moral and human means as required by this regulation. B. Priority in support is given to applied scientific research and to development-related scientific research
Article (4)	A. A council with the name of “Scientific Research Council” is to be established at the University headed by the Dean and with the following members: 1. Three of the teaching staff with the rank of a professor and other three members with a rank no less than associate professor are to be chosen to be members in the council by the Deans council with the recommendation of the President based on the recommendations of the Dean for two years renewable.

	2. Two experienced and opinioned members from outside the University and are in contact with scientific research, chosen by the Deans council with the recommendation of the President which relies on the recommendations of the Dean for one year and is renewable only once. B. The Council chooses one of its members as vice chair for the council chairman to fill in when absent.
Article (5)	The Council shall undertake the following tasks and authorities: A. Applying the scientific research policy at the University in addition to organizing its matters and providing support and encouragement. B. Tightening the relations of the researcher at the University with other Institutes of the public and private sectors especially with the productive and industrial sectors. C. Giving approval to projects for scientific research and giving priority to joint projects with the productive and the industrial sectors. D. Looking into giving authorization of translated and examined transcripts after correction and recommending the support of its publishing. E. Suggesting the right incentives for outstanding researchers of the teaching staff in the University and providing the President with these incentives for approval. F. Discussing annual budget for scientific research and recommending it to the Deans council. G. Following up the activities of the Deanship of Scientific Research and discussing the annual report presented by the Dean. H. Discussing any other matters regarding scientific research pointed out by the Dean including searching for other funding resources for scientific research.
Article (6)	A. The Council is to meet when called by the Chairman or by the Vice chairman if the chairman is absent. The meeting is considered legal with the attendance of the majority including the chair or the vice chair. Any decisions made in the meeting are issued by the votes of the majority of the members.

	B. The council may invite one person or more that shows interest in scientific research to participate in the sessions but shall not be able to participate in any voting of any decisions. C. The council sets the required basis to organize the sessions.
Article (7)	The Dean has the following tasks and authorities: A. Following up with council decisions and the execution of its decisions and suggestions. B. Following up with the scientific research activities inside and outside the University and collecting all data regarding the matter. C. Preparing the annual budget proposal for scientific research and present it to the council.
Article (8)	A committee under the title of “scientific research committee” shall be established in every faculty and its departments in the University, as decided by the Faculty council or the department council as appropriate. Each committee handles the matters of scientific research according to its mandate.
Article (9)	With the approval of the Council of Higher Education, the University may publish scientific journals according to the general national policy for scientific research in the Kingdom.
Article (10)	The council shall issue the required instructions to execute the provisions of this Regulation.
Article (11)	Pursuant to the provisions of this Regulation, the issued instructions and decisions that are worked by in the University before the enforcement of this Regulation remain valid until it is canceled or replaced by other.

Instructions for supporting Scientific Research at the German Jordanian University for the year 2022

Article 1	These instructions are called (Instructions for supporting Scientific Research at the German Jordanian University for the year 2022) issued under Article No. (10) of the Scientific Research regulations at the German Jordanian University No. 56 for the year (2008) and pursuant to Deans Council decision No. (180/2021/2022) dated 13/4/2022
Article 2	The following terms and expressions, wherever mentioned in these instructions shall have the meanings assigned hereunder, unless the context states otherwise: University: German Jordanian University. The President: The President of the University. School: Any School at the German Jordanian University. Dean: Dean of Scientific Research. Deanship: The Deanship of Scientific Research. Principal Researcher: A university faculty member who submits a research project and leads its implementation. Researcher: A faculty member who participates in the implementation of a research project. The Council: The Scientific Research Council Committee: The scientific research committee in the school or department
First: Research and projects support	
Article 3	The university supports scientific research in the following ways: A. Cluster grant B. Seed grant C. Complementary grant D. Supplementary grant E. Bridging grant F. Student project grant G. Research assistant grant H. Matching grant
Article (3) of these instructions was modified by adding paragraph (H) by the Dean's Council Decision no. (218/2023/2024) dated 2/4/2024	
Article 4	The financial support for scientific research at the university consists of two main sources: A. What the university allocates in its budget for the purposes of scientific research. B. Funding from outside the university for the purposes of scientific research that is duly approved.
Article 5	A. The allocations for scientific research are credited to the deanship's budget at the start of preparing the annual budget of the university, and it is certified when it is approved duly, and the council can make transfers within a single article or recommend transfers based on Article 11 of the university's financial regulations if necessary. B. The council may transfer from one item to another in the budget of any scientific research ways mentioned in these instructions.

Article 6	All requests to support scientific research activities are submitted by the department head to the committee, which issues the appropriate guidance regarding it and submits it to the Deanship.
Article 7	A. The council studies the requests that are received, and it may ask researchers to make a brief presentation and answer any inquiry or question, and the council may request the advice of experts in the research field to be supported. B. The Council recommends to the president the support of projects that achieve the university's objectives.
Article 8	Support for scientific research should not include any financial rewards for researchers.
Cluster grant	
Article 9	Cluster grant aims to: A. Enhancing cooperation between faculty members in the field of joint scientific research, which contributes to achieving the university's strategic scientific research plan objectives. B. Building a research facility in a research field capable of growth and development in a specific field of knowledge. C. Supporting projects that are compatible with national priorities and can contribute to making a scientific or technical shift at the national level. D. The Deanship publishes a specific annual invitation to apply for cluster grant. E. A maximum of two cluster researches are supported annually.
Article 10	Conditions to be met for Cluster Grant: A. That the project plan aims to reach innovative applied results. B. The advanced research team should include at least three researchers from the faculty members at the university. C. That the project includes a partnership with an official international, scientific, research or industrial body. D. The objectives of the cluster research are to be accomplished within three years.
Article 11	Applications for cluster grant are evaluated, and a comparison is made between them by a committee formed by the council upon the recommendation of the dean, provided that it takes the opinions of specialized external arbitrators, and according to the following bases: A. Clarity of the research facility's development strategy and its continuity. B. Possibility to apply for external support. C. Diversity of specializations of the research team members. D. Partnership with official, scientific, research or industrial German institutions.
Article 12	Cluster grant progress mechanism: A. The principal researcher shall submit an application to the Deanship on a special form prepared for this purpose, and the evaluation and comparison committee shall refer the results to the council. B. The principal researcher submits annual reports on the progress of the work.

	C. The final report is submitted at the end of the project period, including the project results and final recommendations.
Article 13	A. The maximum support limit for one cluster research is 250 thousand JD, distributed over three years with a maximum, so that the value in one year does not exceed 150 thousand JD, and the council can raise these ceilings by no more than 25% in special and justified cases. B. The following year's budget is approved after receiving the evaluation results for the previous year's achievements. C. Support will be suspended if the annual report is not submitted on time.
Article 14	Disbursement of cluster grant: A. Research assistants' wages. B. Costs of technical services and analysis of samples and data. C. Prices of references, software, and equipment. D. Prices of supplies and consumables. E. Manufacturing fees and sample preparation costs. F. Local transportation expenses. G. External transportation expenses approved by the council. H. With the approval of the council, the project budget may be transferred from one item to another of the items mentioned above.
Seed grant	
Article 15	A. Seed grant aims to open new research channels for researchers at the university, provided that there is a possibility to obtain granting for these channels from external parties to support the continuity of research. B. The deanship publishes an invitation every semester for applications for seed grant. C. Applications for seed grant are evaluated and compared by a committee formed by the Council upon the recommendation of the dean. D. The maximum period for seed research is three years. E. Previous seed grant recipients may not apply for support again.
Article 16	Seed grant progress mechanism: A. The principal researcher shall submit an application to the deanship on a special form prepared for this purpose, and the evaluation and comparison committee shall refer the results to the council. B. The principal researcher submits annual reports on the progress of the work. C. The final report is submitted at the end of the project period, including the project results and final recommendations.
Article 17	A. The maximum support limit for one seed grant is 30 thousand JD, distributed over three years with a maximum, and the council can raise these ceilings by no more than 10% in special and justified cases.

	B. The following year's budget is approved after receiving the evaluation results for the previous year's achievements. C. Support will be suspended if the annual report is not submitted on time.
Article 18	Disbursement of seed grant: A. Research assistants' wages. B. Costs of technical services and analysis of samples and data. C. Prices of references, software, and equipment. D. Prices of supplies and consumables E. Manufacturing fees and sample preparation costs. F. Local transportation expenses. G. With the approval of the council, the project budget may be transferred from one item to another of the items mentioned above.
Complementary grant	
Article 19	Complementary grant aims to fulfill obligations for projects supported by external parties, and the maximum value of the support is 10% of the university's share in the project according to the following procedures: A. It is preferable to obtain complementary support before signing the agreement with the external donor. B. The complementary grant request shall be submitted by the principal researcher at the university, along with a copy of the proposal under which the external support was obtained. C. Support is suspended in the event of failure to complete the external project. D. The council shall evaluate, compare, and accept or reject any complementary research. E. The principal researcher submits annual reports on the progress of the work. F. The final report is submitted at the end of the project period, including the project results and final recommendations.
Supplementary grant	
Article 20	A. Supplementary grant aims to enable researchers of the completion of completed external research projects, with a maximum value of 3000 JD, for a period not exceeding six months. B. The council shall evaluate, compare, and accept or reject any supplementary research. C. The principal researcher submits annual reports on the progress of the work. D. The final report is submitted at the end of the project term, including the project results and final recommendations.
Bridging grant	
Article 21	Bridging grant aims to support external projects during periods of interruption of external support and is granted to researchers according to the following procedures: A. The maximum value of the support is 3000 JD for a period not exceeding six months B. The value of the support is regranted after the resumption of external support. C. The council shall evaluate, compare, and accept or reject any bridging research. D. The principal researcher submits annual reports on the progress of the work.

	E. The final report is submitted at the end of the project period, including the project results and final recommendations.
Students project grant	
Article 22	Student project grants aims to support undergraduate students' graduation projects and graduate students' theses and dissertations, and they are awarded according to the following procedures: A. The value of the support is a maximum of 1000 JD at the bachelor's stage and for a period not exceeding one year for project. B. The value of the support is a maximum of 3000 JD at postgraduate stage and for a period not exceeding two years for project. C. The number of projects supported under the supervision of a faculty member is a maximum of two projects annually. D. The council shall evaluate, compare and accept or reject any of the students project grant. Students project grant progress mechanism: A. The student, in cooperation with the supervising faculty member, fills out the form prepared for this purpose. B. The faculty member supervising the project submits the form to the committee through the department head. C. The supervisor is responsible for the procedures and management of the project for its proper implementation. D. The principal researcher submits annual reports on the progress of the work. E. The final report is submitted at the end of the project period, including the project results and final recommendations.
Research assistant grant	
Article 23	Research assistant grant aims to grant a research assistant in research projects, and is awarded according to the following procedures: A. The Deanship publishes an annual invitation to submit requests for research assistant grant. B. The request for support is submitted by the principal researcher, including a research project with clear objectives that outlines the tasks of the research assistant in it. C. The Principal researcher defines the required research assistant qualifications and justifications for his assignment. D. The research assistant is contracted with an annual contract or a monthly reward in accordance with the regulations and instructions in force at the university. E. The research assistant is required to be a full-time employee. F. It is not permissible to give research assistant grant for the university staff.

	G. In case the research assistant withdraws from the project, the principal investigator has the right to submit an alternative request, subject to the approval of the Council. H. The council shall evaluate, compare, and accept or reject any research assistant grant. I. The principal researcher may apply again for research assistant grant, in this case it is subject to evaluation and preference by the council. J. The principal researcher submits annual reports on the progress of the work. K. J. The final report is submitted at the end of the project period, including the project results and final recommendations.
Article (23) of these instructions was modified by adding paragraph (G) by the Dean's Council Decision no. (217/2023/2024) dated 2/4/2024	
Article 24	Research assistant grant provides extra (2000) JOD to be disbursed as bellow A. Technical services, samples analysis, and data cost B. Bibliographies, Software, equipment cost, Devices C. Supplies and consumables costs. D. Manufacturing fees and sample preparation costs E. 3D printing costs. F. Any other expenses approved by the council.
Article (24) of these instructions was added by the Deans' Council Decision no. (217/2023/2024) dated 2/4/2024	
Matching Grant	
Article 25	The matching fund is designed to encourage participatory scientific research to heighten the effect of research fields' priority matching strategic areas in the university. The grant aims to open new research channels with local outsourced, or international parties so that their support matches at least the university support in the same value. A. The project must include a strategic partnership with international or official local scientific or industrial partnership. B. The searcher should provide the other party commitment in the grant for the same project with the same amount. C. The financial support is up to 20000 JOD. D. The maximum for the matching grant period is two years. E. The grants provided from the university should be spent in the universities service and assets should be placed in the university.
Article 26	Matching grant application mechanism:

	A. The researcher applies in a special form for it, and the evaluation committee will provide the Scientific research council with the results. B. The researcher provides yearly progress reports. C. The final report should be provided by the end of the second year including the project result and final recommendations.
Article 27	Disbursement of the matching grant: A. Research assistants' salary. B. Technical services, samples analysis, and data cost. C. Bibliographies, Software, equipment cost. D. Supplies and consumables costs. E. Manufacturing fees and sample preparation costs. F. Devices (must be placed at GJU). G. Local and international transportation cost. H. Any other expenses approved by the council. I. The council have the right to approve budget transfer between articles listed above.
Matching Grant was added by the Deans' Council Decision no. (218/2023/2024) dated 2/4/2024	
Second: General provisions	
Article 28	The principal researcher disburses from the scientific research support allocations approved by the president of the university within the budget approved in the research project through an application approved by the dean in accordance with the regulations and instructions.
Article 29	Subject to the provisions of articles (5 and 6) of the executive instructions for the employees regulations in force at the German Jordanian University: A. The president may, upon a placement from the dean and a recommendation from the principal researcher, appoint research assistants or post-doctoral researchers from outside the university on the research project with daily wages or a fixed reward for a limited period within the allocations for one or more scientific research projects. B. The assignment decision shall specify the tasks, the assignment period, the number of hours, the amount of the reward to be disbursed in return for that, and any other requirements. The services of those assigned to the research project shall end upon the expiry of the tasks they were entrusted with, the expiry of the period of their assignment, or the end of the allocations allocated for this purpose. C. The financial rewards for those assigned to the research project are calculated on the basis of the actual assignment hours and according to their academic qualifications, provided that the daily hours do not exceed eight hours and with a ceiling of 20 days per month, as follows:

	1. 7 dinars per hour for a postdoc. 2. 5 dinars per hour for a research assistant holding a master's degree. 3. 4 dinars per hour for a research assistant holding a bachelor's degree. D. Subject to the provisions of Article (27) of the Executive Instructions for employees regulations in force at the German Jordanian University, the president may, upon a placement from the Dean and a recommendation from the principal researcher, assign any of the university's employees to work as a research assistant with daily wages or a fixed reward for a limited period within the allocations for scientific research projects, and the instructions and bylaws of the overtime work at the university shall be applied on them.
Article 30	Suspension or reinstatement of the support provided to the researcher shall be by a decision of the president based on the recommendation of the council in the following cases: A. Failure to implement the research in its stages as stated in the research project form without a justification accepted by the council. B. If it is proven that any amount has been spent in ways that violate the provisions of the established research project budget.
Article 31	A. The materials, supplies, fixtures, equipment, information containers, software and any other assets purchased from the scientific research support allocations shall be owned by the university. B. The researcher may use any of the materials, supplies, fixtures, equipment, information containers, software and any other assets available at the university in coordination with the head of the relevant academic department. C. The materials, supplies, fixtures, equipment, information containers, software and any other assets of general and multiple use that were purchased for the purposes of scientific research are subject to the administration of the Deanship according to bylaws approved by the Council.
Article 32	A. The principal researcher may apply for an advance payment to the dean to purchase consumables or software, conduct analyzes or laboratory tests or to pay manufacturing fees, or sample preparation costs, or purchase equipment that is not available at the university, provided that it has been approved in the research proposal, in accordance with the financial regulations in force at the university. B. The principal researcher, through the authorized persons, may request procurement within the budget of the research project in accordance with the applicable governmental procurement regulations and instructions.
Article 33	In all cases of support, the principal researcher has the right to publish the results of his research in the manner he deems appropriate, provided that he clearly indicates the university's support for the research and the project number in all research papers resulting from the implementation of the supported projects.
Article 34	A. The principal researcher may not apply for any kind of scientific research support again until after the publication of at least one scientific paper resulting from cluster, seed, complementary or research assistant grants previously obtained. B. The principal researcher may not apply for cluster, seed, complementary or research assistant grants in concurrent, except in special cases approved by the council.

Article 35	The council, upon the recommendation of the dean, can apologize providing any support if sufficient financial allocations are not available.
Article 36	The dean submits an annual report to the council on the state of scientific research at the university for approval and submission to the president.
Article 37	Anyone who has received a scientific grant must give a scientific lecture in coordination with the deanship, showing the research outputs before submitting the final report to the deanship.
Article (37) of these instructions was added by the Deans' Decision no. (218/2023/2024) dated 2/4/2024	
Article 38	The dean presents to the council any violations related to scientific research in order to recommend the appropriate action to the president.
Article 39	The dean and the council are responsible for implementing the provisions of these instructions.
Article 40	A. The dean provides his recommendation to the council to decide on any case not provided for in these instructions. B. These instructions are effective from the date of their approval by the Dean's Council, and the previous instructions issued by the Dean's Council in its session no. (3/2009) dated (9/2/2009), decision no. (15/2009) are considered null and void.

Instructions for Granting Incentives for Scientific Research and Creative Work

at the German Jordanian University for the Year (2023) and shall come into force from the date of the Deans' Council no. (285/2022/2023) dated 7/8/2023

Article 1	These instructions are called (Instructions for Granting Incentives for Scientific Research and Creative Work for Faculty Members at the German Jordanian University for the Year (2023) issued under article No. (10) of the Regulations for Scientific Research at the German Jordanian University No. (56) of (2008) and article No. (45/C) of the Academic Staff Regulation at the German Jordanian University no. (96) of 2009 and shall come into force from the date of the Deans' Council decision no. (285/2022/2023) dated 7/8/2023
Article 2	The following terms and expressions, wherever mentioned in these instructions, shall have the meanings assigned hereunder unless the context states otherwise: University: The German Jordanian University The President: The President of the University School: Any School at the German Jordanian University Dean: Dean of Scientific Research Deanship: The Deanship of Scientific Research Researcher: An academic staff member or full-time lecturer or visiting professors or language teachers, or teaching and research assistant who applies for scientific production or creative work. Principle Researcher: A university faculty member who's name appears first at the scientific production. The Council: The Scientific Research Council. Incentives: any Scientific Research or Creative work incentives the researcher deserves according to the provisions of these instructions.
Article 3	A. Incentives are disbursed from the scientific research allocations in the university budget upon the recommendation of the dean in order to encourage and stimulate scientific research activities and creative work at the university. B. Incentives include the following types:

	1. Incentives for scientific publishing 2. Translation Incentives 3. Authoring Incentives 4. Patent incentives 5. Incentives for international competitions and prizes 6. Incentives for attracting research projects and subsidized equipment. 7. Incentives for spending sabbatical leave at a world-renowned universities, distinguished international research centers, or well-known industrial or technological centers .
First: Incentives for scientific publishing	
Article 4	To grant scientific publication incentives for published research, the following are required: A. The research should be published in a journal included in the (Scopus) database and has a Percentile Rank and a (CiteScore) Impact. B. The researcher's Affiliation for the German Jordanian University must be installed on it. C. The similarity scan should not exceed 30% using plagiarism programs recognized by the council. D. The research should be linked to one of the sustainable development goals for the United Nations (title or keywords or, summary or, conclusion observations) according to UN 17 Sustainable Development Goals (SDGs) E. The following are excluded from publication incentives: Reports, short communications, case studies, technical briefs, clinical studies, survey studies, and tutorials included in the (Scopus) database.
Article 5	The value of scientific publishing incentives is calculated based on two verified criteria whose numerical values are taken from the Scopus database on the date of publication: A. Percentile Rank B. (CiteScore) Impact According to the following equation: [Incentives= 1500×percentile rank+ 150×CiteScore]

	C. The maximum value of publication incentives is 3,000 Jordanian dinars, and incentives that are less than 50 Jordanian dinars for one researcher are withheld. D. If the research was published in cooperation with an international university or international research Centre the percentage of 10% will be increased to the incentives allocated value.
Article 6	If a researcher from the academic staff provides published research from a Conference Proceedings listed in Scopus database & was a principal researcher , 200 Jordanian dinar is disbursed in cash, provided that the research appears in the Scopus database.
Article 7	If a researcher from the academic staff published a research in an (Open Access) Journal rated (Q1,Q2) & listed in Scopus database, the university will disburse publishing fees unless covered from any other party, the fees will be deducted from the publishing incentives for researches in the university by maximum (100%) from the incentives value ,the remaining incentives shall be disbursed on the researchers according to Article (8) of these instructions.
Article 8	A. Researcher should receive only 70% of the incentives of scientific publishing when working solo. B. In the case of publishing as joint researchers, publication incentives are distributed to researchers as shares, so that the share of each researcher is two-thirds of the value of the share of the researcher who precedes him in order. C. Despite what is stated in paragraph (B) From this article, researchers from the university may agree in a written manner on their incentives. to be rearranged among them. D. The incentives aren't disbursed to researchers from outside the university.
Article 9	An additional amount equivalent to 50% of his/her share of incentives will be allocated to the principal researcher who is a faculty member at the university in a trust account in his/her name, and it will be disbursed from it in accordance with Article (11) of these instructions.
Article 10	Despite what is stated in article (8) from these instructions, in the event that the published research was extracted from a graduation project or of a graduate student thesis at the university: A. the university student's share shall be 40% of the value of the publishing incentives with a maximum 500 Jordanian dinars a student

	B. The supervisor's share shall be 60% from the publishing incentives, and if a co-supervisor exists the incentives will be divided between the supervisor and the co-supervisor as stated in paragraph B article (8).
Article 11	A. The methods for disbursing the researcher's trust balance from faculty members, from what is credited as part of scientific publishing incentives are determined according to Article (7/b) as follows: 1. Purchasing devices, consumables, supplies, software, or data for scientific research purposes during the first fiscal year following the year of crediting. 2. Remuneration for research assistants during three fiscal years. 3. Fees for laboratory analyses for scientific research purposes during three fiscal years. 4. Purchasing the academic load only for the first and second semesters for the purposes of scientific research, not exceeding 3 credit hours and without any overtime load according to the bylaws in force at the university during the first fiscal year following the crediting year. 5. Extended publication fees. 6. Any other aspects of disbursement during the first fiscal year following the year of crediting shall be approved by the Council and submitted to the Council six months before the end of the first year. B. The amounts allocated to the trust account will rotate for a period not exceeding three fiscal years following the year of their crediting, and may not be extended under any circumstances. C. The balances that the researcher did not spend in accordance with Paragraph (A) of this article are not entitled to be claimed by the researcher, and they are transferred to the university's revenue account in the following cases: 1. The balance has passed the period stipulated in Paragraph (B) of this Article. 2. In the event that the researcher's service at the university ends for any of the reasons stipulated in the Academic Staff in force at the university.

Article (11) from these instructions where amended based on the Deans' Council Decision no (300/2022/2023) dated 31/8/2023

Second: Translation Incentives

Article 12	A. Translation incentives are granted for translating scientific or literary books into Arabic or German, upon the recommendation of the Council after consulting the opinions of three specialized international arbitrators selected by the Council, provided that the researcher obtains the Council's prior approval to proceed with the translation project. B. The value of the incentives is calculated at the rate of one Jordanian dinar for each page of the original book and not exceeding the amount of 2000 Jordanian dinars for each book, paid in cash to the researcher. C. In the event that there is more than one participating translator on the translated book, the translation incentives are divided by their number and paid to researchers only. D. The university bears the cost of printing the first 1,000 copies in a publishing house approved by the council, at a cost not exceeding 1,000 Jordanian dinars.

Third: Authoring Incentives

Article 13	A. Authoring incentives are granted in the amount of 3,000 Jordanian dinars, which is paid in cash for each book written and published in a publishing house classified among the top 10 international publishing houses, provided that the book is not derived from conference proceedings, published research, master's or doctoral theses. B. In the event that there is more than one co-author, authoring incentives are divided by their number and are given to researchers only.

Fourth: Patent Incentives

Article 14	Patent incentives are granted at a value of 3,000 Jordanian dinars for each patent, and paid in cash for the researcher according to the university's ownership percentage in the patent according to the following conditions: A. The university should be one of the patent owners. B. The university should not be the funder of the costs of patent registration. C. The patent must be registered globally, like America, Europe, WIPO.

	D. In the event that there is more than one inventor, the patent incentives are divided according to the percentages of inventors specified in the registration application and are given to researchers only.
Fifth: Incentives for international competitions and prizes	
Article 15	Incentives for international competitions and prizes are granted when a researcher wins one of the first places in international competitions and prizes, and cash is disbursed as follows: A. 1500 Jordanian dinars when winning the first place B. 1000 Jordanian dinars when winning the second place C. 500 Jordanian dinars when winning the third place D. Students are treated like a researcher E. In the event that the researcher or researchers are part of a winning team, the value of the incentives for international competitions and prizes is divided by the number of team members and it is distributed equally to researchers only.
Sixth: Incentives for attracting research projects and supported equipment	
Article 16	A. Incentives for attracting research projects and supported equipment are granted to the researcher in the amount of 10% of the university's share in the research project or from the value of supporting new equipment for the university's laboratories and from outside, provided that the value of the incentives does not exceed 3,000 Jordanian dinars and is disbursed in cash. B. In the event that there is a (researcher's reward) in the budget of the research project, it shall be deducted from the value of the incentives for attracting research projects and supported equipment. C. In the event that there is more than one researcher on the research project, the value of the incentives to attract the supported projects and equipment shall be divided equally between them. D. Incentives to attract research projects and supported equipment are not disbursed for any project until it is closed and its objectives are achieved. E. Projects that are not affiliated with the Deanship are excluded from the provisions of these instructions.
Seventh: Incentives for sabbatical leave in famous international universities, distinguished international research centers, or well-known industrial or technological centers	

Article 17	Taking into account what is stated in Article (45) from the Academic Staff Regulation, by a decision from the Deans' Council, the researcher from faculty members may be granted monthly incentives a a reward not exceeding 100% of his/her salary and bonuses in the event that he/she spends his/her sabbatical leave in famous international universities, distinguished international research centers, or well-known industrial or technological centers outside the Kingdom, provided that when applying it should be from one of the following: A. In the top 25 universities in the world according to Times Higher Education ranking. B. In the top 5 universities in Germany according to the Times Higher Education ranking. C. In the top 10 international research centers in the field of researcher specialization ranked by Scimago Institutions Ranking. D. In the top 5 German research centers in the field of researcher specialization ranked by Scimago Institutions Ranking.
Article 18	In order to obtain the sabbatical leave incentives referred to in Article (17) of these instructions, the following are required: A. faculty member applies for sabbatical incentives to the Deanship of Scientific Research. B. The researcher undertakes to publish two papers in journals of the first category in the field of the sabbatical leave research project showing (affiliation) the name of the university and the host on them, provided that the publishing is done within a period not exceeding one year from the end of the sabbatical leave and the scientific research accepted for publication is treated as published scientific research.
Article 19	Sabbatical leave incentives may be granted for two consecutive years.
Article 20	If the researcher does not comply with the conditions stipulated in the regulations and instructions, the total value of the sabbatical leave incentives will be refunded.
	General provisions
Article 21	General conditions shall be applied on the Incentives Requests: A. The applicant must be working at the university or in a sabbatical leave or on an unpaid leave or emergency leave or secondment or mandate in the date of submitting the scientific incentives request, and graduate students are excluded.

	B. The name of the university should be mentioned on the scientific product according to the approved name and the address and the researcher affiliation for the German Jordanian University are installed on it according to the following: German Jordanian University, Amman, 11180 Jordan C. The researcher must be registered on the Scopus database and have the address of the German Jordanian University. D. The support should be mentioned in the scientific product under (Acknowledgment) if it is derived from a project supported by the university.
Article 22	The mechanism for applying for incentives: The request for the payment of incentives is submitted to the Deanship of Scientific Research by the first researcher only, and in the event that the first researcher is from outside the university, the request is submitted by the first researcher from the university whose name appears on the scientific production or the creative work, and it must include: A. A soft copy of the scientific product, creative work, or award. B. The application form for incentives approved by the Deanship of Scientific Research.
Article 23	A. These instructions apply to scientific research or creative work submitted and sent for publication after the date of approval of the decision on 8/14/2023. B. Any previous instructions or bylaws for these instructions shall apply to scientific research or creative work submitted and sent for publication before the date of August,14, 2023. C. The University President and the Dean of Scientific Research are responsible for implementing these instructions.
Article 24	The Deans Council decides on cases with no provisions in these instructions.

**Instructions for Scientific Research Work for Faculty Members in the
Summer Semester at the German Jordanian University**

Article (1):	These instructions are called (Instructions for Scientific Research Work for Faculty Members in the Summer Semester at the German Jordanian University), issued by the Scientific Research Council in Article (10) of the Scientific Research Regulation at the German Jordanian University in accordance with the Deans' Council Decision no. (213/2023/2024) dated 27/3/2024.and they shall come into force as of the date of their issuance.
Article (2):	The following expressions, wherever mentioned in these Instructions, shall have the meanings assigned to each of them, unless the context indicates otherwise: The University: The German Jordanian University. The President: The President of the University. Council: The Scientific Research Council. The Dean: The Dean of Scientific Research. School: The school to which the faculty member belongs. Department: The department to which the faculty member belongs. Research Work: It is work assigned to a faculty member at a university, scientific institute or research center outside Jordan during the summer semester. Faculty Member: A faculty member at the university who is entitled to his/her full leave during the summer semester and who is applying for research work. Host Entity: University, scientific institute, scientific research center, company or other approved by the Council, in which the faculty member will spend the period of research work. Co-Researcher: A faculty member or full-time associated researcher with the host entity who will collaborate with the faculty member in the completion of research work.
Article (3):	A. A faculty member in charge of research work may cooperate with a co-researcher to complete a specific research project, provided that the host entity is within one of the German universities or partner universities or among the top (500) universities according to one of the following rankings: 1. US News 2. Time Higher Education (THE) university ranking

	3. QS University ranking 4. Shanghai Ranking 5. The Guardian University Guide B. The Council approves the host entity if it is not subject to the rankings mentioned in paragraph (A) of this Article.
Article (4):	The faculty member assigned to research work in the summer semester must meet the following requirements: A. His service at the university will continue for the academic year following the scientific research support vacation for the summer semester, and he/she will start his/her work on time. B. To be full-time for scientific research only and not to be assigned to any teaching load in that summer semester, whether at the university or with any other party. C. The faculty member must have a research work project, approved in writing by the host entity, indicating the start and end dates of the research work period. D. The weighted average for him/her of students' evaluation in the last two years at the university should not be less than the weighted average of the university. E. His/her grade in any item of the joint performance report should not be less than very good.
Article (5):	How to apply for the assignment of research work: A. The faculty member submits the research work proposal (by filling out the application form for the research work assignment in the summer semester prepared for this purpose) to the concerned department no later than the end of February with an invitation letter from the co-researcher or his department. B. The research work proposal is studied by the scientific research committees in the department and school and the recommendations are sent to the Deanship of Scientific Research no later than the end of March. C. The Council considers the applications and differentiates between them to serve the objectives of the university, and all applications are submitted once to the President to be presented to the Deans' Council before the end of April. D. Approvals for research work shall be upon the recommendation of the Council and by a decision of the Deans' Council during the first week of May. E. In justified cases approved by the President, the door may be opened to apply for the assignment of research work in the summer semester for a period longer than the periods specified above.
Article (6):	A. The place of spending research work or the subject of research may not be changed except with the approval of the Council and the President.

	B. No more than one faculty member may spend research work in the same host entity during the summer semester of the academic year. C. A faculty member may not apply for support for participating in scientific conferences from the university during the period of research work. D. A faculty member may not be assigned to research work during the sabbatical period, emergency leave, unpaid leave, secondment or deputation.
Article (7):	The period available for research work begins with the beginning of the faculty members vacation after the second semester and ends before the start of the first semester of the following academic year.
Article (8):	The minimum duration of research work is four weeks.
Article (9):	A. The faculty member assigned to the research work in the summer semester shall be paid the following: 1. A ticket in the class is prescribed for him according to the Transportation and travel Regulation to and from Amman to the nearest airport to the host entity. 2. A total financial reward calculated according to the following formula: (Number of actual days of residence for research work or 56 days , whichever is less) * (Total monthly faculty salary subject to social security and without transfer allowance * 2 ÷ 56) B. If the invitation from the host entity is financially subsidized, the value of the support, including ticket support, if any, shall be deducted from the total faculty member's remuneration mentioned in paragraph 9-a-2. C. An advance may be paid to a faculty member before his travel equivalent to 80% of the estimated value of his remuneration, and in the event that any of the conditions of research work mentioned in these instructions is not met, all amounts shall be recovered from him/her, including the value of the travel tickets that were paid to him/her.
Article (11):	The faculty member is required to provide proof of residence with the host entity throughout the approved research work period in the form of a letter of endorsement from the host entity.
Article (12):	A. Upon his/her return, the faculty member submits a full report on what has been achieved during the period of supporting the research work, in addition to presenting the results of his/her research in a scientific symposium in his/her department. B. The faculty member must publish three scientific research classified in the first category within the SCOPUS database, and one of the scientific research can be published or accepted for publication in

	the proceedings of a conference classified within the SCOPUS database, provided that the research is closely related to the topic of the research proposal and co-authored with the co-researcher. The name of the university and the host entity should be included in the authors' affiliations, and in the event that the researcher is unable to obtain acceptance to publish the required research within twelve months of the end of the research work period, all the amounts and expenses incurred for supporting his/her research work will be recovered.
Article (13):	A faculty member may not obtain support for a subsequent research work before completing all the requirements of the previous research work, including the publication of scientific research in accordance with the provisions of Article (12) of these instructions.
Article (14):	The Council shall decide on cases not mentioned in these instructions.
Article (15):	The President, the Council and the Dean are responsible for implementing these instructions.

**Instructions for Participating in Scientific Conferences at
the German Jordanian University**
**Issued by the University Council in accordance with Article (42) of the
Financial Law No. (C) for the year 2009**

Article 1	A. These instructions shall be called (Instructions for Participating in Scientific Conferences at the German Jordanian University) and shall come into force as of 19/3/2024 in accordance with the Deans' Council decision no. (204/2023/2024) dated 19/3/2024 and the University Council decision no. (26/2023/2024). B. These instructions apply to requests for participation in conferences received after the date of issuance of these instructions.
Article 2	The following words and expressions, wherever mentioned, shall have the meanings assigned to them below, unless the context indicates otherwise: Kingdom: The Hashemite Kingdom of Jordan. University: The German Jordanian University. President: The President of the University. Dean: The Dean of Scientific Research. Deanship: The Deanship of Scientific Research. Council: The Scientific Research Council.
Article 3	The purpose of faculty members participation in scientific conferences shall be to enrich the research contribution within research topics related to the priorities of the faculty, the university, its strategic objectives, or topics related to national priorities and issues and according to the general policy prepared by the Deanship for this purpose.
Article 4	The Deanship is responsible for organizing and following up the participation of faculty members at the university in scientific conferences.
Article 5	Two-thirds of the annual allocations for scientific conferences are allocated to schools in proportion to the number of faculty members in them to the total faculty members at the university who are on the job,

	and the remaining third is allocated according to the justified priorities recommended by the Deanship.
Article 6	The participation of a faculty member in conferences inside or outside the Kingdom requires the following: A. To submit a specialized research on the subject of the conference that he/she has not previously participated in and has not previously published and was not approved to publish by other entity at the time of submitting the application for participation, and to be approved by the scientific committee in the department or school. B. The conference should be global, specialized and refereed. C. The conference shall issue proceedings listed in the SCOPUS database, the Web of Science or any other database or any bylaws approved by the Council. D. Participation in the conference must be either face-to-face or remotely, and the conference must issue a certificate of participation or proof thereof. E. The application for participation in the conference must be submitted with the conference information including its website, a copy of the research, the report of the arbitrators, and the approval of the organizing committee of the conference (Acceptance letter).
Article 7	A. The President may approve the participation of the faculty member in scientific conferences based on the placement of the Dean and the recommendation of the School Dean and the Head of the Department concerned, and according to the approved form attached to it the schedule of compensation for the lectures that he/she will be absent from and the schedule of any trips he/she made during the same semester, if any. B. The president may approve granting the faculty member a travel and accommodation advance in accordance with the provisions of the financial regulation and the transportation and travel regulation in force at the university.
Article 8	A. A faculty member may participate in two or more conferences per year, provided that financial allocations are available, and that participation does not exceed once per semester. B. Notwithstanding the provisions of paragraph (A) of this article, it is not permissible to participate in conferences during the final exams period of any semester, or during the summer semester for faculty members assigned to teach in it.

	C. Faculty members who are not assigned to teach during the summer semester may participate in conferences during the summer semester.
Article 9	A. A faculty member participating in <u>a conference outside</u> the Kingdom shall be paid the following: 1. A ticket from the Kingdom to the conference venue and return according to the transportation and travel regulation, and in the event that the faculty member is outside the Kingdom on an official mission and with the approval of the President, a ticket may be booked from the nearest airport to the location of the faculty member to the conference venue and return to the Kingdom or the location of the faculty member based on the end date of assigning the faculty member a mission outside the Kingdom. 2. Conference participation fees. 3. (20%) of the scheduled daily allowances if the faculty member is hosted by the convening party organizing the conference, and if not, the daily fees shall be paid to him/her in full. B. A faculty member participating in <u>a conference inside the Kingdom</u> shall be paid the following: 1. Transportation fees from Amman to the conference venue and back according to the transportation and travel regulation. 2. Conference participation fees. C. A faculty member participating in <u>a conference not in a face-to-face basis</u> is paid the participation fees only. D. The allocations paid to a faculty member instead of his/her participation in conferences per year may not exceed (3500) three thousand five hundred dinars. E. The maximum number of nights that can be calculated for daily purposes shall be equal to the actual number of nights spent during the conference period in addition to one night before the conference and one night after the end of his participation in the conference, marked by exit and entry stamps to and from the Kingdom.
Article 10	Faculty members are excluded from participating in conferences in the following cases: A. While enjoying sabbatical leave, unpaid leave, deputization, or secondment.

	B. If he/she is absent two or more times from attending department councils and/or faculty councils' meetings in the previous 2 academic semesters before attending the conference. C. If he/she is absent from attending the last graduation ceremony held by the university without an excuse. D. In the event that the faculty member spends sabbatical leave in a research institution, the university can provide financial support to him/her, provided that the university does not pay him/her two salaries, provided that he mentions the name of the university on the conference. E. If he/she abstains or withdraws from the membership of the committees or if he shows negligence in any task assigned to him/her to serve the university during the last two semesters before the conference. F. Receive any disciplinary sanction during the last two semesters before the conference.
Article 11	These instructions cancel any instructions, bylaws or decisions issued before the date of their issuance.
Article 12	A. Despite the instructions provided, the president has the authority to assign any faculty member to participate in any conferences or workshops deemed appropriate for achieving the strategic goals of the university. B. The President shall decide on any case not provided for in these Instructions.
Article 13	The president, dean and deans of faculties are responsible for implementing the provisions of these instructions.

Instructions for Research Assessment by the Institutional Review Board at the German Jordanian University

Article (1)	These instructions are called " Instructions for Research Assessment by the Institutional Review Board at the German Jordanian University " for the year (2024) and issued in accordance with Article (10) of the Scientific Research Regulation by the Deans' Council decision No. (27/2024/2025) dated (15/12/2024).
Article (2)	The following words, as mentioned in these Instructions, shall have the meanings assigned to them below, unless the context indicates otherwise: The University: German Jordanian University. The President: The President of the University. The Dean: The Dean of Scientific Research. The Deanship: The Deanship of Scientific Research. The Board: The Institutional Review Board (IRB) formed under these Instructions by a decision of the President which exercises its authorities in accordance with the provisions of these Instructions. Research: Any research related to or includes the human element or humans, whether or not supported by the university, and requires the approval of the Board. The Principal Investigator: A person who submits a research project and leads the research implementation. The Co-Researcher: Anyone who assists or participates in the implementation of the research.
Article (3)	These instructions aim to obtain the Board approval for research to ensure that it is conducted in a manner that considers and respects the rights of human beings to be conducted in accordance with the national and international ethical principles and best practices.
Article (4)	A. The Deanship shall form an "Institutional Review Board" as follows: 1. One of the faculty members at the university as Chairman of the Board. 2. A physician. 3. A specialist in nursing. 4. A specialist in pharmacy. 5. A specialist in humanities and social sciences. 6. A legal specialist. 7. A layperson from the local community.. B. The Council shall select from among its members a Vice-Chairman of the Board.

	C. The Dean shall appoint one of the Deanship's employees as Secretary of the Board. D. The Research and Publication ethics Section shall follow up the procedures for obtaining the approval of the official entities of the Board in accordance with the legislation in force. E. The Board shall meet at least once a month at the invitation of its Chairman or his/her Deputy in his/her absence, and the quorum for its meetings shall be formed in the presence of the majority of the members, provided that the Chairman or Vice-Chairman of the Board shall be among them. F. The Board shall issue its decisions by a majority vote of its members, and in the event of equality of votes, the vote of the Chairman of the Board shall prevail.
Article (5)	The Board has the following functions and authorities: A. Approve research involving human-subjects trials to be conducted in accordance with the national and international ethical standards and best practices. B. Verify that the researcher is familiar with the principles of ethics of scientific research on humans approved by the Deanship and passes a test regarding it before starting any experiments. C. Approving and monitoring research that falls within its competence and requesting the Principal Investigator to make any necessary modifications. D. Consider and decide on any ethical problems or emergency issues that may arise during the implementation of the research. E. Seek the advice of specialists and experts (advisors) when needed in accordance with the legislation in force at the university. advisors are not entitled to participate in voting. F. Proposing policies, bylaws and special procedures related to the principles of ethics of scientific research on humans and procedures for protecting the rights of those who are conducting research on them, maintaining the confidentiality of their data and information during the conduct of research and after its completion, and submitting them to the Scientific Research Board to recommend their approval. G. Follow up on researchers' commitment to ethical standards, recommend corrective actions when necessary, request reports on the proper conduct of the research process, and follow up on the moral view during or after the period of conducting the research. H. Comprehensive review and evaluation of research and recommendation of the decision to the Scientific Research Board, to be submitted to the President for the issuance of official approval letters. I. The Board shall submit an annual report to the Scientific Research Board to be submitted to the Deans' Council.
Article (5)	The Deanship refers the research to the Board as follows: A. Research that requires the collection of blood samples, fluids (secretions) or swabs from the human body without any surgical intervention, which is carried out in a specialized place approved by the Jordanian Ministry of Health, provided that these samples that were admitted to the university are

	disposed of according to the procedures for the disposal of medical waste and through a specialized body. B. Research that requires the collection of vital data from individuals using devices and sensors without any surgical intervention. C. Research that requires the collection of personally identifiable data directly or interviews involving audio, audio-visual or electronic recording, research involving the distribution of a questionnaire only, or research involving observation of individuals' activities.
Article (6)	Subject to the provisions of Article (5) of these instructions, the following research is exempt from being subject to the Board, provided that it is not included in the scope of research defined in Article (5) of these instructions: A. Research evaluating administrative, academic, health or institutional services, whether from the perspective of the consumer or the service provider, provided that it does not require the collection of identifying data about individuals. This includes research conducted in educational environments in higher education institutions (universities or intermediate university colleges) and related to regular educational activities, such as studying educational strategies, special education, the effectiveness of teaching methods, or comparing teaching methods, curricula, and classroom management methods, without the need for identifying data or connection to research on humans. B. Research that relies on publicly available data, documents or records, and does not require the collection of identifying data about individuals or is related to research on humans. C. Research that relies on data, documents or records in the possession of the researcher and does not require the collection of identifying data about individuals.
Article (7)	The researcher must provide the Board with approvals from specialized institutional review boards or committees outside the university for the following research:: A. Research that requires the collection of samples of solid human tissue. B. Research that requires pharmaceutical or clinical studies. C. Human research from the following vulnerable populations: 1. Children and adolescents under the age of 18. 2. Elderly people. 3. People with special needs or people with mental, learning, or communication difficulties. 4. Pregnant women. 5. Mentally incapacitated. 6. People who use drugs. 7. Persons under judicial or security detention. 8. Refugees and displaced persons. 9. Homeless..

Article (9)	Procedures for obtaining the Board approval: A. The researcher submits an application to the Deanship on the forms prepared for this purpose attached with the required documents. B. The Research and Publication Ethics Section at the Deanship conducts a preliminary review to ensure completeness and adherence to ethical guidelines, to be referred to the Board to review the application. C. The Board reviews and evaluates the overall decision request and recommends to the Research Board, and then the Board recommends to the President to issue a duly certified letter of approval.
	General Provisions
Article (10)	A. The Board approvals are valid for the duration of the research project as specified in the application for approval. B. Researchers must renew approvals if there are changes in research protocols or if projects extend beyond approved timelines for finishing research. C. Failure to comply with these instructions will result in the suspension or termination of Board approvals and researchers may be subject to disciplinary action in accordance with the University's applicable instructions. D. Researchers must report any breach or deviation from approved protocols to the Deanship immediately, including changes in research procedures that may affect adherence to national and international ethical principles and data integrity. E. The researcher is liable to keep complete records of the data and materials related to the research in a safe place for a period of no less than 5 years from the date of publication or completion of the research, even if their service ends at the university.. F. Principal investigators and Co-researchers of the university are obliged to adhere to ethical rules and regulations of partners outside it, and the funding agency in case of collaborative and/or third-party funded projects, even if they go beyond or not mentioned in these instructions. They need to report such rules and regulations (if any) to the board. These instructions also apply to such external ethical standards.
Article (11)	The Board shall decide on cases where there is no provision in these instructions.
Article (12)	The President, the Dean and the Board are responsible for implementing the provisions of these Instructions.

Employees and Academic Health Insurance

Health Insurance Regulation for Employees at the German Jordanian University Regulation No. (55) Of 2008

Article (1)	This regulation is called “the Health Insurance Regulation for employees at the German Jordanian University” and it shall come into force from the date of its publication in the Official Gazette.
Article (2)	Unless the context requires otherwise, the following words and phrases wherever mentioned in this Regulation shall have the designated meanings below: University : the German Jordanian University President: the President of the German Jordanian University Committee: committee of health insurance at the University Member: the faculty member, the part-time lecturer, the employee at the University who is subscribing in the health insurance. Beneficiary: he/she who is entitled to benefit from the health insurance according to the regulation provisions and the instructions issued by it. Treatment: the medical service that is provided to the beneficiary and the member, which includes: clinical radiological, and laboratory examination, physical and specialist treatment, surgical procedures, birth and staying in the hospital. Medical Committee: the approved medical committee of the University.
Article (3)	The health insurance aims to contribute in providing treatment to the members and the beneficiaries. According to the provisions of this regulation and the instructions issued by it.
Article (4)	A. Membership of the health insurance is optional for all employers at the University.

	B. The member may include the following beneficiaries in the Health insurance: 1. Spouse and parents 2. Children under the age of 18 3. Children enrolled in educational institutions, until the end of their study or until they reach the age of 25, whichever comes first. 4. Single females and unemployed divorced females.
Article (5)	A. According to the provisions of this regulation ,the treatment does not include the following: 1. Dental treatment, except dental extraction, mouth and gum diseases, any case that results from accidents. 2. Plastic surgeries or prosthesis unless it is a necessity and is caused by an accident. 3. Treatment of infertility or contraceptives. 4. Any form of cosmetics, serum or vaccination. B. Despite what is mentioned in paragraph (A) of this Article, the treatment may include any of these exceptions if the health insurance contract allowed it with the insurance provider.
Article (6)	A. A committee with the title of “ health insurance committee” is to be formed at the University, headed by the President or anyone assigned by the President and it includes the following members : 1. Two of the academic staff. 2. Head of the financial department at the University. 3. Head of the human resources department at the University. 4. Approved doctor. B. The President appoints one of the Committee members as vice chair of the committee.
Article (7)	The committee has the following tasks and authorities: A. Implementation of the provisions of the regulation and the instructions issued by it to assure achieving the goals of the health insurance.

	B. Establishing agreements with hospitals, health centers and health insurance companies in the kingdom. C. Decide the administrative actions to become a member in the health insurance or to withdraw from it. D. Auditing the financial requests regarding treatments as required by the President. E. Study any other matter related to the health insurance.
Article (8)	The committee shall meet at least once every month upon a call by the chair or the vice chair. The meeting shall be considered legal with the attendance of the majority of its members including the chair or the vice chair. Any recommendations or decisions are decided by the majority of the attendees.
Article (9)	A. Any of the following is permitted to continue his/her membership in the health insurance: 1. A member who resigned from the University due to health problems along with his/her spouse and children so long as the duration of the membership was no less than 10 continuous years as set by the provisions of the regulation. 2. A retired member due to reaching the legal age to which he/she is permitted to work as set by the provisions and the instructions of the University along with his/her spouse and children so long the duration of the membership was no less than 10 continuous years. 3. A member whose service at the University has come to an end, unless it was for disciplinary reasons or was fired so long the duration of the membership was no less than 10 continuous years. B. Unpaid vacations, sabbatical leaves, secondment and mandates for the employees are calculated as part of the service mentioned in Clause (3) paragraph (A) so long as the employees are committed to their membership in the health insurance and its payments throughout the whole duration. C. The membership duration for each member at any other public University is calculated as part of the 10 continuous years

	D. The following may continue to benefit from the health insurance of the deceased member: 1. Spouse of the deceased member if he/she did not remarry. 2. Children of the deceased member until completing the age of 18 or completing their study at any educational institution or completing the age of 25, whichever comes first.
Article (10)	Considering the legislations of the University, the University has to allocate part of its budget for contributing in covering the health insurance expenses as set by the provisions of this regulation and the instructions issued by it.
Article (11)	The University council issues the required instructions as recommended by the President to execute the provisions of this regulation including the following: A. Decide the grades of the membership, the member and the beneficiary contribution percentage, and also the maximum amount that the university contributes. B. Decide the basics and the terms of membership in the health insurance and benefitting from it with regards to the provisions of the regulation.
Article (12)	The implementation of the health insurance regulation applied in the University shall be suspended provided that the instructions, basis and the decisions issued pursuant thereto remain active and in effect until replaced or canceled.

**Health Insurance Instructions
for Employees at the German Jordanian University
Issued by the University Council according to Article (11) of the Health
Insurance Instructions for Employees at the German Jordanian University
No. (55) Of 2008**

Article (1)	These instructions are called "The Executive Instructions for the Health Insurance Regulation for Employees at the German Jordanian University and shall come into force from the date of approval.
Article (2)	Unless the context requires otherwise, the following words and phrases mentioned in these Instructions shall have the designated meanings below: University : the German Jordanian University Council: University Council President: the President of the German Jordanian university Regulation: Health Insurance Regulation for employees at the German Jordanian University. Committee: the committee of health insurance established according to the Regulation. Member: employees of the University who are members in the health insurance according to the Regulation and instructions. Beneficiary :he/she who is entitled to benefit from the health insurance according to the regulation provisions and the instructions issued by it Treatment: the approved medical treatments by the provisions of this regulation. Treatment Expenses: expenses of medical treatments mentioned in the treatments definition above. Injury: Emergency physical (urgent)-non-judicial injury that the member or any of the beneficiaries suffers from. Providing that it shall be resulting from direct external emergency causes.

	Hospital services: any medical services provided by an accredited hospital included in the insurance. Bill (invoice): doctors payments in one of the accredited clinics by the university as long as it does not exceed the minimum limit of the (accredited or Jordan) Medical Association tariffs. Out-patient: treatments in the hospital external clinics (outpatient clinics) or other accredited private clinics that Include: doctors bill, medicine costs, lab costs and X-Rays-for the same illness (Medical case). The company: the health insurance company that is undertaken by the University.
Article (3)	The department of human resources is in charge of receiving the financial claims regarding the treatment expenses and sends it to the approved company to be spent as duly required.
Article (4)	Membership of the health insurance is annual A. Health insurance is optional whether it was regarding membership or the level of insurance. The member is committed to provide the beneficiaries with the same insurance level as his/hers. In the event that the children are insured, it is not permissible to exclude any of them, subject to Article (4) of the system. B. The level of insurance for members and beneficiaries is as follows (private grade, first grade, second grade and third grade) C. For the purpose of executing Article (9) of the regulation, the following are allowed to continue their membership in the University health insurance: 1. Member of the Academic Staff along with the beneficiaries (in the kingdom) when he/she is on a sabbatical leave inside or outside the kingdom based on the percentage that the member covers from the health insurance costs just like any of the employees. 2. Any member who is on unpaid vacation or on secondment in Jordan along with the beneficiaries if the member is working in an

	institution that does not provide health insurance. The member may still benefit from the health insurance as long as the member continues to pay the same amount as regular employees for the health insurance, provided he pays the whole amount and the university does not contribute in the expenses. If the member is on unpaid vacation or on secondment outside of Jordan ,then, only the beneficiaries who are in Jordan may benefit from the health insurance and are treated based on the amount that the member covers of the health insurance costs just like regular employees. 3. With consideration to Article (9) of the regulation, the member is to serve at the University no less than six years in order to calculate the 10 continuous years.
Article (5)	A. The member starts to receive the benefits of the grade of his choice from the date of membership. The membership is automatically renewed under the same terms unless the member informs the department of human resources in the University to do otherwise not after one month before the contract ends. B. Any time during the year, the following may be included in the health plan: 1. Newly hired. 2. Marriage, based on the date of the contract. 3. New born. 4. Return of the member to work at the University after sabbatical leave, secondment or unpaid vacation, if he is no longer a member in the health insurance; or as the case may be, if the member is switched from a monthly reward to a contract. 5. With showing of evidence, if the beneficiaries of the health insurance no longer benefit from any other health insurance. C. Applications for the membership in the health insurance in the cases mentioned in paragraph (B) shall be handed in to the human resources before one month of the accruing of any of these situations. Here, the member should pay subscription fees from the date of the membership.

Article (6)	A-The subscriber pays his contribution allowance and the benefit allowance of each of his beneficiaries with a specific percentage of the health insurance contribution according to the decision of the University Council, upon the recommendation of the Health Insurance Committee. B. The contribution allowance due from the subscriber and his beneficiaries shall be deducted on the basis of monthly installments from the subscriber's salary. C. The contribution fee is paid in full at the beginning of his participation in the health insurance or in three installments in the event that the subscriber requests this in writing to the subscriber and the beneficiaries with him from the categories referred to in Article (9) of the system at the beginning of his participation in the health insurance as required by the case except for a licensed faculty member My knowledge is discharged, and in the event that he is late for the payment date by more than a month, he loses his right to continue.
Article (7)	A. The University offers a tender to one insurance Company according to the tender regulations applicable at the University to close a deal with it for one year renewable based on a decision issued by the Central Tenders Committee pursuant to the recommendation of the Health Insurance Committee. B. Three months before the end of the health insurance contract, the Human Resources Department shall submit a request to the Department of supplies and tenders to offer a new insurance tender for the University employees, stating its conditions. The University shall pay for all the treatment expenses for an employer who has had an accident while on duty or as result of said duty, unless another party is to pay the expenses.
Article (8)	The health insurance is to be cancelled in any of the following circumstances: A. End of service, then the member has no right to remain insured according to the regulations.

	B. Death of the member, while the beneficiaries still have the right to remain insured according to the provisions of article 9/d of the regulations. C. Death of the beneficiary D. If there is a proof of misuse of the insurance card by the member or the beneficiaries, or presenting wrong information. In these cases, all installments are to be collected and the member shall be liable for all legal and administrative responsibilities, as well as the treatment expenses according to the committee's recommendation. E. The demise of any condition of those mentioned in the definition Article, in this case, the member or the beneficiary are responsible to report the demise of these conditions. Subject to legal and financial liability, if the member or beneficiary fails to report this, he shall be liable for all of the treatment expenses doubled, notwithstanding its cause. C. In the event the member has been granted a sabbatical, unpaid leave or he is on secondment or mandate, he is required to file a written request stating his wish to remain insured. In the event he fails to do so within two weeks of starting his sabbatical, leave, secondment, or mandate, he shall pay full annual premium for himself and all of the beneficiaries of his insurance.
Article (9)	Unless covered in the health insurance contract, the University shall not handle the costs for treatment or service in the following cases: 1. Suicide, suicidal attempts, voluntary self-injury on purpose or attempt of it regardless of the mental health of the member. 2. Injuries caused by the participation in a declared or undeclared war or any civil disturbance or riots, civil war ,revolutions, or anything that is semi-war. 3. All cases related to hazardous activities such as: motor racing, .etc. 4. Atomic radiation, radioactive contamination or chemical contamination. Members who work in departments or centers related to radioactive or chemical work are excluded from this point and the health insurance is to cover for those members.

	5. All cases resulting from addiction to Drugs or alcohol. 6. Plastic surgeries, unless caused by an accident that the insurance covers and occurred while the insurance is still active. 7. Recovery, spa treatments, mineral springs or any relaxation spots. 8. Artificial limbs. 9. Auxiliary external medical and artificial devices unless it was approved by the president upon the recommendation of the committee which covers part of the costs as agreed. 10. Dental treatment except extraction, oral and gum diseases, tooth fillings and cases that require treatment and was caused during working hours. 11. Vitamins and mineral salts except in case of pregnancy and osteoporosis. 12. All kinds of Sexual stimulators. 13. All kinds of infertility. 14. Food outside of the hospital 15. All cosmetics, serums, and vaccinations, soap and shampoo, tooth paste, sun-block and acne treatments with the exception of vaccinations for employees in the University. 16. Home visits for patients (including medical examination bill). 17. Medical procedure which is not scientifically identified as a treatment. 18. Psychiatric sessions. 19. All contraceptive and sexual hormones (medicine and examinations). 20. Circumcision for males and earrings. 21. Non-medical requirements (In-patient) F. Any other exceptions in the contract.
Article (10)	22. The president shall decide on any other problems that result from the implication of these Instructions based on the recommendations of the committee.
Article (11)	The Council shall decide on any matter that is not mentioned in these Instructions as recommended by the president.

Financial and Administrative Affairs and Supplies

The German Jordanian University Investment Fund Regulation
We, Faisal bin Al Hussein, Deputy to His Majesty the King, in accordance with Article (31) of the Constitution and based on what was decided by the Cabinet on 18.09.2022,
we order the establishment of the following system:
Regulation No. (60) of 2022 of the German Jordanian University Investment Fund
issued in accordance with Article (32) of the Jordanian Universities Law No. (18) of 2018

Article (1)	This system shall be called (The German Jordanian University Investment Fund System for 2022) and shall come into force from the date of its publication in the Official Gazette.
Article (2)	The following words wherever mentioned in this system shall have the meanings assigned to them below unless the context indicates otherwise: The University: The German Jordanian University. The Board: The Board of Trustees of the university. The President: The President of the University. The fund: The established university investment fund in accordance with the provisions of this system. The committee: The formed fund management committee under the provisions of this system.
Article (3)	A. A fund called (The German Jordanian University Investment Fund) shall be established at the university, which enjoys a legal personality with financial and administrative independence and is represented by the attorney general for the management of state cases or any other lawyer who is appointed for this purpose. B. The president represents the fund at third parties.
Article (4)	The fund shall invest its money and allocates the resulting revenues to support the various aspects of the activities of the university and to finance its development projects. This support shall not include covering the current expenses of the university.
Article (5)	The financial resources of the fund shall consist of the following: A. The annual contribution that the university allocates to the fund. B. Endowments, donations, aids and any other resources the council approves to receive, provided that the approval of the cabinet shall be taken if they are from a non-Jordanian source. C. Investment returns from the Fund resources. D. Loans.

Article (6)	Determining the authorities of the board and the committee to approve loans and financing agreements for the fund shall be in accordance with instructions issued by the board for this purpose.
Article (7)	The Fund shall have an independent budget, and its financial year begins on the first day of January of each year and ends with the end of the thirty-first of December of the same year, provided that the first year for the Fund begins as of the date of the Fund commencement of work after the enforcement of the provisions of this system and ends with the end of the thirty-first of December of that year.
Article (8)	A. The Fund shall be managed by a committee formed by the board as follows: 1- Two members of the council, one of whom shall be the chairman. 2- Two experts from the employees at the university. 3- Three investment experts who are not working at the university. B. The council shall nominate a chairperson for the committee from among its members and a deputy. C- The term of membership in the committee shall be two years, subject to renewal, and the board may terminate the membership of any member of the committee before the expiry of that period by a decision it issues to terminate the membership without stating the reasons.
Article (9)	A. The committee shall meet at the invitation of its chairman or the deputy in the absence of the president at least once a month or whenever the need arises, and its meeting is legal by the presence of the majority of its members, provided that the chairman or the deputy shall be among them, and its decisions are taken by the votes of the majority members. B. The decisions of the committee shall be recorded in a special folder in sequence, signed by the members who participated in the meeting in which they were taken and kept with the clerk.
Article (10)	The council shall have the following duties and authorities: A. Drawing the general policy for investing the funds of the Fund and laying the necessary foundations for it. B. Approving the annual budget of the Fund. C. Accepting endowments, donations and aids that are presented to the Fund. D. Allocating the necessary financial reserves for the Fund. E. Appointing an external auditor to audit the accounts of the fund and determine his/her payment, provided that the appointment shall be for one renewable year. F. Endorsing the annual report and the final financial statements of the Fund. G. Any other tasks or powers entrusted to the council in accordance with the provisions of this system.

Article (11)	The council shall decide, by not later than the end of November of each year, the amount of the annual contribution of the university to the Fund, and it shall be allocated in its budget for the following financial year.
Article (12)	The committee shall have the following duties and authorities: A. Executing the general policy of the Fund. B. Supervising the administrative and financial affairs of the Fund. C. Investing the resources of the Fund in accordance with the policy set by the board, including determining the types of investments and its shares, including the purchase and sale of immovable funds and securities. D. Appointing agents, representatives and brokers for the Fund inside and outside the Kingdom. E. Recommending to the board the financial reserves that must be allocated to face any emergency that the Fund may be exposed to. F. Preparing the draft budget of the Fund and submitting it to the board for approval. G. Preparing the annual financial and administrative report about the work, activities and the final financial statements of the Fund and presenting them to the board for endorsement.
Article (13)	For the Fund to carry out its work, the committee may seek the assistance of any expert or consultant and determine the payment and remuneration, provided that the approval of the board shall be taken to appoint any expert or consultant in the Fund on a permanent basis.
Article (14)	A. The committee appoints the director of the Fund. B. The president determines the necessary staff to manage the fund, including a clerk and administrative or financial staff, or users in it, provided that the provisions of the regulations, instructions and foundations in force at the university shall be applied to them. C. Any university employee may be assigned or delegated to work in the Fund in accordance with the legislation in force at the university, and for this purpose, the director exercises the powers of the director of the department stipulated in the employee regulations in force at the university and any instructions issued thereunder. D. The salaries, wages, raises and remuneration of the employees in the Fund shall be paid from the accounts of the Fund for the period of their work in it, whether their work in it is through direct appointment, transfer, delegation or assignment. As for the compensation, it shall be paid from the Fund if the reasons for its entitlement occurred during the work of the employee or user in the fund.
Article (15)	The expenses and other financial obligations of the Fund shall be disbursed by decisions issued by the committee, and the special transfers for payment shall be signed by the director of the Fund jointly with the committee chairman or the deputy.

Article (16)	A. The net income achieved by the Fund from investments in any year or any part of it shall be allocated to support the various aspects of the activities of the university and to finance its development projects by a decision of the council based on the recommendation of the committee. B. The Council may, in emergency and necessary cases, allocate what it deems appropriate from the net income of the fund investments to cover the emergency expenses of the university if the council finds that its financial situation requires that.
Article (17)	The Fund shall organize its accounts and records and prepares its financial reports in accordance with the international financial reporting standards approved in the Kingdom and subject to the audit of the external auditor appointed by the board, provided that the committee submits the annual report and the final accounts of the Fund to the board within (90) days at most from the end of the financial year.
Article (18)	Upon termination of the fund for any reason, its resources, assets and rights shall be transferred to the university by a decision of the council, and the university bears the obligations arising from it.
Article (19)	The Council, upon the recommendation of the committee, issues the necessary instructions to implement the provisions of this system.

The German Jordanian University Investment Fund Instructions
Issued by the Board of Trustees of the University in accordance with Articles (6) and
(19) of the German Jordanian University Investment Fund Regulations No. (60) for
2022

Article (1):	These instructions shall be called “ The German Jordanian University Investment Fund Instructions ” and shall come into force as of the date of their issuance, according to the decision of the Board of Trustees of the German Jordanian University No. (35/2022/2023) Date (21/6/2023).
Article (2):	The following words and expressions, wherever mentioned in these instructions, shall have the meanings assigned to them below, unless the context indicates otherwise: The University: The German Jordanian University. The Board: the Board of Trustees of the University. The President: The President of the University. The Fund: The German Jordanian University Investment Fund. The Committee: The Fund Management Committee. The Director: The Fund Director.
Article (3):	The Board shall issue the general policy and bylaws for the investments of the Fund, which include the following: (Article 10/A) A. The policy of buying and selling immovable property, investing, and exploiting it for the benefit of the Fund. B. The policy of purchasing securities issued by the government, governmental funds or investment portfolios, or guaranteed by them, or issued by joint stock companies, or by buying and selling stocks and shares in companies or in governmental and/or private investment funds, whether inside and/or outside the Kingdom. C. The policy of holding term deposits in banks operating in Jordan. D. Ethical investment policy and avoidance of investment in alcohol, tobacco, pornography or weapons, gambling and human trafficking. E. Investment policy in the sectors of education, transport, insurance, financial intermediation, medical sector, information technology sector in all forms, digital technology and artificial intelligence, and in general it can investment in all national priorities and in a manner that does not violate the relevant laws in the Kingdom. F. Any project or investment opportunity recommended by the Committee to the Board and constitutes a feasible investment for the University and within the general investment policy of the Fund, including the implementation of any of the projects of the University directly or indirectly, whether by implementing buildings and construction projects, purchasing machinery, devices and equipment that it needs, or implementing development projects under feasibility studies and agreements for each project with the University under which the rights and obligations of both parties are determined.

	G. Investment policy in companies in general and Jordanian startups, whether registered in the Kingdom and/or companies registered outside the Kingdom and owned by Jordanians and/or established with the aim of supporting Jordanian entities, projects, and startups; by purchasing shares directly in those companies and/or through debt securities convertible into shares. H. The policy of establishing and/or participating in business incubators and accelerators in the Kingdom and/or outside the Kingdom in order to support and develop Jordanian entrepreneurial projects, enhance the Jordanian investment environment, attract investors and companies to work in the Kingdom and create job opportunities. I. Investment policy in companies and investment funds through loan bonds convertible to stocks and shares in the above-mentioned companies. J. The policy of managing immovable funds and investment projects for a fixed percentage and/or amount, including the management of business incubators and business accelerators referred to above. K. The policy of providing financing services at an interest rate and / or a simple Murabaha and / or for part of the profits and / or in exchange for converting the loan to shares only for university students and / or university graduates of professions and projects based on the evaluation of the committee and with the help of experts in this field. L. The policy of appointing agents, representatives, and intermediaries for the Fund inside and outside the Kingdom. M. Reporting policy and access and disclosure authorities to determine the types and percentages of the Fund's assets. N. The policy of approving investment, development and partnership agreements in all their forms. O. The policy of reviewing the general investment policy of the Fund and submitting proposals for its development to the Board. P. Approving the job description and investment experience which shall be available in the director of the fund. Q. The expertise to be provided by the members of the committee from the university employees or non-employees at the university. R. Investment risk management policy, integrity, transparency and non-conflict of interest. S. Accountancy and Accountability Policy.
Article (4):	The Board has the authority to approve debt and financing agreements based on a recommendation from the committee, supported by a feasibility study and an analysis of the financial position.
	Article (4) from these instructions has been approved by the BOT decision no. (29/2023/2024) dated 3/1/2024
Article (5):	The Board shall have the authority to appoint an external auditor, provided that the period of appointment of the same auditor shall not exceed one renewable year.
Article (6):	The Committee shall assume the following duties and authorities: A. Appointing the director of the fund in accordance with the job description and investment experience that shall be available in the fund director and approved by the Board. B. Implementing the general policy of the Fund to invest in the money of the fund in accordance with the policy and bylaws set by the Board, including determining the types

	and proportions of these investments, including the purchase and sale of movable and immovable property and securities. C. Preparing the annual draft budget of the Fund, final accounts and annual financial reports on its work and submitting them to the Board for approval. D. Supervising the administrative and financial affairs of the Fund. E. Recommending to the Board the financial reserves to be allocated to meet any emergency to which the Fund may be exposed. F. Recommending to the Board the approval of the organizational structure of the Fund and the proposed amendments thereto.
Article (7):	A. The President shall represent the Fund to third parties and shall have the authority to sign on behalf of the Fund in all matters and agreements, contracts and memoranda of understanding in accordance with the provisions of the regulation. B. The President shall determine the cadre necessary to manage the fund, a secretary, administrative and financial staff or users based on the legislation in force at the university. C. When delegating, transferring and assigning any of the university employees, it shall take into account that they receive all compensation for their service at the university to ensure that the Fund does not charge the compensation due to them. D. It is not permissible to combine the remuneration and compensation of employees of the university and the fund.
Article (8):	A. The Director shall undertake the tasks specified in the job description approved by the Board in accordance with the provisions of these Instructions. B. Any other tasks assigned to him/her by the Committee shall not conflict with the provisions of the regulation.
Article (9):	The expenses of the Fund and its financial obligations shall be disbursed by decisions issued by the Committee and the financial transfers shall be signed by the Fund Director together with the Chairman of the Committee or his/her deputy.
Article (10):	The Committee, in order to carry out its work, shall seek the assistance of any expert or consultant and determine his/her wages and remuneration in accordance with the policy and bylaws approved by the Board, provided that the Board approves the appointment of any expert or consultant in the Fund on a permanent basis.
Article (11):	The Board shall take the appropriate decision in any matter not stipulated in these instructions or in the regulation issued pursuant thereto upon a recommendation from the Committee.
Article (12):	The Board, the Committee and the Director are responsible for implementing the provisions of these Instructions.

**The Investment Policy / The Investment Fund at the German Jordanian
University**
According to Article (5) of the Executive Instructions of the Investment Fund

Issued based on the BOT decision no. (35/2022/2023) dated 21/6/2023

Article (1):	The investment fund aims to support the various aspects of activity and finance the development projects of the university.
Article (2):	Diversifying the investment Fund areas in different sectors of economic activities to achieve the highest levels of return on invested funds at the lowest costs and risks that benefit the Fund.
Article (3):	Considering the social and moral commitment when choosing any project to be invested in in a manner that serves the local community.
Article (4):	Ensuring the necessary liquidity in the Fund to meet any financial obligations that may arise.
Article (5):	Considering the diversification of investments between long-term and short-term to mitigate the risk to the Fund's money.
Article (6):	The focus shall be on areas of investment that are characterized by the lowest degree of risk, such as the use of university facilities for the purposes of investment, bank deposits and cooperation with telecommunications companies and others to sponsor the activities and events of the university.
Article (7):	Planning for investment in long-term service and production projects.

The bylaws of the Investment based on the Investment Policy
Issued based on the BOT decision no. (35/2022/2023) dated 21/6/2023

1.	A separate bank account shall be opened for the Fund and the authority to disburse from it shall be granted to the Fund Director jointly with the Chairman of the Investment Committee and his Deputy Chairman and in accordance with the authorities specified in Article (6) of the Executive Instructions of the Investment Fund.
2.	The Committee decides the minimum to be kept in the account of the Fund as a reserve to avoid falling into the risk of default.
3.	The focus shall be on investments that are characterized by the lowest degree of risk and respect social and ethical commitment, for example the following investment areas: A. Using the facilities of the university for investment purposes such as renting parking lots, halls, amphitheaters, sports hall, and playgrounds for scientific, cultural, artistic or sports purposes and other activities that do not conflict with the philosophy and objectives of the university. B. Investing in deposits and getting the highest bank interest rate. C. Investing in university cafeterias, whether at the university campus in Al-Mashqar or at the campus in Jabal Amman and cooperating with well-known brands within the Kingdom. D. Installing vehicle charging stations inside the university. E. Agreement with telecommunications companies such as (Zain, Orange and Umniah) in addition to any other companies to sponsor the activities and events of the university in exchange for a cash return. F. Any other investments approved by the Committee.

**Instructions for the investment decision-making mechanism in the
German Jordanian University Investment Fund**
Issued by the provisions of Article (19) of the German Jordanian University Investment
(2022) Fund Regulations No. (60) of

Article 1	These instructions are called ‘ Instructions for the Investment Decision-Making Mechanism in the German Jordanian University Investment Fund ’ and shall come into force from the date of their approval by the Board of Trustees in its decision no. (39/2023/2024) dated 25/2/2024.
Article 2	The definitions in the German Jordanian University Investment Fund Regulations No. (1) of 2014 shall be adopted wherever they are stated in these regulations unless the context indicates otherwise.
Article 3	A. Based on the provisions of Clause (1) of Paragraph (A) of Article (3) of the Government Procurement Regulation, the investment decision-making mechanism in the German Jordanian University Investment Fund is excluded from applying the provisions of the Government Procurement Regulation. B. The Fund makes investment decisions by the German Jordanian University Investment Fund Regulation, the instructions and bylaws issued thereunder, and by professional practices and methods aimed at achieving a feasible return on various investments within acceptable risk levels to preserve and maximize the true value of assets. The investment opportunities available in various projects and investment tools are studied, as well as the periodic evaluation of existing investments according to their economic feasibility, the level of risks associated with them, and the future expectations of these opportunities and investments, in a manner consistent with the strategic objectives and investment policy of the Fund. Accordingly, the decision is made to enter into the investment, maintain the investment, expand it, or exit it.

Article 4	Taking into account the provisions of Article (4) of the regulation and the investment policy approved by the Council, the Fund takes into account the following elements: A. Achieving meaningful returns within acceptable risk levels. B. Consolidating the image of the investment fund as a long-term national investor. C. Commitment to standards of oversight, good governance, and transparency of disclosure. D. Providing a stimulating and supportive work environment for the Fund's tasks. B. Following the best international standards and practices.
Article 5	A. To regulate the investment decision-making authorities and to ensure the soundness and prudence of the decision, the investment decision-making process in the Fund shall be governed by institutional tools, and by the investment decision-making mechanism specified in these instructions, which determines the body with the authority to make the decision and the scope of its authorities, as follows: 1. The Council decides on investment decisions in which the volume of direct investment provided by the Fund exceeds (500) JOD, in cash or assets, based on the recommendation of the Investment Fund Management Committee. 2. The Investment Fund Management Committee decides on investment decisions in which the volume of direct investment provided by the Fund does not exceed (500) JOD in cash or assets. B. The committee considers all investment opportunities proposed by the university president, any of the committee members, or the fund director, or investment offers submitted by any party that the committee agrees to consider. C. The committee may decide to begin studying the proposed investments and investment opportunities, postpone consideration of them, or withdraw them. D. If the committee decides to begin studying any of the proposed investment opportunities, it will ensure that these opportunities are compatible with the objectives and investment policy of the fund based on the results of financial, technical, and legal studies, and the investment decision will be made by what is specified in Article (4) of these instructions and by the authorities referred to in paragraph (A) of this article.
Article 6	The Council and the Committee should abide by the Fund's investment policy, investment objectives, and any investment standards,

	mechanisms, or investment determinants approved by the Council, including the following: A. Maximizing the market value of assets. B. Commitment to the target ratios when developing investment portfolios and the target range of investments approved by the Council based on the committee's recommendation. C. Adherence to the evaluation model approved by the Council for evaluating investment projects. D. In the case of investing in debt instruments, then the maturity dates of the debt instruments should align with the obligations and cash liquidity needs of the fund. E. Risk management and its examples by distributing the fund's investments among different investment tools.
Article 7	A. The Fund carries out its investment activity in accordance with the authorities and caps specified for the Council and the Committee in these instructions, as follows: B. Buying and selling stocks and shares in companies, whether they are listed or not listed on the stock exchange. C. Subscription, purchase, and sale of bonds, notes, Islamic sukuk, and other securities. D. Deposit cash with Jordanian banks and banks with appropriate returns. E. Contribution to mutual funds. F. Contributing to providing long-term loans to finance economically viable national projects. G. Purchasing, renting, leasing, and leasing lands, buildings, and real estate, and selling and developing them for the purposes of ownership, participation, or investment. H. Establishing companies and projects or participating in them in cooperation with others from the public sector or the private sector, local or foreign, and contributing to existing companies and projects, patents, and entrepreneurial ideas that are economically feasible, especially those affiliated with the Deanship of Innovation, Entrepreneurship, and Technology Transfer in the University. I. The committee follows up on the registration of companies and the performance of companies and partnerships that the Fund owns or to which the Fund contributes, names the Fund's representatives, dismisses or replaces them, determines their powers, monitors their performance in managing these companies, and submits quarterly reports to the Council. J. The Committee may conduct economic feasibility studies for the projects in which it intends to invest, and the Council and the Committee may seek the assistance of experts and specialists in any field related to any of the aspects and elements of the targeted investment.

	K. The committee manages the file of sponsoring companies and leasing any of the university's facilities, laboratories, and services according to the university's policy and these instructions. L. The Committee may carry out any other investment activities approved by the Council. M. The Council may, based on the recommendation of the Committee, approve investment outside the Kingdom, provided that the Council of Ministers approves this. N. Administrative and executive decisions and the management of the daily work necessary to implement the investment decisions duly issued by the Council and the Committee shall be under the authority of the Chairman of the Committee and the Fund Manager.
Article 8	Investment portfolios are investment tools that include investments in capital markets or real estate investments, which are managed by the Fund professionally by international best practices, and in accordance with approved investment policies, to maximize their value and returns within acceptable risk rates, as follows: Financial Market Instruments Portfolio: It is a portfolio investing in various money market instruments whose maturity does not exceed one year upon ownership, such as deposits, treasury bills... etc. Bond portfolio: It is a portfolio investing in debt securities whose maturity date, starting from the date of their issuance or purchase date, exceeds one year. Loan portfolio: It is the portfolio investing in medium and long-term loans, as follows: A. Direct loan to companies wholly owned by the Fund. B. Direct loan to the Jordanian government and its institutions. C. Participation in banking groups for loans granted to companies. D. A financing cap for financing advances to develop entrepreneurial and innovative projects affiliated with business incubators in the Deanship of Innovation, Entrepreneurship, and Technology Transfer. Stock portfolio:

	It is the portfolio investing in company stocks, as follows: - Shares of public companies listed in financial markets. - Shares of strategic private joint stock companies as permitted by the fund's policy. Real estate portfolio: It is a portfolio investing in real estate in all its forms, including lands, real estate projects (residences, commercial complexes,.....), or real estate development.
Article 9	A. The member of the Council or the Committee is obligated to step down and not participate in decision-making in any of the cases presented to him in which he has a direct or indirect personal benefit. B. Committee members are subjected to the provisions of the Code of Conduct and Public Service Ethics.
Article 10	A. The Council shall form from among its members a committee called (the Audit Committee) consisting of three members, provided that the Chairman of the Council or the Chairman or member of the Committee is not a member of this committee. The Council appoints a chairman for this committee from among its members, and it meets at the invitation of its chairman at least twice a year or whenever necessary. B. The Audit Committee assumes the following tasks and authorities: 1. Monitoring the Investment Fund's work related to financial and investment affairs and reviewing the financial reports before presenting them to the Council. 2. Recommending the appointment of the external auditor, reviewing his/her reports, following up on the actions taken in this regard, and submitting his/her recommendations to the Council. 3. Ensuring the accuracy and soundness of accounting and control procedures and the extent of adherence to them. 4. Ensure that the Fund adheres to the laws, regulations, and instructions that govern its work. 5. Any other tasks assigned by the Council. 6. 6) The Audit Committee submits the minutes of its meetings and its recommendations to the Council.
Article 11	The Council may decide on cases not defined in these instructions.
Article 12	The Council, the Committee, and the Fund Manager are responsible for implementing these instructions.

Financial Regulation of the German Jordanian University
Regulation No. (97) of 2009

Article (1)	This structure is called “the Financial Regulation Of the German Jordanian University of 2009” and it shall come into force from the date of its publication in the Official Gazette.
Article (2)	Unless the context requires otherwise, The following words and phrases shall have the designated meanings in this form : University : The German Jordanian University Board: Board of Trustees President: The president of the German Jordanian university Dean: Any Dean at the University Manager: Manager of any department, unit or center in the University Financial employee: Any accountant, cashier, auditor or bookkeeper in the University or any employee of the university that is responsible of receiving, saving, payments and monitoring funds in the University.
Article (3)	The provisions of this Regulation shall apply on all of the University’s financial affairs.
Duties and Responsibilities	
Article (4)	The president shall be responsible for all the University’s money and how it expends based on its budget and the decisions of the competent boards in it, the president may authorize any of his powers stipulated in this Regulation to any of the employees at the University, providing that the worker’s job is in consistency with such powers. The authorization needs to be written, specified and temporary
Article (5)	The Department of Financial Affairs at the University shall be responsible of all the financial operations including: receiving and collecting money, in addition to payments of the University’s financial commitments according to the University’s law, its regulations, instructions and the decisions issued by it.
Article (6)	A. The Head of the Financial Department in the University shall be held responsible by the president for the University’s financial accounts, transactions and records. In addition to preserving its money and making sure all the provisions of this Regulation. are being implemented.

	B. The financial employee is responsible of all the financial acts that are entrusted in him while organizing entries, records and accounts according to the applied regulations and instructions. C. Each financial employee in the University is personally responsible for any financial loss the University is to suffer from, due to any mistakes or inadequacy or negligence. The University shall collect whatever loss from the financial employee in any way that is deemed appropriate according to the applicable legislations.
Budget	
Article (7)	A. The University's annual budget consists of the estimated revenues and expenditures in one financial year which is to be organized in parts, chapters and articles B. The financial year begins on January 1st and ends on December 31st of the same year
Article (8)	A. As placed by the Head of the Financial Department, the president sets the needed instructions to determine the procedure for the annual budget preparation, its annexes, the date of issue and the data to be included. B. After the draft budget project is assisted by the competent authorities in the University, the president shall submit it to the Board to be adopted after being approved by the University's Board C. If the University's budget was not approved before the beginning of the financial year of the budget, expenses shall continue on the basis of monthly credits to which the president issues exchange orders rated (12:1) of last year's annual financial budget in order to cover the consistent expenses and the retained financial commitments as long as these payments are settled from the new budget after approval
Article (9)	A. No allocations or extensions of the budget are to be used in any other way than what they were set for in the budget or any of its annexes B. No expenses are to be cashed if no allowances in the budget were decided for it
Article (10)	Extra allowance may be balanced in The annual budget annexes during the financial year in cases the Board see necessary giving that they follow the same procedures and stages that take place in preparing the annual budget for the University including its organization and authentication except the provisions regarding the date of its submission

Article (11)	Allowances may be transferred in the Budget based on the following powers: A. From one part to another based on the Board’s decision with the recommendation of the University’s Board B. From one chapter to another in the same part based on the University’s Board’s Decision with the recommendation of the president C. From one article to another in the same chapter based on the president’s decision with the recommendation of the dean or the competent manager D. In all the stipulated cases for transferring allowances in this Article the Head of the Financial Department’s opinion is to be taken in consideration in order to make sure that the transfer does not conflict with any financial obligations in the budget and that there is enough savings for the transfer.
Article (12)	Any savings that results from any annual budget is considered a revenue for the following year under the title “previous savings” in its budget
Article (13)	Any revenue of any of the previous financial years is balanced in the current financial year. Any bounding expenses of any of the previous financial years that were not yet paid is balanced as allowance in the current annual budget and to be titled “ previous commitments”
Article (14)	Based on the President’s order for a financial payment, the allowances that are balanced in the budget may be spent
Article (15)	A. Upon the recommendation of the Head of the Financial Department the president shall decide on the required instructions for the cashing procedure, monitoring transactions ,dividing the expenses and determining its nature while providing the confirming documents for the cashing in addition to how to organize and prepare the cashing bonds and its entries. B. Cashing is done based on the financial documents after its monitoring and approval with the signature of the Head of the Financial Department

Article (16)	No commitment may be present for any continuous expenses nor may it be cashed in any way different from how it was balanced in the allowances in the budget. Expenses for development projects are cashed and committed to on its account within its balance in the allowances fully or partially in the budget as long as any increase in the estimated or required expenses of any project that was contracted in the following financial budget is to be insured if the Board's approval was granted regarding the commitment to balance any allowance in these years' budgets before any agreements are made
Article (17)	A. Salaries, allowances and wages are to be cashed three days before the end of each month. The president may order to cash them earlier as he sees appropriate. B. Salaries and allowances for scholarship holders for scientific scholarship or training courses outside of Jordan according to the instructions issued by the president for this matter C. The president has the board of directors to approve cashing any salaries or allowances for any of the University's employees for no more than two months during annual vacations, holiday vacations or sabbatical leaves D. All earned salaries, allowances, rewards, compensations and leave allowances before the end of the vacation or any part of it, may be cashed For those who have a contract or secondment with the University at the beginning of the summer vacation or during providing that the secondment or the contract end with the end of that vacation and all earned commitments have been fulfilled to the University. Leave allowances may be cashed for those who have already ended their services.
Article (18)	With the recommendation of the central tender committee, the President may approve to cash a loan on any tender account that has been forwarded with no more than 15% of its value. In return the contractor should provide an unconditional bank guarantee with the amount of the loan and mentioning his approval to the President's right to confiscate the guarantee if any of the commitments were breached with no

	notification or warning and the President decides the method of the loan's reclamation.
Article (19)	Value of purchases shall be paid with letters of credit or money transfer. All transfers should be paid at once to the account or on separate payments in advance. All guarantees for the delivery of the purchases should be within the prescribed specification and the determined durations
Article (20)	If payments or expenses that are no more than 100 Jordanian dinars worth of documents or receipts each failed to be reinforced for any reason whatsoever, he who did the spending should provide a written certificate with his signature that shows the value of this spending and that it was spent for the benefit of the University or any work that is related to it. This certificate needs to be confirmed by the President.
Article (21)	The president shall issue the instructions that determine the people responsible of signing cheques, financial transfers and letters of credit issued by the University along with its powers and the signatures' categories
Article (22)	The Head of the Financial Department sets the forms for main and sub cash receipts in addition to vouchers with a specified money value on journal or computer
Article (23)	Revenues for the University are received with official receipts which the payer would be provided with a copy of it. All cashing are to be balanced in the account of its semester and course in the current financial budget. The president sets the required instructions for cashing the money, balancing it, saving it, and its deposit. The president also sets the procedures to be followed in case any of the receipts or the cheques went missing
Article (24)	The University's revenues are deposited in banks confirmed by the President which he also sets the maximum cash balance .with that being said, the revenues may not be used after it has been cashed or after it has been deposited for any reason whatsoever.
Article (25)	With the recommendation of the University's Board, the Board may approve receiving financial facilities from banks and financial

	institutions in order to deal with any financial deficit due to lack of funding
Article (26)	The received Revenues shall be returned to its payer in the following cases: A. If the University's regulations and instructions along with the decisions issued by it allowed it B. If the revenues were falsely or with no right collected. In this case the president shall approve their return upon the recommendation of the Head of the Financial Department
Advances and Deposits	
Article (27)	With the recommendation of the president the Board may cash advances from the University's money to cover expenses or public services that were not balanced in the budget, providing that these advances are to be paid back in the budget's annex or in the following year's Budget.
Article (28)	The President may approve a cash advance for the following purposes: A. A cash advance for travel and accommodation for the University's representative in official missions or a staff member designated to conduct scientific research to be paid after the end of the mission and the representative's return. B. A cash advance for a scientific delegation, training course, medical insurance, thesis printing, flight tickets or any other expenses determined according to the regulations and instructions applicable in the University to be settled, in this case, by the amount that is due to that person. C. A cash advance for newly hired faculty members, fulltime lecturers, teaching and research assistants and employees during the first three months of employment to be settled from the employee's salary over a maximum of 12 installments starting from the date of their employment.
Article (29)	A. The Dean or the Director may, as the case may be, issue a permanent or temporary cash advance from the department's pre allocated budget to any of his/her employees working within school, unit,

	facility or center in the University to be paid for the following purposes: 1. A permanent expense advance for miscellaneous expenses not exceeding JD 200 (JD two hundred) to employees whose job nature incurs incidental expenses. This cash advance is to be paid periodically in accordance with the bills, approved claims or documents. 2. A temporary expenses advance for purchases or services not exceeding JD 500 (JD five hundred) to be paid after the purchasing or the end of service by virtue of bills, receipts or confirmed documents. B. The Dean of scientific research can issue a scientific research cash advance to any researcher that acquired financial support for their research in accordance with the rules and regulations of the University. The advance must not exceed JD 500 (JD five hundred) duly settled. C. The President may, upon his own discretion, approve to disburse a cash of an advance with an amount exceeding JD 500 from the allocated funds for any of the purposes listed in paragraphs (A) and (B) of this Article.
Article (30)	The employee to whom the cash advance has been disbursed is personally responsible for the value of the advance. The employee must provide documents and receipts to prove that the money was spent on the specific purpose it was meant for. The employee must provide evidence of its balance. The Head of the Financial Department or their authorized representative must monitor the cash advance and verify that it is used or will be used for its specific purposes.
Article (31)	A. Taking into consideration any special provision within these Regulations, the cash advance is to be completely settled before the end of the financial year. Otherwise it shall be fully deducted from the employee's salary. If the salary is not sufficient to settle the advance, then the rest must be deducted from his/her salary in the following month. B. If the employee to whom the advance has been issued is out of the Kingdom at the time it is due, it must be settled immediately after his return.

	C. If the service of the employee to whom the advance has been issued has ended, the advance or its balance is settled in a single payment.
Article (32)	Any amount paid to the University that is not mentioned in any provision in the budget or is held for another party shall be recorded in the trust account. The specific details of this amount of money shall be recorded in the trust account. This money shall be subject to the provisions of this Regulation in terms of cashing, entry and withdrawal powers. Any trust that is given to the University under specific terms shall be subject to those terms in its retrieval and withdrawal whether it is returned in the same form or a different one whichever achieves the best interest of the University.
Article (33)	Any trust that is not reclaimed after a period of 5 years from the date of its deposit is thereby registered as University income. The owner of this trust must be notified in order to retrieve it, or an announcement must be made in a prominent place in the University or any other method the President decides suitable before the expiry of such period.
Accounts, Records, Models and Cards	
Article (34)	The President shall issue the following instructions upon the recommendation of the chief financial officer: A. The types and forms of records, models and cards that should be kept, used and organized to prove and regulate the University's financial affairs whether they are manual or computerized. B. Organizing University accounts, determining their keeping standards according to a financial plan that is in harmony with the classification and numbering of the budget. C. The financial standards suitable for departments and productive units in the University according to the financial and commercial standards.
Article (35)	The documents, models and financial records that are used in the University shall be kept for a period not less than 7 years after their last use and may be destroyed according to the President's instructions. The President may also approve submitting any of these records and

	documents shall be audited and documented by the concerned official authorities.
Internal Control and Reports	
Article (36)	An Internal Control unit associated with the President shall be established in the University. This unit's duties and responsibilities shall be determined by virtue of the instructions issued by the University Council. Provided that the Director of the unit should present monthly and yearly reports of his/her work to the President.
Article (37)	A. The chief financial officer shall present a report every 3 months to the President indicating the University's financial situation, income and expenses. B. The President must present an annual financial report and final account to the University Council in a period not exceeding 3 months after the end of the financial year to be endorsed after its approval by the Council.
General Provisions	
Article (38)	The President shall determine the functions, whose holders are asked to submit financial guarantees by virtue of instructions the chief financial officer's input, determines by regulations the positions. The regulations impose the amount and terms of these guarantees.
Article (39)	The chief financial officer must be provided with a copy of every contract or deal whereby the University has a right or obligation as to abide by them upon the execution of the contract or deal.
Article (40)	A. Bad debt, decrease or loss of University cash funds excluding theft or negligence are cancelled according to the following powers: 1. A decision made by the President if the amount is JD 1000 (JD one thousand) or less.

	2. A decision made by the University Council if the amount exceeds JD 1000 (JD one thousand) but does not exceed JD 5000 (JD five thousand). 3. A decision made by the Council if the amount exceeds JD 5000 (JD five thousand). B. It shall be conditioned, in all events, that the cancellation takes place upon the recommendation of a committee established for this specific purpose by the President.
Article (41)	The President identifies the jobs which nature requires installing telephones in the houses of its occupants. In this case, the University shall bear the costs of installing and moving the telephone, as well as subscription. The fees of the local and international calls which are covered by the University are determined by virtue of instructions issued by the President.
Article (42)	The University Council shall issue the necessary instructions to manage the University's financial matters. Particularly, the following: A. The funds the University contributes to student trips, student sport and cultural activities, etc... B. Financial allocations for every college, center or department for the expenses of hospitality and celebrations and the manner in which they are disbursed. C. Financial allocations for every college, center or department to cover the expenses of conferences and travel allowances. D. Allowances for utilization of the University's facilities, employee housings and student dorms and accommodation, in addition to the terms and conditions of leasing such accommodations. Specifying the allowance for each of the above, the method of payment, and the liabilities of their beneficiaries. E. Allowances for training courses organized by the University.

	F. Pay compensation (financial liability) to University employees whose job nature requires it. Including, determining the value and terms of the said compensation.
Article (43)	The chief financial officer has the right to delegate any of his authorities listed in this Regulation to any accountant in the University. The delegation must be in writing and specific in its subject and duration.
Article (44)	In case of embezzlement, loss of funds, forgery of financial documents, books, entries. The accountant responsible for the funds, documents, books and entries should inform the chief financial officer who, in turn, informs the President to take the appropriate measures.
Article (45)	The University council shall issue the necessary instructions in order to execute the provisions of this Regulation through organizing the relationship and correlation between the financial departments in the University that are not connected administratively with the department of finance.

Instructions to meet the necessary tuition fees of the credit hours, the semester fees, and the university services charge to grant degrees and certificates at the German Jordanian University

in accordance with Article (4) from the regulations for granting degrees and certificates at the German Jordanian University No. (72) for 2008.

Article (1)	These instructions shall be called (Instructions to meet the necessary tuition fees of the credit hours, the semester fees, and the university services charge to grant degrees and certificates at the German Jordanian University) issued by the Board of Trustees in its decision no. (23/2022/2023) dated 19/2/2023 upon the recommendation of the University Council's decision no. (4/2022/2023) dated 24/11/2023 and the Deans Council decision, and shall come into force as of the beginning of the first semester of the academic year 2022-2023.
Article (2)	The following words and phrases wherever mentioned in these instructions shall have the meanings assigned to them below unless the context indicates otherwise: The university: The German Jordanian University. The President: The President of the University. The School: any school of the university. The Board: The University Board of Trustees. The University Council: The University Council at the German Jordanian University. The Deans Council: The Deans Council at the German Jordanian University. The student: Any student registered at the university. Full-time Study: It includes the study in the major in which the student is accepted after fulfilling the admission conditions of the university; for the purposes of obtaining one of the scientific degrees at the university and does not include the special study. Special Study: It includes the study of one or more courses at the university, without requiring the student to fulfill the conditions of admission in any major, for the purposes of enriching cultural or scientific knowledge, or for the purposes of hosting exchange program students for one semester or more and does not lead the student to obtain a scientific degree from the university. Regular Program: The program in which Jordanian students who hold the Jordanian General Secondary Certificate are accepted; for the purpose of obtaining an academic degree from the university. Foreign Certificate/Parallel Program: The program in which Jordanian students who hold a non-Jordanian general secondary certificate are accepted; for the purpose of obtaining an academic degree from the university. International Program: The program in which non-Jordanian students are accepted; for the purposes of obtaining an academic degree from the university. Credit hours tuition fees: The tuition fees that the university charges from the student, in return for the student registration in the courses offered by the university and determined by the Board of Trustees for each program, major, and academic degree granted by the university. Semester Fees: The admission, registration and information technology fees that the university charges from the student per semester and determined by the Board of Trustees. University services charge: The charges, wages, and subscriptions that the university charges from the student, in exchange for services provided by the university, or any other entity through the university, other than the fees for credit hours, or the semester fees, as determined by the University Council

Fees for credit hours, semester fees, and university services charge	
Article (3)	1. The credit hours tuition fees for the full-time study within the regular program, the foreign certificate/parallel program, the international program, or special study for each major and scientific degree, shall be determined by decisions issued by the Board of Trustees occasionally, upon the recommendation of the Deans Council, and shall be issued as an appendix to these instructions called (Credit Hours Tuition Fees Appendix). 2. The semester fees shall be determined by decisions issued by the Board of Trustees occasionally, upon the recommendation of the Deans Council, and shall be issued as an appendix to these instructions called (Semester Fees Appendix). 3. The university services charge that the university charges from students shall be determined by decisions issued by the University Council occasionally, upon the recommendation of the Dean Council, and shall be issued as an appendix to these instructions called (University Services Charge Appendix). 4. The credit hours tuition fees and the semester fees do not include any services charge, wages, subscriptions, or any costs and expenses arising or related to the requirements of admission, travel, accommodation, study and training in Jordan or Germany, whether paid to the university directly or the university charges on behalf of any other entity.
Article (4)	The university charges the credit hours tuition fees, the semester fees, and the university services charge from the student, and the grants, exemptions, and discounts shall be applied according to the percentages and provisions mentioned in these instructions, taking into consideration relevant legislations.
Article (5)	The Board of Trustees may decide to grant scholarships for Jordanian high school excellence or its equivalent in the form of discounts on the credit hours tuition fees only. The conditions, number, and majors shall be determined according to the capacity and available seats based on a recommendation from the Deans Council, provided that the call shall be announced before the beginning of the academic year.
The Royal Court Scholarship	
Article (6)	Taking into consideration the provisions of relevant legislations, the Royal Court scholarship shall cover only to the credit hours tuition fees for the student who receives the grant, and who is accepted in the full-time study program at the university after the university receives a letter issued by the Royal Court as follows: 1. As of the beginning of the semester in which the university receives the letter. 2. The grant shall not apply retroactively to semesters prior to the date the university received its letter. 3. The grant shall be applicable to one study plan only. 4. If the student who obtained the Royal Court Scholarship transferred from a public university to the university or changed the major or study plan during the study period at the university, and with the approval of the donor, then the grant shall be equal to the number of hours of the new plan, deducting the number of hours which was covered by the grant in the previous plan. 5. For the purposes of calculating the study plan hours covered by the Royal Court Scholarship, the hours required to pass in Germany for study and training and the additional hours the student passes in Germany shall be deducted according to the study plan. 6. The Royal Court Scholarship does not include remedial hours fees or the credit hours tuition fees in which the student failed, withdrew, or re-studied, and the hours fees that exceed the study plan, and it does not include the university services charge, wages, and subscriptions in exchange for services provided to the student.

	7. The Royal Court Scholarship does not include any fees other than the credit hours tuition fees, and it does not include semester fees, university services charge, wages, and subscriptions charged by the university, or any other entity in exchange for services provided to the student. 8. The student loses the right to continue the Royal Court Scholarship if the student got dismissed from another public university, or if the student got dismissed from the major at the university; or because of dereliction, failure, or low average, even if the student returned to the same major.
Exemption from Paragraph (i) of Article (22) bis of the Military Retirement Law	
Article (7)	Taking into consideration the provisions of relevant legislations, the exemption from paragraph (i) of article (22) bis of the Military Retirement Law shall apply only on the entire credit hours tuition fees, the semester fees, and the German year services for the student who met the conditions of exemption after the university receives a letter of the Directorate of Education and Military Culture as follows: A. As of the beginning of the semester in which the university receives the letter. B. The exemption shall not apply retroactively to semesters prior to the date the university received its letter. C. The exemption is only applicable to one study plan, and it includes credit hour tuition fees up to the number of credit hours of the study plan, and the exemption for semester fees up to eight semesters (and four summer semesters) for majors in which the study period is four academic years, and a ceiling equal to ten semesters (and five summer semesters) for majors in which the study period is five academic years. D. If the student who obtained the exemption from paragraph (i) of article (22) bis of the Military Retirement Law transferred from a public university to the university, and with the approval of the concerned party, the exemption shall be equal to the number of hours of the plan in the new major for which the student was accepted in the university, deducting the number of hours the student passed at the university from which the student transferred, and which were approved by the university. F. For the purposes of calculating the hours of the study plan covered by the exemption from paragraph (i) of Article (22) bis of the Military Retirement Law, the hours required to be passed in Germany for study and training and the additional hours the student passes in Germany shall be deducted according to the study plan of the student. G. Exemption from paragraph (i) of article (22) bis of the Military Retirement Law does not include remedial hours fees or the credit hours tuition fees in which the student failed, withdrew, or re-studied, and the fees of the exceeded hours of the study plan, and it does not include the university services charge, wages, and subscriptions in exchange for services provided to the student. H. The student loses the right of the Exemption from paragraph (i) of article (22) bis of the Military Retirement Law if the student got dismissed from another public university, or if the student got dismissed from the major at the university; because of dereliction, failure, or low average, even if the student returned to the same major.
Article (7/C) has been modified based on the decision of the University Council no. (30/2023/2024) dated 2/9/2024 Old Paragraph: The exemption is only applicable to one study plan.	
The exemption from paragraph (b) of article (22) of the Law on the Rights of Persons with Disabilities	
Article (8)	Taking into consideration the relevant legislation; the exemption from paragraph (b) of article (22) of the Law on the Rights of Persons with Disabilities shall be applied within the limits of the percentages specified in the law, and in accordance with the instructions and decisions issued by the Higher Education Council on the hours and semester fees only for the student for whom the conditions of exemption apply after the university

	receives a letter issued by the Higher Education Council. Except for the percentages of exemptions, the same provisions contained in Article (7) of these instructions related to the exemption from paragraph (i) of Article (22) bis of the Military Retirement Law shall be applied.
Discount for children of employees at the university, and in other public universities	
Article (9)	The discount for students from the children of employees of the university and in other public universities who are accepted in the full-time study on the regular program at the university is at a rate of (50%), and it shall be applied to the fees of credit hours for the undergraduate degree only.
Article (10)	The student is entitled to the discount of the children employees at the university and at other public universities on the regular program, according to the following conditions: A. One of the parents of the student shall be on active duty at the university or at one of the public Jordanian universities or must have spent at least ten years in service at official Jordanian universities, or their services were terminated due to illness or died while being on active duty (except for those who were laid off or dismissed from service). B. The student shall not be dispatched by any official or unofficial body, or benefit from any scholarship or exemption from any other party. C. The student shall be accepted at the undergraduate level only. D. Children of employees of other public Jordanian universities that do not grant the children of employees at the university the same percentages of discounts shall be excluded from the above discount and treated reciprocity.
Article (11)	A. The children of employees who are accepted into the full-time study on the foreign certificate/ parallel program, and the international program, are treated in terms of discounts the same as the children of employees at the university who are accepted on the regular program, provided that one of the parents of the student shall be on active duty at the university or at one of the public Jordanian universities or must have spent at least ten years in service at official Jordanian universities, or died while being on active duty. B. Excluded from paragraph (a) of this article are the children of employees in other public universities or employees of the university who come from other public universities or other entities, whether they are secondment, leased, or are on unpaid leave, or have a sabbatical leave. C. If the student obtains in any semester an average of “good” or above, the discount percentage becomes (90%) of the credit hours tuition fees for the next semester.
Article (12)	The students discount for children of university employees at the university, and in other public universities, does not include the following: A. Semester fees, and university services charge. B. Remedial hours fees or the credit hours tuition fees in which the student failed, withdrew, or re-studied, and the credit hours fees that exceed the study plan. C. The special study.
Article (13)	The student is considered a beneficiary of the discount of the children of employees through a decision made by president, based on the recommendation of the Finance Department and the Human Resources Department as follows: A. As of the beginning of the semester in which the decision of the President is issued. B. The discount shall not apply retroactively to the semesters prior to the date of the decision. C. If the student who obtained the discount transferred from a public university to the university or changed the major or the study plan during the period of study at the university and with the approval of the concerned

	party, then the grant shall be equal to the number of hours of the new plan, deducting the number of hours covered by the grant in the previous plan. D. The discount differences shall be allocated to the student benefiting from the children of employee's discount, if any, and no discount differences shall be calculated for the semester without a cumulative average.
Exemption of exchange program students and partner universities	
Article (14)	Taking into consideration the provisions of relevant legislations, the grants, discounts, and exemptions on fees and charges shall apply on the accepted student in full-time study or special study, within the student exchange programs, or within agreements with partner universities, in accordance with the provisions of the agreements, and the principle of reciprocity.
Student Scholarship that are supported by bodies from inside and outside the Kingdom	
Article (15)	A. The university handles the scholarships for students supported by internal or external bodies, according to the terms and conditions of each one of them. B. The university may retrieve the fees and charges from the student if the student breaches the terms of grants supported by internal or external bodies.
Crediting and refunding fees and charges, and general provisions	
Article (16)	The credit hours tuition fees shall be deposited for the student, and are not refunded until completing the clearance at the university, in the following cases: A. 100% of the credit hours tuition fees only, for the semester in which the student dies, or in which his/her health condition no longer allows him/her to continue his/her studies, according to a medical report approved by the medical reference at the university, and the Deans' Council. B. 100% of the credit hours tuition fees only for the semester in which the student withdrew before the beginning of study. C. 75% of the credit hours tuition fees only, for the semester in which the student withdrew from the university during the first week of it, regardless of the date of registration in that semester. D. 50% of the credit hours tuition fees only, for the semester in which the student withdrew from the university during the second week of it, regardless of the date of registration in that semester. E. No credit hours tuition fees, semester fees, or services charge will be credited or refunded if the student withdraws after the beginning of the third week of the semester.
	Article (16) of these instructions were amended based on the BOT decision no. (2024/2023/28) dated 3/1/2024 based on the recommendation of the Dean's Council in its decision no. (2024/2023/95) dated 2024/12/26 Old Article: The credit hours tuition fees shall be deposited for the student, and are not refunded until :completing the clearance at the university, in the following cases A. 100% of the credit hours tuition fees only, in the event of death, or if the health condition of the student does not allow continuing study, according to a medical report approved by the medical .reference at the university, and the Deans Council B. 100% of the credit hours tuition fees only if the student withdraws before the beginning of study .at the semester at the university

	C. 50% of the credit hour tuition fees only, if the student withdraws from the university during the .first week of the semester at the university, regardless of the date of registration in that semester D. The credit hours tuition fees shall not be credited or refunded if the student withdraws after the .beginning of the second week of the semester
Article (17)	A. University services charge or semester fees shall not be allocated or refunded. B. Despite what is stated in paragraph (a) of this article, the president may approve crediting or refunding any university services charge or semester fees, in the event that it was collected by mistake or the university decided not to provide that service.
Article (18)	The student is not allowed to transfer from any grant or exemption to any other grant, or exemption during the study period unless the student has cleared his financial responsibility at the university, and the approval of the concerned parties.
Article (19)	Upon the enforcement of these instructions, any provisions, decisions, or articles contained in any other instructions whose provisions conflict with the provisions of these instructions shall be void.
Article (20)	The Deans Council decides on crediting and refunding of fees in cases not mentioned in these instructions.
Article (21)	The Deans Council, the President, the Director of Admission and Registration, and the Director of the Finance Department are responsible to implement these instructions.

ملحق رقم (1) Appendix No. (1) ملحق رسوم الساعات المعتمدة (دينار أردني/ساعة معتمدة) Credit Hours Tuition Fees Appendix (JOD/Credit Hour) (2022/2023)						
الدراسة الخاصة Special Study	الدراسة المنتظمة Full-Time Study			التخصصات Majors	الدرجة Degree	الكلية School
150% من رسوم البرنامج العادي 150% from the Regular Program Fees	البرنامج الدولي International Program	البرنامج الموازي/ شهادات أجنبية Foreign Certificate/Parallel	البرنامج العادي Regular Program			
165	130	130	110	هندسة الميكاترونكس Mechatronics Engineering	درجة البكالوريوس Bachelor's Degree	كلية العلوم التقنية التطبيقية School of Applied Technical Sciences
165	130	130	110	الهندسة الصناعية Industrial Engineering		
165	130	130	110	هندسة الميكانيك والصيانة Mechanical and Maintenance Engineering		
300	200	200	200	الإدارة الهندسية Engineering Management	درجة الماجستير Master's Degree	
165	130	130	110	هندسة الطاقة Energy Engineering	درجة البكالوريوس Bachelor's Degree	كلية هندسة الموارد الطبيعية وإدارتها School of Natural Resources Engineering and Management
165	130	130	110	الهندسة المدنية والبيئية Civil and Environmental Engineering		
277.5	185	185	185	المياه والصرف الصحي والصحة العامة في القطاع الإنساني Sanitation, ,Humanitarian Water (WaSH) and Hygiene	درجة الماجستير Master's Degree	

ملحق رقم (1) Appendix No. (1) ملحق رسوم الساعات المعتمدة (دينار أردني/ساعة معتمدة) Credit Hours Tuition Fees Appendix (JOD/Credit Hour) (2022/2023)						
الدراسة الخاصة Special Study	الدراسة المنتظمة Full-Time Study			التخصصات Majors	الدرجة Degree	الكلية School
150% من رسوم البرنامج العادي 150% from the Regular Program Fees	البرنامج الدولي International Program	البرنامج الموازي/ شهادات أجنبية Foreign Certificate/Parallel	البرنامج العادي Regular Program			
180	120	120	120	هندسة البيئة والطاقة المتجددة Environmental and Renewable Energy Engineering		
165	130	130	110	الهندسة الصيدلانية والكيميائية Pharmaceutical and Chemical Engineering	درجة البكالوريوس Bachelor's Degree	كلية العلوم الطبية التطبيقية School of Applied Medical Sciences
165	130	130	110	الهندسة الطبية الحيوية Biomedical Engineering		
165	130	130	110	المعلوماتية الصحية Intelligent Health Informatics		
300	200	200	200	الهندسة الصيدلانية والكيميائية Chemical & Pharmaceutical Engineering	درجة الماجستير Master's Degree	
150	110	110	100	علم الحاسوب Computer Sciences	درجة البكالوريوس Bachelor's Degree	كلية الهندسة الكهربائية وتكنولوجيا المعلومات School of Electrical Engineering and Information Technology
150	110	110	100	هندسة الحاسوب Computer Engineering		
150	110	110	100	الهندسة الكهربائية Engineering Electrical		
165	150	150	110	التصميم والوسائط المعلوماتية Design and Media Informatics		

ملحق رقم (1) Appendix No. (1) ملحق رسوم الساعات المعتمدة (دينار أردني/ساعة معتمدة) Credit Hours Tuition Fees Appendix (JOD/Credit Hour) (2022/2023)						
الدراسة الخاصة Special Study	الدراسة المنتظمة Full-Time Study			التخصصات Majors	الدرجة Degree	الكلية School
150% من رسوم البرنامج العادي 150% from the Regular Program Fees	البرنامج الدولي International Program	البرنامج الموازي / شهادات أجنبية Foreign Certificate/Parallel	البرنامج العادي Regular Program			
180	120	120	120	هندسة حاسوب Computer Engineering	درجة الماجستير Master's Degree	
165	150	150	110	العلوم الإدارية Management Sciences	درجة البكالوريوس Bachelor's Degree	كلية الأعمال School of Business
165	150	150	110	العلوم اللوجستية Logistic Sciences		
165	150	150	110	المحاسبة الدولية International Accounting		
165	150	150	110	ذكاء الاعمال وتحليل البيانات Business Intelligence and Data Analytics		
375	250	250	250	إدارة الأعمال / التسويق Business Administration /Marketing	درجة الماجستير Master's Degree	
375	250	250	250	إدارة الأعمال / الأعمال Business Administrative /Management		
300	200	200	200	ادارة اللوجستيات Logistics Management		
165	150	150	110	العمارة Architecture	درجة البكالوريوس Bachelor's Degree	كلية هندسة العمارة والبيئة المبنية

ملحق رقم (1) Appendix No. (1) ملحق رسوم الساعات المعتمدة (دينار أردني/ساعة معتمدة) Credit Hours Tuition Fees Appendix (JOD/Credit Hour) (2022/2023)						
الدراسة الخاصة Special Study	الدراسة المنتظمة Full-Time Study			التخصصات Majors	الدرجة Degree	الكلية School
150% من رسوم البرنامج العادي 150% from the Regular Program Fees	البرنامج الدولي International Program	البرنامج الموازي/ شهادات أجنبية Foreign Certificate/Parallel	البرنامج العادي Regular Program			
165	150	150	110	التصميم والتواصل البصري Design and Visual Communication	درجة الماجستير Master's Degree	School of Architecture and Built Environment
180	120	120	120	التخطيط المكاني Spatial Planning		
180	120	120	120	الحفاظ المعماري Architectural Conservation		
105	110	110	70	اللغة الألمانية والإنجليزية للأعمال والتواصل German and English for Business Communication and	درجة البكالوريوس Bachelor's Degree	كلية الإنسانيات التطبيقية واللغات School of Applied Humanities and Languages
105	110	110	70	الترجمة: ألماني/ انجليزي/ عربي Translation: German/English/ Arabic		
180	120	120	120	اللغة الألمانية لغير الناطقين بها German as a Foreign Language	درجة الماجستير Master's Degree	
180	120	120	120	العمل الاجتماعي / الهجرة واللاجئون Social Work/Migration and Refugees		
525 ديناراً للبرنامج العادي و900 دولاراً للبرنامجين الموازي والدولي	600 دولاراً أمريكياً	600 دولاراً أمريكياً	350	الفلسفة في اللغة الألمانية للناطقين بغيرها German as a Foreign Language (DAF)	درجة الدكتوراة PHD Degree	

ملحق رقم (2)
Appendix No. (2)
ملحق الرسوم الفصلية
Semester Fees Appendix
(2023/2022)

كل فصل دراسي صيفي (بالدينار الأردني) Every summer semester (In JOD)			كل فصل دراسي أول أو ثاني (بالدينار الأردني) Every first / second semester (in JOD)			الرسوم الفصلية Semester Fees	الرقم Number
درجة الدكتوراة PHD Degree	Master's Degree	درجة البكالوريوس Bachelor's Degree	درجة الدكتوراة PHD Degree	درجة الماجستير Master's Degree	درجة البكالوريوس Bachelor's Degree		
200	120	120	200	120	120	رسم التسجيل الفصلي Semester Registration Fees	1
200	60	60	200	60	60	رسم تكنولوجيا المعلومات الفصلي Semester Information Technology Fees	2

ملحق رقم (3) Appendix No. (3) ملحق بدل الخدمات الجامعية University Services Charge Appendix (2023/2022)					
قيمة البديل بالدينار الأردني The value of the charge in Jordanian dinars			موعد الاستحقاق Due date	بدل الخدمات الجامعية University services charge	الرقم Number
درجة الدكتوراة PHD Degree	درجة الماجستير Master's Degree	درجة البكالوريوس Bachelor's Degree			
25	25	25	عند تقديم طلب الالتحاق Upon applying	بدل طلب الالتحاق Application fees	1
500	120	120	عند قبول الطالب في الجامعة Upon acceptance and admission	بدل القبول Acceptance and Admission fees	2
50	50	50	عند التسجيل للامتحان Upon registering a placement test	بدل امتحانات المستوى Placement tests fees	3
100	50	50	عند التسجيل لفصل دراسي أول أو ثاني Upon registration on the first or second semester	بدل التأمين الصحي - لأي فصل ما عدا الصيفي Health insurance fees for any semester except the summer semester	4
20	20	20	عند التسجيل للفصل الصيفي في حال كان الطالب غير مسجل بأحد الفصولين الأول أو الثاني Upon registration on the summer semester and was not registered in one of the first or second semester	بدل التأمين الصحي- للفصل الصيفي Health insurance fees - summer semester	5
2	2	2	عند طلبه Upon request	بدل إثبات طالب Proof of studies fees	6
5	5	5	عند طلبه Upon request	بدل كشف علامات Transcript fees	7
5	5	5	عند طلبه Upon request	بدل مراجعة علامة نهائية Final grade re-mark application fees	8
—	50	50	عند طلبه Upon request	بدل طلب تحويل تخصص Major transfer application fees	9
100	100	100	عند طلبه Upon request	بدل تصريح استخدام مواقف سيارات- لأي فصل عدا الصيفي Parking permit fees - any semester except the summer semester	10

ملحق رقم (3) Appendix No. (3) ملحق بدل الخدمات الجامعية University Services Charge Appendix (2023/2022)					
قيمة البذل بالدينار الأردني The value of the charge in Jordanian dinars			موعد الاستحقاق Due date	بدل الخدمات الجامعية University services charge	الرقم Number
درجة الدكتوراة PHD Degree	درجة الماجستير Master's Degree	درجة البكالوريوس Bachelor's Degree			
50	50	50	عند طلبه Upon request	بدل تصريح استخدام مواقف سيارات- الفصل الصيفي Parking permit fees - the summer semester	11
150	150	150	عند طلبه Upon request	بدل تصريح استخدام مواقف سيارات- الحرم الجامعي جبل عمان- لأي فصل ما عدا الصيفي Car parking permit fees - Jabal Amman campus- any semester except summer	12
75	75	75	عند طلبه Upon request	بدل تصريح استخدام مواقف سيارات- الحرم الجامعي جبل عمان- الفصل الصيفي Car parking permit fees - Jabal Amman campus - summer semester	13
3	3	3	عند طلبه Upon request	بدل إعادة اصدار هوية جامعية Reissuing a university ID fees	14
10	10	10	عند طلبه Upon request	بدل استخدام خزانة Locker fees	15
—	—	900	قبل البدء بسنة المانيا Before starting the German Year	بدل خدمات سنة ألمانيا German Year services fees	16
—	100	—	عند التسجيل للامتحان Upon registering for the exam	بدل امتحان الشامل Comprehensive Exam fees	17
5	5	5	عند طلبه Upon request	غرامة إعادة اصدار تصريح مواقف سيارات Fine fees for reissuing a parking permit	18
70	70	70	عند براءة الذمة Upon final clearance	بدل وثائق درجة جامعية (شهادة مصدقة وكشف علامات وملحق الشهادة وشهادة جدارية) Fees for the university degree documents (certificate/transcript/diploma supplement/wall certificate)	19

ملحق رقم (3) Appendix No. (3) ملحق بدل الخدمات الجامعية University Services Charge Appendix (2023/2022)					
قيمة البديل بالدينار الأردني The value of the charge in Jordanian dinars			موعد الاستحقاق Due date	بدل الخدمات الجامعية University services charge	الرقم Number
درجة الدكتوراة PHD Degree	درجة الماجستير Master's Degree	درجة البكالوريوس Bachelor's Degree			
5	5	5	عند طلبه Upon request	بدل كشف علامات (إضافي) Additional transcript fees	20
70	70	70	عند التسجيل لحفل التخرج Upon registering for the graduation ceremony	بدل حفل التخرج كاملة Graduation ceremony fees	21
30	30	30	عند التسجيل لحفل التخرج Upon registering for the graduation ceremony	بدل كتاب سنوي Yearbook fees	22
15	15	15	عند التسجيل لحفل التخرج Upon registering for the graduation ceremony	بدل روب التخرج Graduation gown fees	23
10	10	10	عند طلبه Upon request	بدل شهادة مصدقة (إضافية) Additional certified certificate fees	24
110	110	110	عند تقديم طلب التأجيل والموافقة عليه Upon request and approval	بدل تأجيل الفصل الدراسي (يشمل التأمين الصحي) Semester postponement fees (including health insurance)	25
250	250	—	عند تقديم طلب التأجيل والموافقة عليه Upon request and approval	بدل رسوم تسجيل فصلية في حال قام طالب الدراسات العليا بتأجيل دراسته لفصل ثانٍ Semester registration fees in case the graduate studies student postpones his studies for a second semester	26
20	20	20	عند طلبه Upon request	بدل شهادة جدارية (إضافية) Additional wall certificate fees	27
—	—	50	عند التسجيل للامتحان Upon registering for the exam	بدل امتحان قبول لكلية هندسة العمارة والبيئة المبنية Architecture and Built Environment School acceptance test fees	28

Budget Preparation Procedures Instructions
Issued by the President of the University under Article (8) of the
Financial Regulation No. (97) Of 2009 in the German Jordanian
University

Article (1)	These Instructions shall be titled (The Instructions of the Annual Budget Preparation Procedures) and shall come into force from the date of issuance thereof.
Article (2)	The following words, wherever appearing in this Instructions, shall have the meanings assigned thereto unless the context indicates otherwise: University: the German Jordanian University. President: the President of the University. Department: the department of finance in the University.
Article (3)	The department shall prepare the annual budget of the University in accordance with the following descriptive statements: A. A descriptive statement of estimated income and general expenses of the University for the Financial Year to which the budget plan refer. B. A descriptive statement containing the actual income and general expenses of the University for the year exactly prior to the financial year to which the budget plan refer. C. University job formation chart. D. Charts comparing between the income and expenses of the financial year prior and subsequent to the year the budget was planned. E. Any other clarifying financial data.
Article (4)	The department prepares the budget plan after discoursing with the deans and the directors of centers and administrative departments to be

	presented to the President during the first half of November as a prelude to submitting it to the competent board of directors in the University.
Article (5)	The President shall submit the budget plan to the University Council for approval during the first half of December of each year, then it shall be presented, afterwards, to the Board of Trustees as to be approved and submitted to the Council of Graduate Studies for ratification.
Article (6)	The President shall decide on cases that have not been mentioned in any Article in these Instructions.

**Disbursement and Auditing Procedures Instructions
in the German Jordanian University, Issued by the President of the
University under Article (15) of the Financial Regulation in the German
Jordanian University No. (97) Of 2009**

Article (1)	These instructions are titled (The Instructions of Disbursement and Auditing Procedures in the German Jordanian University) and shall come into force from the date of issuance thereof.
Article (2)	The following words, wherever appearing in this law, shall have the meaning assigned thereto unless the context indicates otherwise: University: the German Jordanian University. President: the President of the University. Director: Director of the department of finance.
Article (3)	The University's expenses shall be disbursed according to a previous booking of its necessary allocations. Otherwise, the disbursing of funds only occurs in exceptional and emergency situations and the written approval of the President.
Article (4)	Expenses are disbursed according to their nature as follows: A. The competent employees of the University's department of finance are responsible for the procedures of disbursing expenses that are based on previous decisions, therefore not requiring approval every time they are disbursed. These expenses shall be as follows: B. Expenses of executing University rules and regulations, contracts or commissioning decisions, such as: (central and sub tenders, salaries ,allowances, wages and allowances for council members, committees or any other monthly allowances determined by the President) issued by competent authorities in the University. 1. The University contributions in the following funds and insurances: ▪ Savings. ▪ End of service benefits.

	▪ Investments. ▪ Students. ▪ Social security. ▪ Life and medical insurance. 2. The money paid to a delegate on a scientific delegation according to the text of Article 10/a of the paid delegation regulation applied in the University. 3. Amounts of money received by the University as trusts for other parties or restrictions. 4. Expenses of services provided by public or private institutions for uniform prices, which are reinforced with bills and claims from the institution. For example: phone, fuel, water, electricity and internet bills. 5. Any fees payable by the University under the legislations applicable in the Kingdom. C. Expenses requiring the submittal of a request regarding its disbursement and the approval of the competent authorities in the University according to University law and its Regulations and Instructions. These requests are submitted on forms prepared and approved in the University specifically for this purpose. These expenses include: 1. Overtime allowances for faculty members and staff in the University. 2. Travel and moving allowances. 3. Allowances for unused, deserved vacation time. 4. Newspapers and magazines subscriptions. 5. Expenses resulting from decisions by tender and purchases committees in the University. 6. Expenses resulting from the direct purchasing of supplies, books and works. 7. Emergency expenses and hospitality,

	8. Unions, conferences, periodicals and advertisements subscriptions. 9. Supporting scientific research. 10. Any other expenses approved by the President.
Article (5)	A. Disbursement shall be by virtue of vouchers prepared especially for this task. The form of these vouchers shall be determined by the director and shall include the Part, Chapter and Article from which the money is spent. The disbursement of any expense, no matter the amount, shall be done by virtue of a disbursement voucher, which is the basic voucher for spending. B. Disbursement vouchers are organized by a competent employee in the department. The voucher shall be supported by the original documents clarifying the reasons for disbursement and fulfilling the financial and legal requirements. The disbursement voucher shall include the required data and clarifications. Additionally, it shall include the Part, Chapter and Article of the budget (coding) and both, the competent employee and the competent Director of the section shall sign such documents with stating the signers' names clearly. C. The disbursement vouchers' data shall be entered digitally in accordance with the prepared financial software.
Article (6)	A. The disbursement vouchers shall be audited holistically by the internal audit division in the department and signed by the auditor who should also clearly state his name. The audit includes the authenticity of the data and attachments and their conformity with the rules and regulations after checking the Part, Chapter and Article (coding). This employee shall be considered responsible for any lack in the documents or any mistakes therein before allowing the disbursement. B. Disbursement vouchers and journal vouchers are approved by the director or a department employee authorized, in writing by, the director.

	C. Any amendment on a cancelled disbursement or journal voucher shall be done in red ink and by the same employees who signed it to be disbursed. D. A check to disburse the amount shown on the disbursement voucher shall be issued by the competent board of directors for the net value of the disbursement voucher according to the powers adopted to sign the checks. The disbursement voucher along with its enclosures are stamped with a stamp indicating its paid status after confirming its approval by the Director or the employee authorized, in writing by, the Director. The check is written out to the beneficiary whose name shall be in 3 syllables for the natural person and the full name of the legal person. E. The check shall be delivered to the beneficiary or his/her delegate against his signature on the receipt or providing a receipt for the paid money. F. A check may be sent in registered mail or a bank transfer with the amount to its beneficiaries.
Article (7)	In the case of loss or damage of a check withdrawn on the account of the University before disbursing its amount, the bank shall be notified about stopping the disbursement. A recommendation check shall be disbursed after 15 days of notifying the bank after submitting a written statement insuring its value which shall be accepted by the Director of the department.
Article (8)	The stamp specific to the accountant may not be used in the place of his/her signature on any financial document as this action is considered void. The signature shall be clear and the signer's name should be mentioned.
Article (9)	Disbursement vouchers shall be organized according to their annual serial numbers which start and end with the financial year.
Article (10)	Disbursement vouchers are reinforced, in every case, with the following necessary documents:

	A. Input vouchers. B. Financial claim. C. Supplies receipts report. D. Purchase order. E. Assignment decision. F. Disbursement certificates from the engineer of the construction projects. G. Internal receipt report. H. Final receipt report. I. Commencing order (commencing date). J. Allocations reservation request. K. Any other necessary, reinforcing document. After all the deficiencies have been met and upon receiving the receipts reports, it should be taken into account that such reports are signed by the same committee that made the initial receipt of works.
Article (11)	If the original documents reinforcing the disbursement of money are unable to be obtained due to lost they shall be replaced with a copy of a recommendation certificate and a written certificate by the Claimant where he states that he cannot find the original copy and vows not to claim the amount again. If it becomes clear to the University that the amount has already been disbursed in any way then the University shall reserve all of its consequential legal rights.
Article (12)	If an amount is disbursed by mistake then it is logged upon its reclamation to the account of the chapter and article from which it has been disbursed. If the retrieved amount belongs to previous years then it is logged in an account for miscellaneous income.
Article (13)	Salaries, allowances, wages and rewards are disbursed according to automatic or manual (on their specific form) salary disbursement vouchers.

Article (14)	What is applied to expenses disbursement vouchers is also applied to salary disbursement, auditing, entering vouchers and encoding them, as well as, disbursing their checks and keeping the vouchers of its disbursement.
Article (15)	Any deduction from an employee's salary that happens by mistake is returned in accordance with a claim made by the involved employee and approved by the director.
Article (16)	Disbursement vouchers are reinforced by supporting documents upon every disbursement process except for salaries, which are only reinforced upon the first disbursement.
Article (17)	The necessity to complete the submittal of discharging papers (internal discharge and income tax discharge) should be taken into consideration when disbursing the salary or compensation due for any University employee upon the end of their service in the University for any reason whatsoever.
Article (18)	The concerned party is responsible for paying the full amount requested in case of any information contradicting the clearance papers submitted surface after the processing is complete ensuing consequent rights for the University.
Article (19)	The matching of fund accounts with bank accounts should take place monthly by the competent branch of the department.
Article (20)	Financial documents are kept in special files and are entrusted with a competent employee in the department for a period not less than 7 years after their last use and may be destroyed according to the President's instructions.
Article (21)	The director and the department employees are responsible for the execution of these regulations with what does not contradict with the laws and regulations applicable at the University.

**Receiving and Keeping Income Instructions
in the German Jordanian University, As issued by the President of the
University under Article (23) of the Financial regulation in the German
Jordanian University No. (97) of 2009**

Article (1)	These Instructions shall be called (The Instructions Regarding Receiving and Keeping Income in the German Jordanian University) and shall come into force from the date of issuance thereof.
Article (2)	The following words and expressions, wherever appearing in this law, shall have the meaning assigned thereto unless the context indicates otherwise: The University: the German Jordanian University. The President: the President of the University. The Department: Department of Finance. The Director: director of the department of finance. Employee: the employee assigned to receive University funds. Treasurer: general treasurer of the University.
Article (3)	A. No amount of money is received by the University unless it is in accordance with a main or sub receipt voucher, each containing a serial number and is logged in the department's records. B. Incoming funds which reason or source is unknown shall be received in accordance with the main receipt voucher and are logged in the trust account until their purpose is known.
Article (4)	A. If any amount of money received in accordance with a voucher is less than the specified amount in the receipt voucher then the employee shall be responsible for paying the difference that may not be retrieved. B. Subject to Article (26) of the financial regulation, any payment exceeding the amount mentioned in the receipt voucher that is received by the University is logged down as University income.
Article (5)	The employee should deliver the funds received daily to the treasurer in exchange for an official receipt. If that is not possible then it should be deposited in the University's bank account and the deposit receipt should be kept until it is delivered to the treasurer.
Article (6)	A. The treasurer should take all the needed measures to balance the fund account every day before the end of the official working hours and

	deposit the funds in the bank with which the University deals. If, for any reason possible, the funds may not be deposited on the same day then they should be deposited directly on the following business day. B. The treasurer may hold an amount not exceeding 1000 Jordanian Dinars in the account of the University's general fund. With the exception of days when University fees are received then larger funds are allowed to be kept in the general fund account with the director's approval for a period not exceeding the following day. C. The employee may keep an amount not exceeding 300 Jordanian Dinars for more than one day.
Article (7)	If the balance of the general funds could not be received from the employee in charge because of his/ her death or any other reason, the treasurer shall be responsible for informing the director who, in turn, should form a committee of 3 of the department's employees for auditing the account's cash statement, performing inventory count of its contents and preparing 3 copies of the report. The first copy for the director, the second copy shall be kept in the employee's personal file and the third copy shall be handed to the employee who has been assigned with the tasks of that job.
Article (8)	The chief of the division of revenue shall be responsible for confirming that the funds received are logged in accordance with the parts, chapters and article of the University budget.
Article (9)	A. The department shall keep the used and unused main and sub receipts, unused priced coupons and used books (for revising and auditing purposes) in accordance with official documents and in designated places. B. The treasurer should follow up on the collection of the money received using sub receipt vouchers at the end of every month until the last receipt received that month. The proceeds should be duly deposited in the University's bank accounts.
Article (10)	A. Vouchers of various financial values may be used in accordance with the models that have been picked by the director for use in the

	University. The department shall be responsible for printing, supervising and distributing the vouchers. B. The department shall be responsible for delivering the coupons to the concerned employees. The value of these vouchers is logged as employee liability until the voucher or its balance is retrieved from the employee. C. The vouchers mentioned in this Article should be found within books, holding serial numbers and counterfoils of two identical parts, one part remains in the book. Counterfoils and remaining voucher parts are kept for auditing purposes. D. All the determined financial vouchers shall be considered sub receipt vouchers.
Article (11)	If any incoming check is misplaced after it has been delivered to the responsible employee then he/she should inform the director as to write to the concerned party requesting a recommendation check. The University in exchange provides a written guarantee of it. In any case, the employee shall be responsible for paying the value of the check in case it may not be retrieved.
Article (12)	A. The main and sub receipt vouchers in the books are kept intact. The employee shall be completely responsible for any mistake, damage or negligence to the books or any voucher within it. B. If the sub receipt voucher book is used then it should be used properly. The employee shall be completely responsible for any mistake, damage or negligence to the book or any voucher within it. In the case of a missing book or any voucher within it then the employee shall be considered responsible for paying the compensation amount or any other procedure the President finds suitable in accordance with the feedback of the committee formed by the President and consisting of the director and 3 specialized employees. C. The employee who has a sub receipt voucher book should deliver the money received by him to the treasurer as it comes in.

Article (13)	A receipt voucher shall be cancelled by the director, who should sign all the copies of the voucher including the original in the case of repetition or mistake.
Article (14)	If a sub receipt voucher is cancelled in the schools and departments of the University then all the copies should be attached. The dean or the competent director should approve the cancellation.
Article (15)	The director and the employees in the department shall be directly responsible for the execution of these Instructions.
Article (16)	The President shall decide on the cases which are not mentioned in these Instructions.

**Signing Checks, Payment Orders, Documentary Credits and
Remittances Instructions
in the German Jordanian University, Issued by the President of the
University under Article (21) of the Financial Regulation in the German
Jordanian University No. (97) of 2009**

Article (1)	These Instructions shall be called (The Instructions of Signing Checks, Payment Orders, Documentary Credits and Remittances in the German Jordanian University) and shall come into force from the date of issuance thereof.
Article (2)	Employees authorized to sign on University accounts shall determine according to the following categories: First Category: the President of the University or his delegate. Second Category: the director of the financial department in the University or the employee authorized in writing by the President. Third Category: University employees who are authorized by the President.
Article (3)	Signing Checks, Payment Orders, Documentary Credits and Remittances happens as follows: A. Three joint signatures of the 3 categories if the amount exceeds ten thousand Jordanian Dinars. B. Two joint signatures of the first and second categories if the amount exceeds five thousand Jordanian Dinars but does not exceed ten thousand Jordanian Dinars. C. Two signatures of the second and third categories if the amount is less than or equal to five thousand Jordanian Dinars.

Article (4)	Banks and financial companies that the University deals with should be informed in writing of the names, categories and signature templates of the people authorized to sign.
Article (5)	The Instructions for signing checks, payment orders, documentary credits and remittances that were applicable in the University prior to the endorsement of the Instructions above shall be cancelled and any decisions issued thereunder that contravene the provision of these Instructions .
Article (6)	The President shall decide on the cases which are not mentioned in any article in these Instructions.

**Financial Advance Payment Instructions
in the German Jordanian University
Issued by the University Council under Article (45) of the Financial
Regulation in the German Jordanian University No. (97) Of 2009**

Article (1)	These Instructions shall be called (The Instructions of Financial advance payment in the German Jordanian University) and shall come into force from the date of issuance thereof.
Article (2)	A zero interest salary advance is issued, subject to what is stated under Article (28/c) of the financial regulation applicable in the German Jordanian University, under the following principles : A. An advance shall be disbursed with the approval of the President in accordance with a recommendation made by the dean or the concerned director. B. An advance may be disbursed upon a delegation's return, new faculty members, full time lecturers and employees as appropriate. C. The amount of the advance shall not exceed 3 times the employee's total monthly salary. In any case, the advance should not exceed 1500 Jordanian Dinars. D. The advance shall be repaid over 12 months (or the remaining period of the contract) from the employee's salary starting from the month following the month it was issued. E. The borrower should provide an appropriate guarantee matching the value of the issued advance. The guarantee should be in the form of monthly backed bills or a co-signer from the faculty members or classified University employees who have worked at the University for at least two years. The co signor may only guarantee only one person at a time. F. An advance is requested by filling the designated form. G. The sum of salary advances should not exceed (2%) of the financial year salary allocations belonging to the department where the borrower works.
Article (3)	A cash advance shall be disbursed to the University's delegate in a training course, official mission, scientific research or conference after a decision of approval under the following Instructions : A. A cash advance shall be disbursed by the department of financial affairs after a decision taken by the President in accordance with the direct recommendation made by the dean or the competent director after it is

	requested by filling the designated form. The cash advance should be within the determined allocations for every deanship/department. B. (80%) of the due cash advance shall be disbursed to the borrower until it is duly repaid. C. The delegate shall be given a letter for the approved travel agent as to issue the requested plane tickets in accordance with the allocated class, shortest flight. Funds are only disbursed to the delegate for these purposes with the President's approval. D. The cash advance is to be duly repaid after the end of the mission and upon the delegate's return. E. In case the cash advance is not repaid by the delegate within one week of the date of his/her return then the amount of the advance is deducted directly from his/her salaries by the department of financial affairs without any need for further procedures.
Article (4)	A scientific research cash advance shall be disbursed to delegates on official missions under the following principles : A. The cash advance should not exceed two times the value of the delegate's monthly allocations. B. In order to issue the cash advance the delegate is required to have met all the terms of consigning a delegate, signed the delegating contract and provided all the necessary guarantees. C. The competent dean or director approves the issuance of a cash advance. D. The cash advance shall to be paid over a period of 12 months or over the duration of the mission, if less than 12 months. The cash advance is deducted from the delegate's allocations starting from the end of the month following the month it was disbursed.
General Provisions	
Article (5)	If the borrower loses his/her right to a cash advance or his/her service ends at the University for any reason then the University recovers the remaining

	balance of the cash advance in one payment from his/her salary or from any amounts accrued to the borrower. In case those amounts are not sufficient to repay the advance then the co-signer is asked to pay the rest.
Article (6)	The department of financial affairs shall be responsible for preparing the forms for requesting a cash advance and the procedures of repaying it.
Article (7)	The President shall decide on cases which are not mentioned in any Article in these Instructions.
Article (8)	The Instructions for cash advances that were implemented in the University prior to the endorsement of the Instructions above are cancelled and any decisions issued thereunder contravene the provision of these Instructions.

Reference Bylaws for Preparing Contracts for Employees at the German Jordanian University

Article 1	These bylaws are called the " Reference Bylaws for Preparing Contracts for Employees at the German Jordanian University " and shall come into force from the date of their approval by the Deans' Council under its decision number (152/2024/2025) dated 18/3/2025.
Article 2	The following words and phrases, wherever mentioned in these bylaws, shall have the meanings assigned to them unless the context indicates otherwise: The University: The German Jordanian University. The President: The President of the University. The Council: The Deans' Council at the University. The Committee: The Appointment and Promotion Committee concerned with academic jobs, or the Employees Affairs Committee concerned with non-academic jobs. The Director: The Dean of any school, institute, Deanship, or the director of any department, center, or office at the University. The Competent Authority: The Council or the President. The Relevant Organizational Unit: Any school, institute, deanship, center, department, or office at the University.
	First: Procedures for Contracting with Faculty Members and Full-time Lecturers:
Article 3	A. The decision to contract with a faculty member or a full-time lecturer shall be issued by the competent authority for appointment, based on the provisions and conditions specified in the Academic Staff Regulation and instructions and Full-time Lecturers instructions, and in accordance with the policies and procedures approved by the University. B. The approval decision for contracting with a faculty member (Professor/Associate Professor/Assistant Professor/Practicing Professor/Instructor/Assistant Instructor) must include the rank, category, and year in the category, the department and school or relevant organizational unit, the start and end dates of the contract, and the detailed

	or total monthly salary. It must also be subject to the probationary period provisions as stipulated in the applicable academic staff regulation. C. The approval decision for contracting with a visiting faculty member must include the rank, category, and year in the category, the department and school, the start and end dates of the contract, the stipend or detailed or total monthly salary, the teaching load, and any other specific tasks, conditions, and details and this applies in cases such as spending a sabbatical year, deputation, secondment, or visits funded by other parties, and in accordance with the provisions of Article (12) of the applicable Academic Staff regulation. D. The approval decision for contracting with a full-time lecturer (with either a detailed or total salary) must include the category and year in the category, the teaching load, and any other specific tasks, conditions, and details, the department and school, the start and end dates of the contract, and the detailed or total monthly salary, and the equivalent rank if applicable. E. The duration of a contract for a faculty member or full-time lecturer shall be twelve months, when he/she embarks his/her work beginning with the start of the academic year according to the University calendar, based on the decision issued by the competent authority for appointment, except for those returning from scholarships, for whom the Council shall decide. F. Notwithstanding what is stated in paragraph (E) of this article, if the contract or work embarkation is made after the start of the academic year, the end date of the contract shall be the end of the academic year in which the contract was made, regardless of the start date of employment, and if it is decided to renew it, the provisions of Paragraph (E) of this Article shall be considered. G. Notwithstanding what is stated in paragraph (E) of this article, it is permissible that the contract duration be less than one year in special cases assessed by the competent authority. H. Despite what is stated in these bylaws, the contract of a faculty member with the rank of practicing professor with a partial load shall specify his/her vacations, rights, and any other special conditions in proportion to his/her teaching load.

Article 4	A. Notwithstanding what is stated in Article (3) of these bylaws, the competent authority for appointment, based on the needs and interests of the University and upon the President's recommendation, may contract with a faculty member or a full-time lecturer for a period not exceeding three years. B. The competent authority for appointment, based on the placement of the department council and the recommendation of the faculty council or the relevant organizational unit's council and based on clear justifications and the University's needs, may renew the contract of a faculty member or full-time lecturer for a period not exceeding three years and under the following conditions: 1. A minimum of one year has passed since the initial contract, and their performance evaluation is no less than "Very Good" in the sections of the joint performance report and "Good" in any section according to the form approved by the Council for this purpose. 2. To be distinguished in his/her teaching and that the weighted average of the evaluation of students in the last two semesters is not less than the weighted average of the university for the last two years minus five percentage points. 3. The faculty member has provided scientific output or contributed to successful technological or applied projects with industry, or contributed to developing the University's relationship with industry. C. The Council has the right to terminate the contract before its expiry if the faculty member or full-time lecturer violates the University's regulations and instructions or the contract terms.
Article 5	If a faculty member or full-time lecturer stops or refuses to work or fulfill their duties during the semester or before the end of their contract without an acceptable excuse, the Council may fine them up to the total salaries of that semester.
	Second: Re-contracting with faculty members on annual contracts, who reached or exceeded 10 years of contracting service period
Article 6	The Council may recontract with faculty members on annual contracts, whether on basic or comprehensive salary contracts, who reached or exceeded 10 years of contracting service period, according to the following procedures:

	A. The Deans' Council shall issue a decision not to approve the renewal of their contract during which he/she completed or he/she will complete upon the 10-year period. B. A faculty member may submit a written request to be reappointed or re-contracted. The Deans' Council may review the request based on the university's needs and make an appropriate decision after receiving recommendations from the concerned department and school councils. C. If deemed in the university's interest, the Deans' Council may approve the reappointment of a faculty member on the tenure track (without a contract) and put on probation again or approve re-contracting the faculty member on an annual contract, whether on basic or comprehensive salary basis. In all cases, such an appointment or re-contracting shall be considered as a new appointment. D. The Council may count all or part of prior service periods of a faculty member who is reappointed or re-contracted, solely for the purpose of determining their academic rank and salary. This must be explicitly stated in the Deans' Council decision at the time of reappointment or re-contracting. Under no circumstances shall a faculty member be entitled to sabbatical leave based on prior service periods before their reappointment or re-contracting, nor shall any part of such service be counted for this specific purpose. E. Prior service periods before reappointment or re-contracting may be counted for the purposes of continued subscription in health insurance and eligibility for employee children's seats and tuition discounts, provided that all other applicable conditions and provisions are met. F. A faculty member who is reappointed after mandatory termination or re-contracted after a decision not to renew their previous contract must report to the Human Resources Department to complete clearance procedures under their previous employee number and finalize service termination processes. They must then obtain a new employee number and complete the new appointment procedures as appropriate. G. All reappointed or re-contracted faculty members shall be subject to all university legislations effective and applicable at the time of the Deans' Council's decision on their reappointment or re-contracting. H. A faculty member who was re-contracted may submit a request to transfer to the tenure track (without a contract), given that the Deans' Council may review this request after at least one (1) year from the date of being re-contracted. I. A faculty member who is reappointed or re-contracted may apply for promotion after a minimum of two (2) years from their reappointment

	or re-contracting, provided that they are on the tenure track before considering promotion request. J. A faculty member who is reappointed or re-contracted may apply for tenure after a minimum of four (4) years from their reappointment or re-contracting. The Deans' Council shall review the request, provided that the faculty member is on the tenure track at the time of application and has met all other eligibility requirements as per university regulations and instructions provisions. K. These procedures apply to all non-tenured faculty members, Jordanian or non-Jordanian, whether on basic or comprehensive salary basis annual contracts.
	Third: Contracts for Administrative Employees:
Article 7	A. In accordance with the University's Employees regulation, the decision to assign an employee on a monthly reward basis under probation for a period not exceeding twelve months shall be issued by the President upon the Committee's recommendation, based on the provisions and conditions specified in the employees' regulation and in accordance with the University's approved policies and procedures. B. The duration of an administrative employee's contract shall be one year, according to the decision issued by the President upon the Committee's recommendation. C. Notwithstanding what is stated in paragraph (B) of this article, the contract duration may be less than one year. D. Contracts for those assigned as interns or those assigned on international projects or scientific research may be made if such contracts are a requirement of the supporting entity. E. All administrative employees' contracts shall end upon the expiration of the contract period without the need for any notice or notification. F. The renewal or extension of administrative employees' contracts may be made by a decision from the competent authority based on a justified recommendation from the director, provided that their performance evaluation is no less than "Good." G. Administrative employees' contracts will not be renewed for those who have received more than one disciplinary sanction during the contract year or more than two disciplinary sanctions during the service period.
Article 8	If an employee stops or refuses to work or fulfill their duties during the contract period without an acceptable excuse by the competent authority,

	the President may, based on the Committee's recommendation, fine them up to four times their last total salary.
	General Provisions
Article 9	The Competent Authority shall issue a decision to approve the contract templates for faculty members, full-time lecturers, and administrative employees at the University based on a recommendation from the Committee, after they have been prepared by the Human Resources Department and reviewed legally in accordance with the regulations.
Article 10	A. The President may approve other templates for specific cases, provided they do not conflict with the provisions of the regulations and instructions. B. Contracts are considered effective for salary payment purposes from the date of commencement of work according to the proper procedures.
Article 11	The Council, the Committee, the President, and the Director of the Human Resources Department are responsible for implementing the provisions of these bylaws.
Article 12	A. These bylaws are effective on all contracts initiated or renewed after the endorsement date by the Council. B. The Competent Authority decides on cases or matters that have not been mentioned in these bylaws.

**The Instructions for Organizing the Procedures of Clearance for
University Employees at the German Jordanian University**
Issued by the University Council based on the provisions of Article (45) of the Financial
Regulation No. (97) for the year 2009

Article 1	These instructions are called “ The Instructions for Organizing the Procedures of Clearance for University Employees at the German Jordanian University ” and shall come into force from the date of their approval by the University Council in its decision no. (25/2023/2024) dated 25/6/2024.
	First: the Aim of Organizing the Procedures of Clearance.
Article 2	These instructions aim to organize the procedures for clearance for any university employee or any person who has received a custody from the university, and the employment or contractual relationship has ended with them, whether voluntarily, involuntarily, permanently, or temporarily, to ensure the preservation of public funds, the university's interest, work continuity, and the settlement of employees' rights.
	Second: Those subject to these instructions include:
Article 3	For the purposes of implementing these instructions, university employees include all the following: A. A full-time faculty member or full-time lecturer or research and teaching assistants or visitor faculty even if his/her dues are paid from another party. B. An employee who is categorized or contracted under an annual contract or who is assigned a monthly reward at the university under the Employees Regulation, even if his/her dues are paid from another party. C. Anyone who have an employee ID number or receives any custody from the university to carry out any academic, administrative, or advisory work for the university pursuant to a contract or assignment decision.
	Third: The approved Clearance Form:
Article 4	The President shall approve the clearance form attached to these instructions, (Appendix No. (1)), for the following cases: A. Resignation, termination, expiration of service, contract period, assignment, hand off, dismissal, job loss, or isolation. B. Whoever has been subjected to a decision approving an academic sabbatical leave, or any leave, or emergency leave for more than 90 days. C. Anyone against whom a decision has been issued to transfer him/her internally or to approve his/her secondment, or deputization outside the university.

	D. Anyone against whom a decision has been issued approving his/her scholarship on a scientific mission or course outside the Kingdom for a period of more than 90 days. E. Any other case requiring clearance shall be decided by the President.
	Fourth Procedures:
Article 5	Clearance Procedures: A. The written or electronic clearance form shall be attached in the letter of the Human Resources Department addressed to any of the university employees and according to the decision issued in any of the cases mentioned in Article (4) of these instructions. B. The period of operation of the clearance procedures shall commence from the working day following the date of the letter or decision issued in any of the cases mentioned in Article (4) of these Instructions. C. The form should be done electronically on the university electronic system, and the procedures may be done on paper when the system is broken or in cases of necessity. D. The form is presented to all concerned authorities simultaneously and at the same time, provided that the Financial Department is the last entity to approve the clearance. E. Each entity shall affix its comments on the form within a maximum of one working day, except for those that require sensory examination, inventory, actual receipt, etc., within a maximum of three working days. F. The Financial Department shall be the last entity to explain the clearance, and the financial clearance shall not be considered expired, approved and binding on all its data and figures contained therein, except by a written letter issued by the Financial Department approving what is stated in the form. G. In cases of termination or terminating service for any reason, it shall be taken into account before the payment of the worker's dues, if any, upon his/her clearance to settle the dues and claims of the university and its affiliated funds in the first place, then the provisions of deductions and legal deductions for government agencies such as tax, social security and others shall be taken into account, and then all the claims of other parties such as regular, legal and ecclesiastical judicial or executive seizure decisions notified to the university are taken into account, and then the university's commitment to transfer salary and dues to banks operating in the Kingdom that which the university has previously issued a letter of transfer of net dues to those banks or any deductions and obligations based on a written request from the worker at the university. H. In cases of termination or terminating service after the issuance of the approval of the Financial Department on the clearance form, and after taking into account the discounts and deductions due to the university and the authorities specified in these instructions, and signing the approved university Quittance Form, Appendix No. (2), the remaining dues shall be paid. I. In the event that the dues are not sufficient to pay the university's dues and claims, the full balance and claim will be met, and the collection procedures will proceed in accordance with the rules and legislation in force. J. The Financial Department and the Human Resources Department shall keep a copy of the duly signed and approved clearance.

	K. In the event that the procedures are duly completed, the Human Resources Department shall hand over to the person who has completed all clearance procedures the certified experience certificates and keep copies thereof, as well as by recommending to the President to sign the experience certificate showing his/her job title, ranks and assignments arranged chronologically and according to the following formula: "The German Jordanian University certifies that Mr./Mrs. (name according to the identity of Jordanians ID or passport for foreigners) has worked for it (rank...) Function/Job.... From the date of // until the date of // and he/she has been duly discharged. This certificate was given at his/her request."
	Fifth: Following up on procedures:
Article 6	A. The worker at the university must follow up the completion of the clearance procedures and meet its requirements by attending and being present if necessary, and providing the university with letters, correspondence and documents from parties outside the university, and it is permissible under a written authorization for others to proceed with the procedures if possible. B. The Director of Human Resources shall follow up the commitment of the concerned university employees to complete the clearance procedures, and shall provide the President with periodic reports on the level of compliance, the extent of the employees perseverance in completing the procedures, and the reasons for not completing the clearance procedures for troubled cases within the periods specified in these instructions to take the necessary action in this regard.
	Sixth: Extension of the period and failure of procedures:
Article 7	A. In special cases determined by the President and at the written and justified request of the concerned employee, the period of completion of the clearance mentioned in these instructions may be extended, up to a maximum of 30 additional days. B. In the event that the worker fails to proceed with the procedures of clearance after 30 days have passed from the end or termination or terminating his/her service at the university, the Human Resources Department must address the president to form a committee to decide on his/her clearance and fine him/her an amount of not less than 50 and not more than 200 dinars by a decision of the president and on the recommendation of the committee, and the balance of his/her dues is kept in a trust account, and it is not paid to the worker except with the approval of the president, and in the event that the balance of his/her dues is negative, the claim is made and collected according to the procedures followed in University. C. In the event that the specified periods and any extension thereof are not sufficient to terminate the clearance procedures, the president shall form a committee to consider the stuck clearance, to study the obstacles and the practical and legal alternatives, and may consult any party within the university, and the committee shall submit its recommendations to the president within a maximum period of 15 days from the date of its formation. D. The president shall decide on the cases referred to him/her by the Committee and shall decide regarding the custody that has not been duly delivered and the value

	of the final financial settlement for the purposes of closing the clearance file permanently, taking into account the Government Procurement Regulation and the legislations in force. E. In this case, the clearance shall be considered approved and effective from the date of approval by the President of its closure, and the rest of the procedures shall be duly completed.
	Seventh: General Provisions
Article 8	A. The regulations and instructions of the funds affiliated to the university with regard to clearance shall be duly observed. B. Deans and managers shall identify their employees to complete the clearance procedures without delay and taking into account the rotation when employees are absent for any reason to ensure that the procedures are not interrupted or delayed. C. The legal measures contained in the legislation in force in addition to disciplinary measures shall be taken against any of the university employees who acted, participated, neglected, inaction, provided incorrect, misleading, or unrealistic information, or caused an intentional delay to any of the applicants for clearance or in everything related to the implementation of the provisions of these instructions. D. It is done by a decision of the President and upon the recommendation of the Director of the Financial Department to recover the amounts due to the university and take legal measures contained in the legislation in force in addition to disciplinary measures in the event that the clearance is found to be illegal and in a way that caused loss or waste of university funds. E. All provisions of legislation relating to public funds shall apply to the clearance issued under these instructions and prevail over them, and any clearance issued under these instructions shall be considered null and void if it is contrary to those legislations.
Article 9	President, Deans, and Directors are responsible for implementing the provisions of these instructions.

ملحق رقم (1)

Appendix no. (1)



نموذج براءة ذمة

Clearance Form

براعة ذمة لغايات Clearance Purposes	
☐ Resignation/ termination/end of employment relationship.	☐ الاستقالة/إنهاء/انتهاء العلاقة الوظيفية.
☐ Sabbatical leave.	☐ إجازة تفرغ علمي.
☐ Unpaid leave more than 90 days /Urgent leave/Transfer/mandate/secondment.	☐ إجازة بدون راتب أكثر من 90 يوم/إجازة اضطرارية/نقل/انتداب/اعارة.
☐ Scholarship/ Outside the Kingdom training more than 90 days.	☐ بعثة علمية/دورة خارج المملكة مدتها أكثر من 90 يوم.
☐ Unpaid Leave for the purposes of maternity leave.	☐ إجازة بدون راتب لغايات الامومة.
☐ Hand off/dismissal/Job loss/Isolation.	☐ كف اليد/الفصل/ فاقد وظيفة/ العزل.

Kindly approve the clearance for the above purpose:	ارجو التكرم بالموافقة على السير بإبراء ذمتي للغاية المبينة اعلاه:
Name:	الاسم:
Job title:	المسمى الوظيفي:
Employee ID number:	الرقم الوظيفي:
Signature: date: / /	التوقيع: التاريخ: / /

لاستعمال الكلية/العمادة/المركز/الدائرة/المكتب	
For the use of the School/Deanship/Center/Department/Office	
☐ There are no documents/files/laboratories/facilities under his/her supervision. ☐ There are documents / files / laboratories / facilities under his/her supervision and has been duly received and in good condition.	☐ لا يوجد وثائق/ملفات/مختبرات/مرافق تحت إشرافه. ☐ يوجد وثائق/ملفات/مختبرات/مرافق تحت إشرافه وتم استلامها اصولياً وبحالة جيدة.
☐ There are deficiencies/negligent damage with a value of (.....) ☐ There is damage caused by normal use.	☐ يوجد نواقص/تلف ناتج عن الإهمال قيمتها (.....) ☐ يوجد تلف ناتج عن الاستعمال العادي.
☐ The tasks and authorities have been received duly. ☐ The tasks and authorities have not been received duly.	☐ تم استلام وتسلم المهام والصلاحيات اصولياً. ☐ لم يتم استلام وتسلم المهام والصلاحيات اصولياً.
Remarks/Placement of Dean /Employee Director: 	ملاحظات/تنسيب عميد/مدير العامل:
Dean/Director: Name: Signature: Date://	العميد/المدير: الاسم: التوقيع: التاريخ: //

لاستعمال دائرة الرئاسة وشؤون المجالس	
For the use of the Presidency and Council Affairs Department	
☐ There is no work permit/residence permit/car exemption. ☐ There is a work permit / residence permit / car exemption, and it has been duly paid.	☐ لا يوجد تصريح عمل/اذن إقامة/اعفاء سيارة. ☐ يوجد تصريح عمل/اذن إقامة/اعفاء سيارة وتم تسديد القيود اصولياً.
☐ No entries have been paid duly for according to the attached report, we recommend the confiscation of the bail and the payment of the fine and its value (.....) dinars. ☐ There is damage to the custody resulting from normal use according to the attached report.	☐ لم يتم تسديد قيود حسب التقرير المرفق ونسب بمصادرة الكفالة واستيفاء الغرامة وقيمتها (.....) دينار. ☐ يوجد تلف في العهدة ناتجة عن الاستعمال العادي حسب التقرير المرفق.
☐ There is no judicial or administrative lawsuit or complaint from or against the university, or court decision, judicial warning, or notification from a lawyer.	☐ لا يوجد من أو ضد الجامعة دعوى/شكوى قضائية أو إدارية، أو قرار محكمة، أو إنذار عدلي، أو إخطار من محامي.
☐ There is a judicial or administrative lawsuit or complaint from or against the university, a court decision, a judicial warning, or a notification from a lawyer. ☐ The concerned university lawyer's office was contacted to express an opinion, and has attributed in writing as follows: ☐ There is no objection to duly completing the clearance procedures. ☐ Failure to complete the clearance procedures and inform the employee to follow-up and review with the concerned university lawyers' office.	☐ يوجد من أو ضد الجامعة دعوى/شكوى قضائية أو إدارية أو قرار محكمة أو إنذار عدلي أو إخطار من محامي. ☐ تم مخاطبة مكتب محامي الجامعة المعني لإبداء الرأي ونسب خطياً بما يلي: ☐ لا مانع من استكمال إجراءات براءة الذمة حسب الأصول. ☐ عدم استكمال إجراءات براءة الذمة وتبليغ الموظف بالمتابعة والمراجعة مع مكتب محامي الجامعة المعني.
Department Director: Name: Signature: Date://	مدير الدائرة: الاسم: التوقيع: التاريخ: //

لاستعمال مركز نظم وتكنولوجيا المعلومات	
For the use of the Information Systems and Technology Center	
☐ There is no software custody. ☐ There is a software custody, and it has been duly received and good condition.	☐ لا يوجد عهده برمجيات. ☐ يوجد عهدة برمجيات وتم استلامها اصولياً وبحالة جيدة.
☐ There are deficiencies in the custody of the software or damage caused by negligence with a value of (.....) ☐ There is damage caused by normal use.	☐ يوجد نواقص في عهدة البرمجيات أو تلف ناتج عن الإهمال قيمتها (.....) ☐ يوجد تلف ناتج عن الاستعمال العادي.
☐ Codes received and electronic permissions cancelled/suspended. ☐ The status of using e-mail has been duly transformed.	☐ تم استلام الرموز وإلغاء/تعليق الصلاحيات الإلكترونية. ☐ تم تحويل صفة استخدام البريد الإلكتروني أصولياً.
☐ Cellular numbers have been received/cancelled/discontinued duly.	☐ تم استلام/إلغاء/وقف الأرقام الخلوية أصولياً.
Center Director: Name: Signature: Date://	مدير المركز: الاسم: التوقيع: التاريخ: //

For the use of the Deanship of Scientific Research	
☐ Not involved in any scientific research projects. ☐ Participant in scientific research projects and has paid / received/delivered/terminated his/her research obligations towards the Deanship and research projects duly.	☐ غير مشترك بأي من مشاريع البحث العلمي. ☐ مشارك بمشاريع البحث العلمي وتم تسديد/استلام/تسليم إنهاء التزاماته البحثية تجاه العمادة والمشاريع البحثية أصولياً .
☐ There are pending financial requirements, claims or belongings related to scientific research projects.	☐ يوجد متطلبات أو مطالبات أو متعلقات مالية معلقة ومتعلقة بمشاريع البحث العلمي.
Remark:	ملاحظات:
Dean: Name: Signature: Date: / /	العميد: الاسم: التوقيع: التاريخ: //

For the use of the Deanship of Innovation, Technology Transfer and Entrepreneurship	
☐ Not involved in any of the projects and activities of the Deanship. ☐ Participant in the projects and activities of the Deanship and has paid/received/delivered/terminated his/her research obligations towards the Deanship and projects duly	☐ غير مشترك بأي من مشاريع ونشاطات العمادة. ☐ مشارك بمشاريع ونشاطات العمادة وتم تسديد/استلام/ تسليم/انهاء التزاماته البحثية تجاه العمادة والمشاريع أصولياً .
☐ There are pending financial requirements, claims or belongings related to the projects and activities of the Deanship.	☐ يوجد متطلبات أو مطالبات أو متعلقات مالية معلقة ومتعلقة بمشاريع ونشاطات العمادة.
Remark:	ملاحظات:
Dean: Name: Signature: Date: / /	العميد: الاسم: التوقيع: التاريخ: //

لاستعمال مكتب المشاريع الدولية	
For the use of the International Projects Office	
☐ Not involved in any of the international projects. ☐ Participant in international projects and has paid / received / delivered / terminated his/her obligations towards the office and international projects duly.	☐ غير مشترك بأي من المشاريع الدولية. ☐ مشارك بالمشاريع الدولية وتم تسديد/استلام/تسليم/ انتهاء التزاماته تجاه المكتب والمشاريع الدولية أصولياً .
☐ There are pending financial requirements, claims or belongings related to international projects.	☐ يوجد متطلبات أو مطالبات أو متعلقات مالية معلقة ومتعلقة بالمشاريع الدولية.
Remark:	ملاحظات:
Director:	المدير:
Name: Signature: Date: / /	الاسم: التوقيع: التاريخ: //

لاستعمال دائرة التزويد وإدارة المخزون	
For the use of the Supplies and Inventory Management Department	
☐ There is no custody. ☐ There is a custody, and it has been received in good form and in good condition.	☐ لا يوجد عهده. ☐ يوجد عهدة وتم استلامها أصولياً صالحة وبحالة جيدة.
☐ There are deficiencies in the custody or damage resulting from negligence with a value of (.....) according to the attached report. ☐ There is damage to the custody resulting from normal use according to the attached report.	☐ يوجد نواقص في العهدة أو تلف ناتج عن الإهمال قيمتها (.....) حسب التقرير المرفق. ☐ يوجد تلف في العهدة ناتجة عن الاستعمال العادي حسب التقرير المرفق.
☐ There is a public and joint custody. ☐ There is no public and joint custody and it has been received in good condition and validity.	☐ يوجد عهدة عامة ومشتركة. ☐ لا يوجد عهدة عامة ومشتركة وتم استلامها أصولياً صالحة وبحالة جيدة.
☐ There is a shortage/damage to the devices, equipment, and uniforms according to the attached report.	☐ يوجد نقص/تلف في الأجهزة والمعدات والعدد والزي الوظيفي حسب التقرير المرفق.

☐ There is damage to devices, equipment and uniforms resulting from normal use, according to the attached report.	☐ يوجد تلف في الأجهزة والمعدات والعدد وزي الوظيفي ناتج عن الاستعمال العادي حسب التقرير المرفق.
Head of Warehouse Division: Name:..... Signature:..... Date://	رئيس شعبة المستودعات: الاسم:.....التوقيع:..... // التاريخ:
Department Director: Name:..... Signature:..... Date://	مدير الدائرة: الاسم:.....التوقيع:..... // التاريخ:

لاستعمال دائرة الخدمات For the use of the Services Department	
☐ There is no office/separate/shared. ☐ There is a separate/shared office, and it has been duly received.	☐ لا يوجد مكتب/منفصل/مشارك. ☐ يوجد مكتب منفصل/مشارك وتم استلامه اصولياً.
☐ There is damage to the office resulting from negligence according to the attached report. ☐ There is damage to the office resulting from normal use, according to the attached report.	☐ يوجد تلف في المكتب ناتج عن الإهمال حسب التقرير المرفق. ☐ يوجد تلف في المكتب ناتج عن الاستعمال العادي حسب التقرير المرفق.
☐ No cellular subscription/vehicle entry permit/subscription in parking. ☐ There is a cellular subscription / vehicle entry permit / subscription in parking and the permit was received and the subscriptions were canceled duly.	☐ لا يوجد اشتراك خلوي/تصريح دخول مركبات/ اشتراك بمواقف السيارات. ☐ يوجد اشتراك خلوي/تصريح دخول مركبات/اشتراك بمواقف السيارات وتم تسلم التصريح وإلغاء الاشتراكات أصولياً.
☐ There is a shortage/damage to the devices, equipment, and uniforms according to the attached report. ☐ There is damage to devices, equipment and uniforms resulting from normal use, according to the attached report.	☐ يوجد نقص/تلف في الأجهزة والمعدات والعدد والزي الوظيفي حسب التقرير المرفق. ☐ يوجد تلف في الأجهزة والمعدات والعدد وزي الوظيفي ناتج عن الاستعمال العادي حسب التقرير المرفق.

☐ There is a vehicle entry permit and subscription in parking and the permit has not been delivered and a value of (.....) dinars is fined.	☐ يوجد تصريح دخول مركبات واشتراك بمواقف السيارات ولم يتم تسليم التصريح ويغرم مبلغ (.....) دينار
Department Director: Name:..... Signature:..... Date://	مدير الدائرة: الاسم: التوقيع: التاريخ: //

لاستعمال المكتبة For the use of the Library	
☐ There are no borrowed books. ☐ There are borrowed books that have been received duly.	☐ لا يوجد كتب مستعارة. ☐ يوجد كتب مستعارة وتم استلامها اصولياً.
☐ There are deficiencies or damage resulting from negligence according to the attached report. ☐ There is damage resulting from normal use, according to the attached report.	☐ يوجد نواقص او تلف ناتج عن الاهمال حسب التقرير المرفق. ☐ يوجد تلف ناتجة عن الاستعمال العادي حسب التقرير المرفق.
☐ We attribute to him a fine of (.....) dinars.	☐ ننسب بتغريمه مبلغ وقدره: (.....) دينار
Library Manager: Name: Signature: Date://	مدير المكتبة: الاسم: التوقيع: التاريخ: //

لاستعمال دائرة الموارد البشرية For the use of the Human Resources Department	
☐ There is no penalty clause in the contract or in the assignment decision. ☐ There is a penalty clause in the contract or in the assignment decision that has been achieved with a value of (....) JD. ☐ The balance of vacations for him (....) or on him (...).	☐ لا يوجد شرط جزائي في العقد أو في قرار التكليف. ☐ يوجد شرط جزائي في العقد أو في قرار التكليف تحقق بقيمة (....) دينار. ☐ رصيد الاجازات له (....) أو عليه (...).

☐ There is a scholarship/course that entails a commitment to work at the university and entails dues and fines for the university in the amount of (.....) dinars according to the attached report. ☐ No scholarship /course or obligations requirements are met for scholarship/course.	☐ يوجد بعتة/دورة ترتب التزام بالعمل في الجامعة ويترتب عليه مستحقات وغرامات للجامعة بمبلغ (.....) دينار حسب التقرير المرفق. ☐ لا يوجد/أنهى كافة متطلبات الالتزامات البعتة/الدورة.
☐ There is no salary deduction. ☐ There is a salary deduction with a value of (.....) JD.	☐ لا يوجد حسم من الراتب. ☐ يوجد حسم من الراتب بقيمة (.....) دينار.
☐ There is no health insurance. ☐ There is a subscription to health insurance, and has been suspended and paid duly. ☐ He/she continues to subscribe to health insurance and paid duly according to the regulations and instructions. ☐ His/her job file has been archived.	☐ لا يوجد تأمين صحي. ☐ يوجد اشتراك في التأمين صحي وتم إيقافه وتسديد قيوده حسب الأصول. ☐ يستمر بالاشتراك بالتأمين الصحي وتم تسديد قيوده حسب الأنظمة والتعليمات. ☐ تمت أرشفة ملفه الوظيفي.
Head of Division: Name:..... Signature:..... Date://	رئيس شعبة: الاسم:..... التوقيع:..... // التاريخ:
Department Director: Name:..... Signature:..... Date://	مدير الدائرة: الاسم:..... التوقيع:..... // التاريخ:

لاستعمال الدائرة المالية	
For the use of the Financial Department	
☐ There are no claims or financial belongings.	☐ لا يوجد مطالبات أو متعلقات مالية.
☐ There are claims and financial belongings that have been duly paid under the financial receipt No. date..... with a value of	☐ يوجد مطالبات ومتعلقات مالية وتم تسديدها أصولياً بموجب الوصل المالي رقم تاريخ..... بقيمة ☐ مجموع المبالغ المستحقة للجامعة حسب تقارير الكليات والعمادات والمراكز والدوائر والمكاتب المعنية مبلغ وقدره (.....) دينار

☐ The total amounts due to the university according to the reports of the schools, deanships, centers, departments, and offices concerned amount of (.....) dinars	
☐ There are claims or financial belongings for the university and funds and has been met from his/her financial dues.	☐ يوجد مطالبات أو متعلقات مالية للجامعة والصناديق التابعة لها تم استيفاؤها من مستحقاته المالية.
☐ There is no clearance from income tax . ☐ There is a clearance of income tax number (...) date.(.....)	☐ لا يوجد براءة ذمة من ضريبة الدخل. ☐ يوجد براءة ذمة من ضريبة الدخل رقم (...) تاريخ (.....).
☐ All university dues have been collected and received.	☐ تم استيفاء وقبض كافة مستحقات الجامعة.
☐ Social security withholding has been canceled/suspended as of the date of: // ☐ The withholding of the Income Tax Department has been canceled/suspended as of the date: //	☐ تم إلغاء/وقف اقتطاع الضمان الاجتماعي اعتباراً من تاريخ: // ☐ تم إلغاء/وقف الاقتطاع لدائرة ضريبة الدخل اعتباراً من تاريخ: //
☐ There are judicial/executive seizure/release decisions. ☐ There are no judicial/executive seizure decisions.	☐ يوجد قرارات حجز/فك حجز قضائي/ تنفيذي. ☐ لا يوجد قرارات حجز قضائي/ تنفيذي.
☐ There is a letter of transfer of net receivables to the bank. ☐ There is no net receivables transfer letter to the bank.	☐ يوجد كتاب تحويل صافي المستحقات للبنك. ☐ لا يوجد كتاب تحويل صافي المستحقات للبنك.
Head of Section: Name:..... Signature:..... Date://	رئيس شعبة الاسم: التوقيع: // التاريخ:
Department Director: Name:..... Signature:..... Date://	مدير الدائرة: الاسم: التوقيع: // التاريخ:

إجراءات الصرف لاستعمال الدائرة المالية	
Payment procedures for the use of the Financial Department	
☐ There are no claims or financial belongings. ☐ He signed a quittance form for the university.	☐ لا يوجد مطالبات او متعلقات مالية. ☐ قام بتوقيع نموذج مخالصة للجامعة.
☐ There are claims, belongings or financial dues to the university that have been fulfilled of his/her financial dues is an amount of (.....) dinars.	☐ يوجد مطالبات او متعلقات او مستحقات مالية للجامعة تم استيفاؤها من مستحقاته المالية مبلغ وقدره (.....) دينار.
☐ There is a letter of transfer of net dues to the bank and its net dues amount (....) Jordanian dinars were transferred to the bank on / / after collecting and receiving all the university's dues.	☐ يوجد كتاب تحويل صافي المستحقات للبنك وتم تحويل صافي مستحقاته للبنك البالغة (....) دينار أردني بتاريخ / / بعد استيفاء وقبض كافة مستحقات الجامعة.
☐ There are decisions to reserve / release a judicial/executive seizure, and the last transfer was made on / / after obtaining legal advice from the concerned university lawyer.	☐ يوجد قرارات حجز/فك حجز قضائي/ تنفيذي وتم اجراء اخر تحويل بتاريخ / / بعد الحصول على الاستشارة القانونية من محامي الجامعة المعني.
☐ There is no letter transferring net dues to the bank or judicial reservations, and his/her net dues amounting to (....) Jordanian dinars were transferred to his/her bank account after collecting and receiving all university dues.	☐ لا يوجد كتاب تحويل صافي المستحقات للبنك او حجوزات قضائية وتم تحويل صافي مستحقاته البالغة (....) دينار أردني لحسابه البنكي بعد استيفاء وقبض كافة مستحقات الجامعة.
☐ There is no letter transferring net dues to the bank or judicial reservations, and he/she received his/her net dues amounting to (....) Jordanian dinars after collecting and receiving all the university's dues under check No. (....) date of withdrawn to his/her and is paid only to the first beneficiary.	☐ لا يوجد كتاب تحويل صافي المستحقات للبنك او حجوزات قضائية وتم تسليمه صافي مستحقاته البالغة (....) دينار أردني بعد استيفاء وقبض كافة مستحقات الجامعة بموجب الشيك رقم (....) تاريخ مسحوب لأمره ولا يصرف إلا للمستفيد الأول.
All procedures related to clearance have been duly completed and the clearance is approved according to the letter of the Financial Department No. (.....) Date: / /	تم الانتهاء من كافة الإجراءات المتعلقة ببراءة الذمة حسب الأصول وتعتمد براءة الذمة بموجب كتاب الدائرة المالية رقم (.....) تاريخ: / /
☐ Recommending to the funds committees of the university to return the bills to him/her duly. ☐ Placement to the Human Resources Department by duly handing over an experience certificate.	☐ التنسيب للجان الصناديق التابعة للجامعة بإعادة الكمبيالات له حسب الأصول. ☐ التنسيب لدائرة الموارد البشرية بتسليمه شهادة خبرة حسب الأصول.

Head of Section: Name:..... Signature:..... Date://	رئيس شعبة الاسم:.....التوقيع:..... // التاريخ:
Director of the Department: Name:..... Signature:..... Date://	مدير الدائرة الاسم:.....التوقيع:..... // التاريخ:

ملحق رقم (2)

Appendix no. (2)

نموذج مخالصة الجامعة

University Quittance Form

RECEIPT of Quittance and Discharge	وصل مخالصة وإبراء
<u>Comprehensive and Final Release</u>	<u>عام ونهائي وشامل</u>
I the undersigned (.....) hereby declare and admit as follows:	أنا الموقع أدناه أصرح وأقر بما يلي:
<u>First:</u> I worked for German Jordanian University (hereinafter referred to as the "GJU") from, to.....	<u>أولاً:</u> إنني عملت في الجامعة الألمانية الأردنية (والمشار إليها فيما بعد بـ "الجامعة") من وحتى
<u>Second:</u> As a result of the end of my employment with the "GJU" I received this day from the "GJU" the sum of Jordan Dinars (.....) by virtue of cheque No. (.....) drawn to my order on bank (.....) being the balance of all what is due to me from the "GJU" in respect of all of my dues and compensations and otherwise in addition to any other claims ,belongings and demands whatever they may be pursuant to my employment period .	<u>ثانياً:</u> بنتيجة انتهاء عملي في "الجامعة" قبضت في هذا اليوم من "الجامعة" مبلغاً وقدره (.....) بموجب شيك رقم مسحوب لأمرى على بنك ويمثل صافي رصيد جميع ما يترتب لي من "الجامعة" فيما يتعلق بكافة مستحقاتي وتعويضاتي وغيرها بالإضافة إلى أية مطالبات ومتعلقات وادعاءات مهما كانت وكيفما تتعلق عن فترة عملي بـ "الجامعة".
<u>Third:</u> I admit and declare that no claims, belongings or demands whatsoever and of whatever nature or cause are due to me from the "GJU".	<u>ثالثاً:</u> أصرح بموجب هذا أنه لم يتبقى لي من "الجامعة" أية مطالبات أو متعلقات أو ادعاءات مهما كان نوعها أو منشؤها.

<u>Fourth:</u> I therefore, discharge the "GJU", its President, and employees in their functional characteristic and their successors generally, finally and comprehensively from any claims, or demands relating to all of my dues, compensations and any other compensations, expenses and claims and other amounts whatever they may be or whatever they may be pursuant to my employment period.	رابعاً: وعليه، فإنني أبريء ذمة "الجامعة" ورئيسها وموظفيها بصفاتهم الوظيفية وخلفائهم إيراً عاماً نهائياً مطلقاً وشاملاً من أية مطالبات أو ادعاءات تتعلق بكافة مستحقاتي وتعويضاتي وأي تعويضات ومصاريف ومطالبات ومبالغ أخرى مهما كان نوعها وكيفما تتعلق عن فترة عملي بـ "الجامعة".
<u>Fifth:</u> Any claims or court actions which I submit against the aforementioned or any one or more of them shall be null, void and of no effect.	خامساً: إن أي ادعاء أو دعوى قد أقدمها في مواجهة جميع أو أي من المذكورين أعلاه سوف تعتبر باطلة ولاغية ولا أساس لها.
IN WITNESS WHEREOF I have affixed my signature in Amman this () day of 20	وإشعاراً بذلك فقد وضعت توقيعني في عمان في هذا اليوم..... الموافق لعام 20
Name: SIGNATUR: Date:	الاسم: التوقيع: التاريخ:

**Destroying Used Financial Documents, Forms, and Records
Instructions
at the German Jordanian University as per Article (35) from the
Financial Regulation No. (97) of 2009**

Article (1)	These instructions shall be named (Instructions on Destroying Used Financial Documents, Forms, and Records at the Finance Department) and shall be implemented as of the date of its issue.
Article (2)	For the purpose of implementing these instructions, the used financial documents, forms, and records include: all spending and on hold receipts, main and sub- receivables, bank settlements, tender files, incoming and outgoing mail issued by the Finance Department.
Article (3)	The Finance Department at the university shall keep the all used financial documents, forms, and records as accustomed.
Article (4)	All financial receipts and records are to be destroyed after seven years with regard to the handing of any documents linked to it and are to be audited by the monitoring and supervision parties as accustomed.
Article (5)	Incoming and outgoing mail files are to be destroyed. They include: routine correspondences in all administrative files after five years of the date of transactions they are saved therein.
Article (6)	Regardless of what was mentioned in Article (4) in the instructions, financial documents, forms, and records that their checks have not be received and closed are to be saved.
Article (7)	The Finance Department Director must present a report to the university's president that contains details on the financial documents, forms, records that have exceeded the

	specified period in these instructions with recommendations regarding what needs to be destroyed.
Article (8)	A- In each case of destroying, a committee shall be formed by the university president and shall include three university employees in which one of them is a representative from the Finance Department and is directly concerned with the financial documents, forms, records destroyed. B-The university president shall appoint a rapporteur from amongst the persons in this Committee. C- The committee is permitted to seek the opinions of experts or who it deems appropriate in this regard during the destroying process.
Article (9)	The committee responsible for destroying the documents may recommend to the university president the scanning or the use of any modern copying methods of any of the documents or papers before destroying them or what it deems in the university's best interest to keep these documents for a longer period.
Article (10)	The university president may instruct the handing over of any of these documents or papers whether contents of files or the entire files chosen to be destroyed to other concerned parties for the purpose of archiving.
Article (11)	In all cases, the committee responsible for destroying the documents shall consider the following before deciding to destroy documents and in coordination with the concerned parties:- A- Considering what was mentioned in Article (9) all necessary information and documents must be uploaded on the computer by the Information Technology & Computer Center in coordination with the committee responsible for destroying the documents or archiving

	them by using available methods and certifying this through a signature by the involved individuals. B- Financial documents, forms, and records that have not expired shall not be destroyed or handed over or those documents that still have binding tender and supplies issues and pending agreements or those documents linked to conflicts or legal cases or arbitrary cases that are awaiting a verdict from specialized references.
Article (12)	The committee responsible for destroying the documents shall organize minutes of meeting for the destroying process with at least five copies. These minutes of meeting shall include all the details about the financial documents, forms, records, correspondences, addendums, and undestroyed documents. Thereafter, the committee shall distribute the minutes of meeting to the concerned parties through the university's administration.
Article (13)	The president shall decide on cases that do not have an article in these instructions.
Article (14)	The university president and the director of the finance department are responsible for the execution of these instructions.

Bylaws of Building and Facilities Management at the German Jordanian University Campus

Article (1)	These bylaws are called the bylaws of building and facilities management at the campus of the German Jordanian University and come into force as of the date of their issuance by the President of the University in his decision 10/4/3/438 dated on 5/3/2023.						
Article (2)	The following words and expressions mentioned in these bylaws shall have the meanings assigned to them below unless the context indicates otherwise. The University: The German Jordanian University. The President: The President of the University. The Council: The Deans Council. The Dean: Any dean of a school or deanship at the university. The Committee: The Buildings and Facilities Committee at the University. The Director: The Director of any center, department or office at the university. The University Campus: Any real estate, buildings, spaces, squares, or real estate owned, affiliated, rented, invested, or allocated to the university, whether they are connected or separate, close or distant.						
Article (3)	First: Planning the utilization of buildings and facilities: A. The objectives, uses and classification of buildings, facilities and spaces at the university shall be determined by the committee as follows: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Academic Objectives:</td><td>Lecture halls, training halls, laboratories, workshops, drawing workshops, amphitheaters</td></tr> <tr> <td>Objectives of Student Services:</td><td>Library, Auditoriums, Theatres, Playgrounds, Squares, Gym, Cafeteria, Kiosks</td></tr> <tr> <td>Administrative and logistical objectives:</td><td>Faculty offices, lecturers and research and teaching assistants' offices, presidential offices and halls, directors and staff offices, meeting rooms, warehouses and stores, gates, computer server rooms, guard booths, sanitary facilities, power and purification stations, wells and water tanks, clinic, nursery.</td></tr> </table> B. Priority shall be given in determining the status of utilizing any space at the university for academic purposes first, then for student services, administrative, and logistical purposes consecutively.	Academic Objectives:	Lecture halls, training halls, laboratories, workshops, drawing workshops, amphitheaters	Objectives of Student Services:	Library, Auditoriums, Theatres, Playgrounds, Squares, Gym, Cafeteria, Kiosks	Administrative and logistical objectives:	Faculty offices, lecturers and research and teaching assistants' offices, presidential offices and halls, directors and staff offices, meeting rooms, warehouses and stores, gates, computer server rooms, guard booths, sanitary facilities, power and purification stations, wells and water tanks, clinic, nursery.
Academic Objectives:	Lecture halls, training halls, laboratories, workshops, drawing workshops, amphitheaters						
Objectives of Student Services:	Library, Auditoriums, Theatres, Playgrounds, Squares, Gym, Cafeteria, Kiosks						
Administrative and logistical objectives:	Faculty offices, lecturers and research and teaching assistants' offices, presidential offices and halls, directors and staff offices, meeting rooms, warehouses and stores, gates, computer server rooms, guard booths, sanitary facilities, power and purification stations, wells and water tanks, clinic, nursery.						

	C. It is not permissible to change the capacity of using any specific space for academic purposes or for student services purposes to administrative or logistical purposes except through the approval of the president of the university and with a justified recommendation from the committee.
Article (4)	First: For the purposes of implementing these principles, the President shall form a committee called the Buildings and Facilities Committee at the university, headed by the president, or headed by one of his/her deputies and the membership of: A. Assistant to the President for Campus Affairs, representing the Maintenance Department and the Services Department. B. Assistant to the President for Campus Affairs / Jabal Amman. C. Dean of Student Affairs. D. A faculty member in civil engineering. E. A faculty member specialized in architecture. F. A faculty member in the field of energy/electricity/ mechanics engineering. G. A representative from the Department of Engineering. H. A representative from the Information Systems and Technology Center. I. A representative from the Admission and Registration Department. J. A representative from the Supply and Inventory Management Department. K. The President shall nominate one of the employees of the university to be the secretary of the committee. Second: The committee may seek the opinions of experienced and specialized people from inside and outside the university.
Article (5)	The Committee shall assume the following duties and authorities: First: Assigning whomever it deems appropriate to develop a vision for future possibilities for expansion, development and urban planning. Second: Determining the purposes and utilization of buildings, facilities and spaces in the university and the joint uses of halls and facilities. Third: Assigning whomever it deems appropriate to propose public policies and plans for the following: 1. General policies and plans to manage the facilities of the university such as buildings, halls, laboratories, playgrounds, gardens, green areas, roads, sidewalks, parking lots, etc., and to achieve the optimal use of these facilities for resources, rationalization of consumption and stopping waste. 2. General policies and plans to inspect buildings periodically to show the facilities of the university are fully prepared and appropriate. 3. General policies and plans for the distribution of halls and offices according to the actual need, and priority shall be given to the academic purposes of teaching or research.

	4. Policies and plans for places of storage, preservation, handling and destruction of hazardous materials in accordance with laws and regulations. 5. General policies for the deployment and distribution of surveillance cameras spread throughout the campus around the clock to maintain security and safety for students and staff, and to determine the persons and authorities to view the broadcast or recording of cameras and the powers to extract videos from the surveillance system. 6. General policies for filming on campus, whether for students, employees, marketing and promotion companies, press and media bodies, satellite channels, news sites, activists and bloggers on social networking sites, and the policy of allowing marketing companies, non-profit or non-governmental organizations to hold any activities and events inside the university. 7. General policies for signboards to indicate the locations of different facilities and signboards within the university facilities that define how to make optimal use of these facilities. 8. The general policy for the time usage of university facilities in general and specific mechanisms and procedures to control the process of using university facilities and control the use of university buildings and facilities and their gates within clear and announced regulations, instructions and foundations that facilitate their utilization. 9. A general policy for building, training and raising the efficiency and capacity of university staff in dealing professionally and courteously with students, employees and visitors on campus and providing services and guidance with high efficiency. 10. General policies for the management of the gates of the main campus, subsidiary and temporary entrances, procedures and inspectorates, detection of metals, firearms and bladed weapons, preventing the use of loudspeakers in cars or amplifiers of the engine of cars or bicycles, campus entry permits, whether for students, employees or visitors, vehicle entry permits and inspection procedures, and multiple and appropriate parking lots. 11. General policies and plans to manage the services of the sports complex, library, clinic, nursery and any facilities whose nature requires the provision of services outside working hours. 12. General policies and plans to follow up all colleges, deanships, departments and centers to take care of the facilities allocated to each of them, as well as shared or multi-use facilities for the purposes of maintaining the readiness of halls and theaters equipped with modern technological services and prepared for immediate use at all times. 13. General policies and plans to create a digital database for all buildings, facilities and infrastructure of the university such as communication systems, sewage systems, rainwater drainage channels systems, electricity and energy systems, internet and cameras to be a reference for the purposes of preparing studies and designs for any future projects.

	Fourth: Public policies and plans shall take into account the following elements as much as possible and according to the available capabilities: A. Taking into account the financial capabilities and resources of the university. B. Taking into account the consistency of the urban environment of the campus, the planning and design philosophy of the university environment, and the appropriate mechanisms to achieve a regular university urban environment. C. Taking into account all legislations, including building and environmental laws and regulations, approved building codes, civil defense requirements, and others. D. Availability of a description of the buildings and their various facilities, the needs they meet, the financial return, expenses and expenses of the sustainability of the buildings and their details in terms of the purpose allocated to them, the area, the number of halls, the absorptive capacity and energy consumption. etc. and automating it. E. Basic facilities (assembly and evacuation areas, worship places for praying, theater, clinic, etc...) shall be provided in convenient locations. F. Distributing buildings related to student services (admission and registration, Deanship of Student Affairs, Finance) appropriately, closely and practically. G. Availability of facilities for people with special needs and according to the relevant legislation. H. Taking into account the modern design and attractive shape and taking into account the environmental aspects of any facility, annex, expansion or new building or when developing new university buildings and facilities. I. Ensuring that the buildings and facilities at the university remain safe, clean and quiet constantly and ensure that the quality of university buildings and facilities remains in terms of (ventilation, modernity, design, air conditioning systems, cleanliness, capacity, time usage, user-friendliness, etc.). J. Availability of smart electronic services and fast internet and covers large areas in the university.
Article (6)	General Provisions: 1. The spaces for academic uses (lecture halls, training halls, laboratories, workshops, Drawing workshops, auditoriums) shall be handed over to the Dean of the School or the Deanship for the purposes of management and sustainability, and the Dean may attribute to the President the assignment of any of the employees of the school to follow up and direct supervision in coordination with the Supply and Inventory Management Department, the Department of Maintenance and the Department of General Services. 2. The smart learning and training halls of the centers shall be handed over to the directors of the centers for the purposes of their management and sustainability, and the director of the center may attribute to the president the assignment of any of the employees of the center to follow up and direct supervision in coordination with the Supply and Inventory Management Department, the Maintenance Department, the General Services Department or any other party. 3. The offices shall be delivered to the university employees according to the approved electronic form and a copy of the manual and electronic key, and a copy shall remain saved by the General Services Department. 4. Receiving office assets of furniture, devices, equipment and custody according to the regulations and instructions of the Supply and Inventory Management Department.

	5. Those who have received a leave without payment or urgent leave for more than one semester must return the offices to the Services Department according to the approved electronic form, as well as hand over the custody according to the regulations and instructions of the Supply and Inventory Management Department. 6. Those who have been suspended from work, restraint, dismissal or resigned shall return the offices and custody based on the regulations, and in the event of their abstention, absence or procrastination, a committee shall be formed by the Secretary-General to open the office, open the locks of safes and drawers, and inventory its contents as appropriate. 7. The offices of the employees of the university who are on duty may be opened in cases of necessity by a decision of the president or the secretary general and through the formation of a committee for that and duly and taking into account the privacy of the personal belongings of the employee as much as possible. 8. The offices of university employees who are on duty may be opened in cases of accidents and emergencies, and the General Services Department shall seize the assets of the office to ensure that they are not stolen, lost or damaged duly. 9. The General Services Department immediately shall record the status of receipt and handing in of the offices, the status of occupancy or non-occupancy (permanent or temporary), its duration, the details of the use and user of each office on the electronic system for administrative and logistical spaces and in coordination with the Supply and Inventory Management Department for the purposes of updating inventory information databases. 10. Offices, cabinets, drawers, locks and contents belong to the university, and employees at the university may not keep personal belongings, any devices, money, jewelry, or items of material or moral value in the offices or anywhere within the university, or leave cars and motors/bicycles inside the university, and the university is not responsible for the loss, damage or confiscation of any of those belongings, and university employees are not entitled to claim any compensation for them. 11. University employees may not install devices or equipment and connect them on the electric current or on the electronic network except after obtaining written approval from the computer center or the engineering department to ensure that their specifications conform and that these devices and equipment do not cause problems or accidents. 12. A faculty member or employee may not maintain more than one office in any way except with the written and justified consent of the president. 13. Former university presidents may be handed over decent offices subject to availability of space. 14. The General Services Department shall keep copies of all manual and electronic keys and all delivery and receipt information entered into the electronic system.
Article (7)	A. The legal measures contained in the legislation in force in addition to disciplinary measures shall be taken against any of the employees of the university who has done any act, participated, neglected or provided incorrect, misleading or unrealistic information about the reality of spaces and offices, the need and purpose of their occupancy or use, or harmed the privacy of the personal belongings of students or employees. B. These principles shall cancel any previous grounds or decisions that conflict with these provisions. C. Instructions that contradict these principles shall be implemented until amended by the competent authorities.

Hospitality and Parties Instructions at the German Jordanian University

Modified by the University Council decision no. (21/2023/2024) dated 25/6/2024 in accordance with paragraph (B) of Article (42) of Financial Regulation No. (97) of 2009

Article 1	These instructions are called "Hospitality and Parties Instructions at the German Jordanian University" Issued pursuant to paragraph (B) of Article (42) of Financial Regulation No. (97) of 2009 and shall come into force as of the date of their approval by the University Council.
Article 2	The following words and phrases, wherever mentioned in this regulation, shall have the meanings assigned to them below unless the context indicates otherwise. The University: The German Jordanian University. The President: the University's President. The Dean: Dean of the school or Deanship. The Director: The Director of the department, center, or office. Hospitality: includes expenses of food, drink and official parties in parties, seminars, workshops, events, courses and official and student activities, including halls, hotel rooms, travel tickets and transportation for official university guests and members of delegations participating in conferences held, organized, managed or supervised by the university.
Article 3	A. Hospitality expenses are covered at the request of the Dean or the director of the requesting entity and with the approval of the President. B. The expenses of official celebrations and events are covered according to their categories shown in form No. (1). C. With the approval of the President, hospitality expenses and logistical costs covered by any sponsor, funder or supporter to cover the expenses of hospitality of courses, conferences, events and hotel accommodation may be paid according to the conditions, requirements and standards of the funding entity, provided that the university does not bear any amounts. D. If any sponsor, funder or supporter wishes to share or charge the university the costs of hospitality, the hospitality expenses shall be covered in accordance with these instructions and taking into account the legislation in force regarding the costs of these expenses and the procedures for their purchase and disbursement. E. These instructions do not apply to hospitality paid and provided directly by any sponsor, funder or supporter. F. University facilities may be used to hold any event for external parties in return for a financial allowance determined by the President upon the recommendation of the Secretary-General and the Financial Director.

	G. The tariff issued through decisions, circulars and communiqués of (Prime Ministry / Ministry of Tourism / Ministry of Finance) must be adhered to with regard to the tariff of meals in restaurants, sleep and hotel accommodation. H. Expenses of (travel tickets and accommodation) must be adhered to in accordance with the provisions of the Government Transportation and Travel Regulation and the executive instructions emanating from it and in a manner that does not conflict with the official communiqués issued by the Prime Minister. I. In hosting official delegations, the principle of reciprocity must be adhered to. J. In disbursing hospitality expenses, it is taken into account not to waste and exaggerate, and to reduce as much as possible the cost of hospitality expenses and official parties, and replace them, if possible, with the least expensive options.
Article 4	A. In its annual budget, the university allocates a lump sum to cover the expenses of hospitality and official parties. B. An amount of 500 dinars is allocated annually in the university budget for each school or deanship and 200 dinars for each department, center or office for the purposes of covering hospitality expenses, and these allocations are within the budget of the common expenses of the university and are organized by the Public Relations Department. C. Hospitality expenses of schools, deanships, department, center or office are covered through a request submitted by the Dean / Director to the Public Relations Department and according to the approved form (Form no. 2). D. A total financial reservation is made based on the purchasing plan and the celebration plan for the expected fiscal year through the Public Relations Department and the Financial Department in coordination with the Dean and the Director. E. According to Article (29) of the Financial Regulation, a hospitality expense advance may be disbursed to the Office of the Dean, the Director once a year and deducted from the allocations included in the school, deanship, center, department, office purchasing plan for hospitality purposes only. F. The President may, in cases estimated by him/her to increase the allocation contained in paragraph (A) of these instructions, and the Secretary-General shall determine the methods of procurement for this.
Article 5	A. The above provisions are disbursed as an advance, provided that the value and holder of the advance are determined by the dean or director and that the responsibility for closing the advance remains on the dean or director. B. It is not permissible to spend on hospitality from other cash advances disbursed to any party in the university, regardless of the purpose of

	the advance or from any other source, except with justifications approved by the president.
Article 6	A. Official parties are managed, organized and held by the Public Relations Department at the university in coordination with the concerned authorities inside and outside the university. B. In order to reduce expenses, official parties are held on campus, and may be held off-campus in exceptional cases approved by the president or if the costs are less than their stay on campus.
Article 7	The official events and invitations subject to these instructions that are spent directly from the university budget shall be determined as follows: A. Scientific conferences and workshops organized by the university and invited to participate either as part of the university's contribution to supporting conferences, or from the account of the secretariats of the conference or workshops. B. Delegations and official guests of the university. C. National events. D. Any other occasions approved by the President of the University.
Article 8	A. Hospitality offered during events and celebrations is categorized as follows: 1. Coffee Break: I. Hot drinks (tea, coffee and herbs), water. II. Hot drinks (tea, coffee and herbs), water, Pettifour. 2. Snacks: I. Pastries, mini sandwiches, juice and water. II. Pastries, mini sandwiches, two types of salad, juice and water. 3. Lunch: I. Buffet two varieties. II. Buffet 3 varieties.
Article 9	All procedures mentioned in these instructions are subject to the prior approval of the President of the University.
Article 10	The President shall decide on cases not provided for in these instructions.

نموذج رقم (1) Form no. (1) Event/الفعالية
حفل تخريج الجامعة / University Graduation Ceremony
أمسية التميز / Excellence Evening
المؤتمرات العلمية / Scientific Conferences
الفعاليات المشتركة مع الجانب الألماني / Joint activities with the German side
فعاليات المجتمع المحلي / Local Community Events
الأعياد الوطنية / National Holidays
زيارة وفد رسمي / Official Delegation Visit
مجلس الأمناء / Board of Trustees
ندوة علمية / Scientific Seminar
الاعیاد والمناسبات الأخرى / Feasts and other occasions
مناقشات مشاريع التخرج / Graduation Projects Discussions

نموذج رقم (2)
Form no. (2)
نموذج طلب ضيافة في الجامعة الألمانية الأردنية
Hospitality application form at the German Jordanian University

طلب ضيافة/Hospitality Application: ☐ زيارة وفد رسمي/Official Delegation Visit ☐ مجلس الامناء/Board of Trustees ☐ مؤتمر/Conference ☐ ندوة علمية/Scientific Seminar ☐ حفل/Ceremony ☐ ورشة عمل/Workshops ☐ مشاريع تخرج/Graduation Projects ☐ افتتاح/Opening ☐ المجالس ولجان الشراء/Councils and Purchasing Committees

الأستاذ الدكتور رئيس الجامعة ارجو التكرم بالموافقة والايجاز لمن يلزم بتأمين الضيافة وحسب التفاصيل التالية:

الموقع/المبنى/Location : Building عدد الأشخاص/No. of People تاريخ من/Date from to/الى الساعة/Hour نوع الضيافة/Kind of Hospitality: ☐ قهوة و ماء /Coffee and Water ☐ كوفي بريك (شاي , قهوة , اعشاب) و ماء/Coffee Break (Tea, coffee, herbs) and Water ☐ كوفي بريك (شاي , قهوة , اعشاب) مع بتيفور/ Coffee Break (Tea, coffee, herbs) and Pettifour ☐ سناكس (ساندويشات ميني ومعجنات)/ Snacks (Mini Sandwiches and Pastries) ☐ سناكس (ساندويشات ميني و معجنات) مع نوعين سلطة/ Snacks (Mini Sandwiches and Pastries) two types of Salad ☐ غذاء بوفيه صنفين/ Buffet two varieties ☐ غذاء بوفيه 3 أصناف/ Buffet 3 varieties الجهة الطالبة/Requesting Entity: اسم المشروع/Project Name: الكلية/School's Dean/ مدير/Director: مبررات الطلب/Application Justification: الجهة الداعمة/Supporting Entity: التوقيع: التاريخ/Date:	لاستعمال الجهة الطالبة/For the requesting party's use

☐ موافق /Approved ☐ غير موافق /Rejected توقيع الأستاذ الدكتور رئيس الجامعة /President's Signature التاريخ/Date:	لاستعمال الأستاذ الدكتور رئيس الجامعة/For the Presidents Use

تم تأمين الضيافة بموجب فاتورة رقم () وقيمتها () تم تغطية الضيافة بموجب سلفة بموجب كتاب تغطية رقم () Hospitality was insured according to invoice No. () and its value was () Hospitality was covered under an advance under cover letter No() المدير/Director : : Signature	لاستعمال دائرة العلاقات العامة/Use for the Public Relations

تم استكمال تدقيق الفواتير / Invoice Audit Completed ☐ المدير/Director : : Signature/التوقيع	لاستعمال دائرة التزويد وإدارة المخزون/For the use of the Supplies and Inventory Management Department

رقم سند الصرف. / Bill of exchange no. / رقم الشيك check number قيمة الحجز المالي / Financial Reservation Value : رقم مستند الاغلاق / Closing Document Number : لاستعمال شعبة النفقات / For the use of the Expenditure Division : صرفت بسند رقم. / Disbursed by bill no. : تاريخ. / Date شيك رقم. / Check no. : تاريخه. / Date التاريخ. / Date : توقيع المدير المالي / Financial Director Signature :	لاستعمال الدائرة المالية / For the use of Finance Department

The Instructions of Entry for Individuals and Vehicles into the Campus of the German Jordanian University

Article 1	These instructions are called "The Instructions of Entry for Individuals and Vehicles into the Campus of the German Jordanian University" issued in accordance with article (42/D) of the Financial Regulation at the university and shall come into force as of the date of approval of the University Council pursuant to its decision no. (22/2023/2024) dated 25/6/2024.
Article 2	The following words and phrases wherever mentioned in these instructions shall have the meanings assigned to them below unless the context indicates otherwise: The University: The German Jordanian University. The President: The President of the University. The Campus: Buildings, lands, gardens, yards and service facilities of the university dedicated to its work and activities, whether at the headquarters of the university or outside. The Employees: Faculty members, administrative staff, lecturers, and permanent or temporary employees at the university. The Students: The students enrolled in the university. The Guests: University guests who have scheduled an appointment from the Presidency Department or from any dean or director. The Visitors: Individuals who carry out, operate, provide, or receive on-campus services, including investors, tenants, contractors, suppliers, service providers, marketing and promotion companies who received a prior approval in writing or whose nature of work requires frequent visits to the University, such as trainees and students who are not enrolled in the semester, parents of students (father, mother, brother, sister) and former employees. The Press and Media: The press and media entities, satellite channels, news websites, activists and bloggers of social platforms who received prior approval in writing. The Vehicle: Passenger vehicles intended for transporting not more than five individuals, including the driver.

	The Gates: The main, sub or temporary gates for the entry and exit of individuals and vehicles specified in writing by the Building and Facilities Management Committee of the University. Entry Permit: Permits approved under these instructions for the entry of individuals and vehicles into the campus.
Article 3	Entry to the university shall be as follows: A. The Buildings and Facilities Management Committee of the University shall determine in writing the main, sub and temporary gates specified for the entry and exit of individuals and the entry and exit gates of vehicles. B. The Buildings and Facilities Management Committee at the university shall determine a virtual itinerary for guests, visitors, reviewers, investors, and their permitted vehicles parking spaces in a manner that takes into account ease of movement, non-conflict and providing an integrated service. C. A policy shall be developed to inspect males / females and vehicles at the university gates in coordination with the Ministry of Higher Education and Scientific Research and the security authorities by using modern technologies, electronic gates, metal detectors, etc., according to the capabilities of the university. D. The Buildings and Facilities Management Committee at the University shall determine the locations, number of parking spaces and what shall be allocated to students, staff, visitors, and guests. E. The designs, shape and categories of entry permits for individuals and vehicles shall be approved by the President and upon the recommendation of the Deanship of Student Affairs, the Department of Public Relations and Marketing and the Department of General Services. (Appendix 1) F. The entry of individuals and vehicles to the campus with an entry permit shall be according to the following categories: 1. Student Entry Permit: Pursuant to a valid university ID. 2. Student Vehicle Entry Permit: Pursuant to a valid student vehicle permit. 3. Employee Entry Permit: Pursuant to a valid Job ID. 4. Employee Vehicle Entry Permit: Pursuant to a valid employee vehicle permit. 5. Entry permit for guests and their vehicles: I. Pursuant to a temporary permit bearing a serial number and in coordination with the Department of Public Relations and Marketing and the concerned authorities at the university (related to the guest), provided that a record shall be prepared with the information of the guest, name, host, time of entry and exit, and it is permissible to enter by vehicle and to be guided to the place of parking; and upon exit the permit shall be handed in back.. II. Representatives of security authorities and their vehicles assigned in writing by the authorities affiliated to them (except in cases of

	necessity or emergency), court bailiffs to notify documents and representatives of courier companies to deliver consignments and in coordination with the university presidency shall be treated as guests. 6. Entry permit for Visitors: Pursuant to a one-time visitor permit bearing a serial number and in coordination with the concerned authorities (related to the visitor) at the university, provided that accurate information about the name of the visitor, purpose of visit, duration of visit, and its time shall be documented in the visitors record, and the identity of the visitors shall be kept until the exit and the permit is handed in upon exit. 7. Entry permit for vehicles: I. Pursuant to free temporary entry permits not exceeding (3) visits per month and in coordination with the General Services Department and the relative entity (contract management body) at the university, and carries a serial number for one vehicle, provided not exceeding the total number specified for visitors' vehicle and the permit expires with the end of its purpose. II. Pursuant to a monthly paid permit for investors, tenants, contractors, suppliers and service providers whose nature of work requires their presence on campus to carry out the tasks for which their companies are contracted. III. Pursuant to free temporary entry permits for machinery, cranes, heavy, medium and small trucks, tankers, pickups and buses for the purposes of loading and unloading or maintenance and works and in coordination with the General Services Department and the relative entity (contract management body/ supplies and inventory management department) at the university, and it consist of a serial number, provided that working hours are taken into account and public safety procedures and requirements are observed. The permit expires when its purpose expires. 8. Press and Media Entry Permit: Under a temporary entry permit and in coordination with the Presidency Department and the Public Relations and Marketing Department at the university, in which; the name, duration, purpose and places of entry are indicated, and their identity is kept until exit.
Article 4	University security is responsible for regulating the entry, exit, and movement of vehicles on campus, and they shall verify the identity of the driver by requesting his/her university or personal identity, if he/she is not known to them before allowing his/her car to enter or while he/she is on campus, and they shall also inspect any vehicle to ensure the safety of the campus and its community.
Article 5	The allowance for entry and parking permits at the university shall be determined through a price table issued by the University Council.

Article 6	A. The Deanship of Student Affairs, in coordination with the Financial Department, the Admission and Registration Department, and the General Services Department, is responsible for managing approved permits electronically/ or stickers for vehicles to enter the campus and grant them to students according to the number and parking spaces available to students. The Deanship shall nominate one of its employees to issue permits and/or stickers to the beneficiary and submits monthly reports to the Deanship. This employee shall be fully responsible for granting permits, and is accountable for any violation that occurs in granting them contrary to the rules. B. The General Services Department, in coordination with the Human Resources Department, is responsible for managing the approved permits electronically / or stickers for permits and/or stickers for the entry of vehicles to the campus and granting them to employees according to the number of parking spaces available to employees. The General Services Department shall nominate one of its employees to issue permits and/or stickers to the beneficiary and shall submit monthly reports to the General Services Department, and this employee shall be fully responsible for granting the permits, and is accountable for any violation that occurs in granting permits contrary to the rules.
Article 7	The design of entry permits shall take into account the possibility of having it electronic, and that the appropriate design of the permit and/or sticker contains the logo of the university, its validation, and serial number with an indication of the type of permit and the category benefiting from it, provided that the form of the permit varies according to the category to which it is granted, and that it includes a distinctive mark that is difficult to forge or imitate, and that it includes an electronic code that allows access to permit information when needed. The design may be changed in shape and color from year to year while preserving its basic elements, to distinguish new permits, and to recognize their validity.
Article 8	The Deanship of Student Affairs and the General Services Department shall issue permits for students and employees as follows: First: A special record for permits shall be organized, including the following information: A. The name of the person granting the permit and/or the sticker. B. The job title, place of work and telephone number of the person holding the permit. C. Type of vehicle that was granted the permit and/or sticker. D. Type of permit and/or sticker, duration, and serial number. E. Purpose of entry to the campus.

	Second: This permit and/or sticker shall be obtained from the Deanship of Student Affairs / General Services Department under the following conditions: A. The vehicle shall be insured and licensed; B. The vehicle shall be registered in the name of the individual who requests the permit and/or sticker; C. To provide the Deanship of Student Affairs / General Services Department with a copy of the vehicle license; D. If the ownership of the vehicle is for (husband, wife, brother, father, or son), the ownership of the vehicle shall be approved to obtain a permit for students and employees; E. To grant the eligible person one permit; F. To fill in the application and sign the pledge to abide by the regulations and instructions of the university according to the approved form, G. The University shall assume no responsibility for the safety of cars on campus or for any of their contents, and a clear statement to that effect shall be added to each permit. H. The President of the University has the right, for security or procedural requirements, and according to his/her decision alone, to prevent the entry of permitted vehicles to the campus. I. The charges for the entry permit of vehicles shall not fully or partially be refundable and are not credited or replaced in any way and for any reason. J. A box or electronic means shall be determined for the complaints of students and employees to submit complaints about the lack of a parking space despite obtaining a vehicle entry permit. The President or the delegated as a Secretary General shall be informed of the complaints on a first-hand basis to find solutions or to detect defects in the mechanism for issuing vehicle permits or other defects.
Article 9	The permit and/or sticker is a refundable custody that shall be returned to the Deanship of Student Affairs / General Services Department, which is a condition for obtaining a clearance and may not be given to others and shall be under accountability.

Article 10	Each of the university gates keeps a copy of the record so that the guard of the shift can verify the validity of the permit, the identity of its holder, and detect cases of student permit falsification if necessary. The Deanship of Student Affairs / General Services Department updates the record information to include the latest developments related to the permit.
Article 11	A. Private and public buses, trucks and machinery shall not be allowed to enter the campus without the approval of the Director of the General Services Department or his/her deputy in coordination with the concerned entity of the university. B. Coordination shall be made with the General Services Department and the requesting parties to determine the hours and places of entry of medium and heavy machinery, cranes, waste presses, loading and unloading trucks, maintenance machinery and equipment, water tankers, trucks transporting fuel, gas and hazardous materials, under the supervision of the requesting party and taking into account public safety matters.
Article 12	Public or private vehicles carrying employees or students at the university who do not own private vehicles, and whose health condition requires them to be taken to their workplaces, to the lecture, or to enter the university, provided that the vehicle is registered in the visitors record.
Article 13	University-owned vehicles shall be excluded from obtaining campus entry permits.
Article 14	Permit holders entering the campus with their vehicles shall fully comply with the following: A. To consider the privacy of the campus. B. To drive very carefully and cautiously. C. To commit to the speed limit on campus. D. To follow traffic signs and warning signs. E. To give traffic priorities to pedestrians and other cars; F. It is not permissible to bring any prohibited items, dangerous or flammable materials, fireworks, firecrackers, or weapons of all kinds.
Article 15	A. It is not permissible to park and stop vehicles on campus in places where parking or stopping is prohibited, on-campus sidewalks, at emergency entrances, in places where stopping is not allowed, or in places contrary to the type of the permit. B. Parking of vehicles inside the university campus is allowed in places where there is a sign that allows temporary parking and for a maximum period of 15 minutes. C. Specific parking spaces are set for students' vehicles where students are obliged to park.
Article 16	A. Anyone who commits the following violations on the university campus is considered to have violated these principles and is subject to liability.

He/she will be subject to a fine and his/her vehicle entry permit shall be canceled until the end of the semester:									
	<table> <tr> <th>Fine</th><th>The Violation</th></tr> <tr> <td>10 dinars, and when the violation is repeated more than three times, the permit shall be withdrawn and canceled, provided that a permit is not granted for the next semester.</td><td> 1. Parking outside the lane designated for the designated parking space. 2. Double parking, which disturbs traffic. 3. Restraining parking or parking in a place other than the designated area or in a manner contrary to the specified lines of parking. 4. Parking in the places designated for the presidency of the university, or for guests, visitors, places of loading, unloading and maintenance, assembly points or areas where parking is prohibited, in front of the entrances or exits of gates, buildings and facilities, or on the sidewalks. 5. Harming the environment, pollution, spillage and leakage of oils and fuels, and dumping of waste and vehicle spare parts or any part thereof on campus. 6. Throwing waste from vehicles on university roads and green areas. 7. Using cars for purposes other than those designated for them. 8. Charging electric cars on campus using the internal electricity grid. 9. Trading, selling and displaying materials by cars or trading in cars within the university or displaying them with the intention of selling or renting. </td></tr> <tr> <td>50 dinars, and if the violation is repeated more than twice, the permit shall be withdrawn and canceled, provided that a permit is not granted for the following semester.</td><td> 1. Making noise or using unusual horn, loud and multi-sound flutes, speakers, music amplifiers, or exhaust sound. 2. Parking in places for people with special needs </td></tr> <tr> <td>100 dinars, and if the violation is repeated more than once, the permit shall be withdrawn and canceled, provided that a permit is not granted for the following two semesters.</td><td> 1. Driving recklessly, foolhardiness or showy manner. 2. Placing electoral or propaganda slogans, racist, sectarian or regional posters or any poster or sign that violates morals, and values on vehicles when entering the university campus. 3. Using cars in any act that is indecent and violates morals and public taste. 4. Tampering with warning or guidance signs, moving or breaking cameras. </td></tr> </table>	Fine	The Violation	10 dinars, and when the violation is repeated more than three times, the permit shall be withdrawn and canceled, provided that a permit is not granted for the next semester.	1. Parking outside the lane designated for the designated parking space. 2. Double parking, which disturbs traffic. 3. Restraining parking or parking in a place other than the designated area or in a manner contrary to the specified lines of parking. 4. Parking in the places designated for the presidency of the university, or for guests, visitors, places of loading, unloading and maintenance, assembly points or areas where parking is prohibited, in front of the entrances or exits of gates, buildings and facilities, or on the sidewalks. 5. Harming the environment, pollution, spillage and leakage of oils and fuels, and dumping of waste and vehicle spare parts or any part thereof on campus. 6. Throwing waste from vehicles on university roads and green areas. 7. Using cars for purposes other than those designated for them. 8. Charging electric cars on campus using the internal electricity grid. 9. Trading, selling and displaying materials by cars or trading in cars within the university or displaying them with the intention of selling or renting.	50 dinars, and if the violation is repeated more than twice, the permit shall be withdrawn and canceled, provided that a permit is not granted for the following semester.	1. Making noise or using unusual horn, loud and multi-sound flutes, speakers, music amplifiers, or exhaust sound. 2. Parking in places for people with special needs	100 dinars, and if the violation is repeated more than once, the permit shall be withdrawn and canceled, provided that a permit is not granted for the following two semesters.	1. Driving recklessly, foolhardiness or showy manner. 2. Placing electoral or propaganda slogans, racist, sectarian or regional posters or any poster or sign that violates morals, and values on vehicles when entering the university campus. 3. Using cars in any act that is indecent and violates morals and public taste. 4. Tampering with warning or guidance signs, moving or breaking cameras.
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B. In addition to the above penalties, the Traffic and Vehicle Licensing Department shall be informed of the necessary action in the event of traffic accidents on campus.									

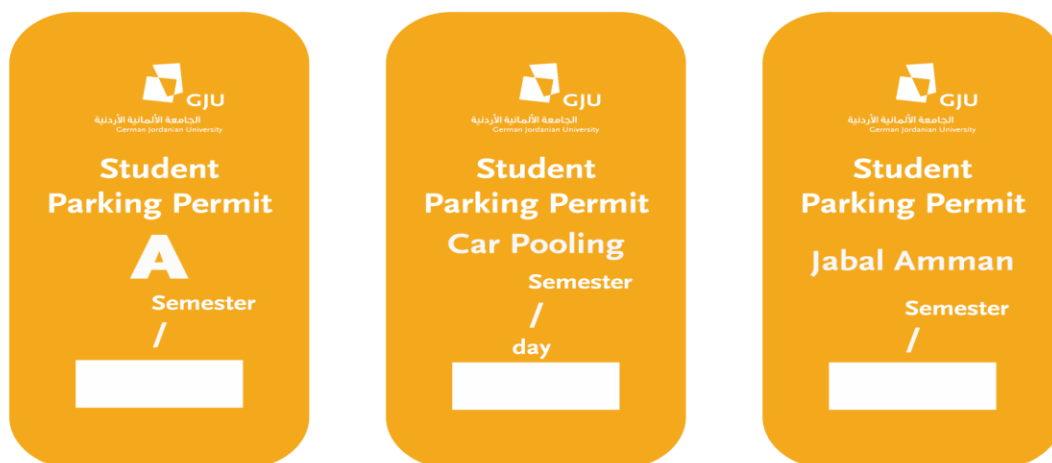
	C. Other violations not mentioned in these bases shall be determined according to the value specified in the Traffic Law.
Article 17	In addition to what is stated in other legislation, the president may refer any of the employees or students for investigation in the event that he/she caused an accident with his/her vehicle that led to material or physical damage to any of those on campus or damage to university facilities or to vehicles and facilities located inside the campus.
Article 18	A. The General Services Department shall tow any broken-down vehicle that obstructs traffic on campus outside the campus, at the expense of the user. B. It is forbidden to carry out vehicle maintenance work on campus (except for emergency breakdowns) and it is forbidden to bring gasoline canisters or any fuel into the campus. C. It is forbidden to overnight cars on campus without written permission, and the permit holder shall be fined 25 dinars for the first day and 50 dinars per day if the overnight stay exceeds two days. D. A car with a total of 4 days of overnight stay on campus shall be towed off campus at the expense of the permit holder.
Article 19	A. In addition to what is stated in other legislations, the entity or company shall be referred to the President or the delegated as a Secretary General in the event that any of the vehicles or mechanisms belonging to them or their employees or contractors cause material or physical damage to those on campus or material damage to university buildings and facilities or to vehicles located on campus to take the necessary action with that entity or company. B. The President or the delegated as a Secretary General shall determine the value of fair compensation for the damage caused to the property of the University in accordance with the legislation in force, and the perpetrator shall be duly claimed.
Article 20	With the exception of academics and the organizational entities directors, holders of permits of all kinds are not allowed to enter the campus outside official working hours, and on weekends and official holidays, and it's allowed for those whose nature of work so requires or who have approval to work outside official working hours.
Article 21	University security personnel shall be responsible for issuing violations according to the form prepared by the Public Services Department for this purpose and providing the Financial Department with a copy thereof.

Article 22	Violations imposed under these instructions shall be documented in a special register in the Public Services Department indicating the name of the violator and the reasons for imposing a fine.
Article 23	A. The student against whom a violation was issued according to these instructions have the right to submit an objection request to the Dean of Student Affairs within two weeks from the date of issuing the violation and the decision of the dean shall be final. B. The employee at the university against whom a violation was issued according to these instructions have the right to submit an objection request to the President or the delegated as a Secretary General within two weeks from the date of issuing the violation and the decision of the President or the delegated as a Secretary General shall be final.
Article 24	A. The Financial Department shall collect the value of the violations issued under these instructions, and if this is not possible, the collection shall be made in accordance with the Public Funds Law. B. The value of the violations imposed under these principles shall be allocated to the student fund at the university.
Article 25	The General Services Department, in cooperation with the relevant authorities at the university, shall arrange the entry of vehicles of university visitors in celebrations, events held at the university, provided that the procedures for entry and movement within the campus and exit are duly observed.
Article 26	The university has the right to cancel or suspend any permit if its owner commits any violation of the provisions of these instructions or the terms of the undertaking, and the owner of the permit whose permit is suspended shall have no rights or claims against the university.
Article 27	The President may revoke or grant permits for any case not provided for in these instructions.
Article 28	The President or the delegated as a Secretary General, the Deanship of Student Affairs, and the Department of General Services are responsible for the implementation of these instructions as appropriate.

ملحق رقم (1)
Appendix Number (1)

تصاريح دخول الأشخاص والمركبات
Individual and Vehicle Entry Permits

تصريح دخول مركبات الطلبة/Student vehicle entry permit





Employee vehicle entry permit/ تصريح دخول مركبات العاملين



تصريح دخول الضيوف ومركباتهم/Visitor vehicle entry permit



تصريح دخول مركبات الزوار/Visitor vehicle entry permit



Press & Media vehicle entry permit/تصريح دخول الصحافة والاعلام



**The Bylaws of the Vocational and Professional Uniforms
for Employees and Students at the German Jordanian University for the year 2022**

Article 1	These bylaws are called the “Bylaws of the Vocational and Professional Uniforms for Employees and Students at the German Jordanian University”, and they shall be applied from the date of their approval by the president of the university.
Article 2	A) The university aims from the vocational and professional uniform to standardize the uniform and adhere to university protocols and to abide by the occupational safety standards and security requirements, which must be adhered at the university by its community in order to reflect a professional and honorable image. B) by applying these principles, the university emphasizes (1) its keenness to make the employees look decent and professional, and (2) the use of a mechanism through which to ensure the preservation of the identity of its employees and their sense of pride in the institution to which they belong, and to ensure their safety and security and the safety and security of other individuals within the university community. C) these principles apply to all employees who are required to wear a vocational or professional uniform. D) the uniform must have a distinctive design to be worn by the university employees who are obligated to do so. The uniform must have the university’s logo and adhere to its own colors. The uniform for certain jobs with risks is considered as a personal protective equipment. The uniform must be appropriate for the wearer and the environment in which the employee works. E) university employees must wear a uniform appropriate to their workplace. The uniform must not contain messages that give impressions of pornography, advocacy of violence, hatred or racism, or the promotion of alcohol, drugs or any illegal substances, and must not cause a distraction or disruption of work.

	F) The uniform shall be disbursed as specified in these principles and according to the need and necessity for the following categories: 1. Faculty members 2. supervisors, athletic trainers 3. employees of the Public Relations Department 4. laboratory supervisors from teaching and research assistants 5. technicians of engineering workshops 6. drivers 7. security staff 8. farmers 9. engineers and technicians of workshops and maintenance 10. building Supervisors 11. postal workers 12. hospitality staff 13. medical clinic staff 14. students participating in artistic and sports teams that represent the university and through the Deanship of Student Affairs 15. Students participating in recreational and organizational activities at the university and through the Deanship of Student Affairs 16. any other job the President decides to pay for.
Article 3	A) the procurement process and the purchase contract are managed through the Supplies Department, and the concerned departments are responsible for setting clear technical specifications and quantities for the items required to be purchased in accordance with the budget allocations for each department and according to the government procurement system. B) modifications may be made to the design of the uniform or its specifications may be changed periodically and by the request of the requesting party.

	C) all employees must provide the requesting party with their measurements or attend measurement sessions (if required) on specified dates. D) the employee must submit any complaint he/she has regarding the size and/or other complaint within two days of receipt. E) all necessary modifications to the uniform shall be made through the requesting party only, and may only be made to clothing's size measurements, and any other modifications to the uniform are not permitted for any reason whatsoever. F) some jobs might require the availability of a uniform for winter and summer. G) some jobs with risks may require the availability of personal protective equipment such as face shields, goggles, helmets, shoes and gloves with special specifications.
Article 4	Clothes shall be disbursed in accordance with the schedule attached to these principles, and the President may amend it from time to time.
Article 5	A) all categories are obligated to maintain the uniform, its cleanliness and grooming, and to wear it during the official work or for the purpose for which it was spent, and to wear all pieces of the uniform during work, and anyone who violates that exposes himself to accountability and to the penalties stipulated in the regulations and instructions. B) deans, directors, their assistants, heads of division and supervisors are responsible for ensuring that their employees comply with the wearing of the clothing, and to ensure that the uniform is always worn, and they are responsible for promptly reporting non-compliance or any violation of these principles. C) the employees and workers of contractors and suppliers who are inside the university campus are required to wear a unified uniform and an identification tag to distinguish them from the university

	employees, at the contractor's expense, and this condition is included in all biddings conditions.
Article 6	a) the uniform is considered as a property for the university and shall be returned in the event of termination with the university. The return of the uniform is part of the procedures for leaving work and discharge. b) the employee who caused damage to the uniform due to misuse or loss of the uniform (excluding damage resulting from normal use) shall be fined. The invalid clothes shall be destroyed according to the regulations and Annex No. 2 of the government procurement system and the instructions in force at the university.
Article 7	The president approves the disbursement of clothes to any of the university's employees who are not mentioned within the categories specified in these institutions and based on a justified recommendation from the dean or the concerned director.
Article 8	These bylaws shall supersede any previous decisions or bases that conflict with its content.
Article 9	The respective deans and directors are responsible for implementing the provisions of these bylaws.

**Schedule of job and professional uniform exchange for employees and students at
the German Jordanian University**

Categories	number of disbursements	Uniform details	disbursement party
Academic Staff	It is disbursed for one time, subject to replacement when damaged, with the approval of the Dean, provided that the damaged clothing is handed in.	One Graduation robe One Hood One cap Two white colour laboratory aprons (if the	Direct Dean

		nature of work requires it)	
Supervisors, Sport trainers	It is disbursed every two years and is replaceable when damaged with the approval of the Dean, provided that the damaged clothing is handed in.	Two full track suits One pair of sport shoes	Dean, Deanship of Student Affairs
Employee at the Public Relations Department	It is disbursed every two years, subject to replacement when damaged, with the approval of the Director, provided that the damaged clothing is handed in.	For men: two summer suits Two winter suits For females: two official sets. For Photographer: 1 Vest Sleeveless	Director of Public Relations
Laboratory supervisors from Research and Teaching Assistants	It is disbursed for one time, subject to replacement when damaged, with the approval of the Dean, provided that the damaged clothing is handed in.	Two White apron	Direct Dean
Engineering workshop technicians	It is disbursed for one time, subject to replacement when damaged, with the approval of the Dean, provided that the damaged clothing is handed in.	Two dark blue aprons	Direct Dean
Drivers	It is disbursed every two years and is replaceable when damaged with the approval of the Director, provided that the damaged clothing is handed in.	Four shirts Two Trousers two formal jackets	Direct Director
Security employees	It is disbursed every two years and is replaceable when damaged with the approval of the Director, provided that the damaged clothing is handed in.	Four shirts Two trousers two formal jackets one rain jacket	Direct Director

Farming workers	It is disbursed every two years and is replaceable when damaged with the approval of the Director, provided that the damaged clothing is handed in.	Two sweaters Two T-Shirt Two jeans One planting shoes or boots and two caps	Direct Director
Engineers and workshop technicians and maintenance	It is disbursed every two years and is replaceable when damaged with the approval of the Director, provided that the damaged clothing is handed in.	Two sweaters Two shirts One vest number One pair of protection shoes Two Trousers One protective cap One rain jacket	Direct Director
Building Supervisors	It is disbursed every two years and is replaceable when damaged with the approval of the Director, provided that the damaged clothing is handed in.	Four shirts Two trousers Two jackets One rain jacket	Direct Director
Postal workers	It is disbursed every two years and is replaceable when damaged with the approval of the Director, provided that the damaged clothing is handed in.	Two sweaters two shirts Two trousers one vest one rain jacket	Direct Director
Hospitality staff/Presidency Department.	It is disbursed every two years and is replaceable when damaged with the approval of the Director, provided that the damaged clothing is handed in.	Four shirts Two trousers Two formal jackets one vest number	Presidency Director

		two ties	
Medical clinic staff	It is disbursed for one time and is subject to replacement when damaged with the approval of the Dean, Deanship of Student Affairs, provided that the damaged clothing is handed in.	Two white aprons	Dean, Deanship of Student Affairs
Students participating in artistic and sports teams representing the university	It is disbursed for one time and is subject to replacement when damaged with the approval of the Dean, Deanship of Student Affairs, provided that the damaged clothing is handed in.	Determine the required clothes in a timely manner and as needed	Dean, Deanship of Student Affairs
Students participating in the reception and organization in the various activities of the university	It is disbursed for one time and is subject to replacement when damaged with the approval of the Dean, Deanship of Student Affairs, provided that the damaged clothing is handed in.	Determine the required clothes in a timely manner and as needed	Dean, Deanship of Student Affairs

**Financial liability Compensation Instructions
in the German Jordanian University, Issued by the University Council
under Paragraph (f) of Article (42) of the Financial Regulation in the
German Jordanian University No. (97) Of 2009**

Article (1)	These Instructions shall be called (The Instructions of Financial liability Compensation in the German Jordanian University) and shall come into force from the date of issuance thereof.
Article (2)	The following words and expressions, wherever appearing in this law, shall have the meaning assigned thereto unless the context indicates otherwise: The University: The German Jordanian University. The President: The President of the University. Employee: The employee appointed in the University. Financial liability compensation: Compensating the financial liability due monthly to the employee in return for holding financial liability in accordance with the financial regulation applied in the University and the provisions of these Instructions.
Article (3)	A. Financial liability compensation is disbursed to employees who are in charge of jobs consequent with a financial responsibilities in the University and the following are their categories: 1. The director of the department of finance, his/her associates, unit directors, accountants and employees who receive cash. 2. The director of the internal control unit, his/her associates and the employees of the auditing unit in the department. 3. The director of the department of supplies and central tenders, his/her associates, unit directors and the employees of the supplies and tenders unit. 4. Accountants and account clerks. 5. The general treasurer in the department of finance and treasurers in the deanships/other University departments. 6. Warehouse keepers and their associates. 7. Auditing employees.

	B. The President may approve the issuance of a compensation of financial liability allowance to categories other than the above, to employees whose jobs require its issuance in accordance with a recommendation by the director of the department of finance.
Article (4)	Subject to what is mentioned in Article (50) of the supplies and works regulation applied in the University. In order to issue a compensation of financial liability it is required that the deserving employee submits a financial guarantee to the University. The guarantee should remain valid for a period of 2 years after the employee's service in the University ends or the reason for the guarantee ceases to exist.
Article (5)	A. Every employee who receives a compensation of financial liability shall be held liable for any loss incurred by the University due to the employee's negligence, mistake or acceptance of vouchers or any relevant document that do not meet the determined terms. B. Subject to what is mentioned in paragraph (A) of this Article. The value of the financial loss is to be collected from the employees who receive, in a decision made by the President, a compensation of financial liability after investigating with the employee who caused the loss and determining the degree of his/her responsibility.
Article (6)	The disbursement of the compensation of financial liability is stopped during the period which the employee is delegated on a course, mission or is on a vacation exceeding 3 months. It shall be cancelled in case of the employee's transfer to another job that does not require a financial liability.
Article (7)	The value of the employee's financial liability compensations referred to in Article (3) of these Instructions are as follows: A. The director of the department of financial affairs and his/her associates, the director of the department of supplies and his/her associates, the director of the internal control unit and his/her associates, the director of central tenders and his/her associates 5000 Jordanian Dinars. B. The treasurer 4000 Jordanian Dinars.

	C. Employees categorized as level 4 and higher and contract employees, who have contracts, whose salaries match theirs 3000 Jordanian Dinars. D. Employees categorized as level 5 and lower and employees, who have contracts, whose salaries match theirs 2000 Jordanian Dinars.
Article (8)	A financial liability compensation is disbursed to employees who have a financial liability in accordance with their guarantee categories and they are as follows: A. 60 Jordanian Dinars to the employee guaranteed with 5000 Jordanian Dinars. B. 50 Jordanian Dinars to the employee guaranteed with 4000 Jordanian Dinars. C. 40 Jordanian Dinars to the employee guaranteed with 3000 Jordanian Dinars. D. 30 Jordanian Dinars to the employee guaranteed with 2000 Jordanian Dinars.
Article (9)	The President, in accordance with the recommendation made by the director of the department of finance, shall decide on cases which are not mentioned in any Article in these Instructions or any problems that might arise with its implementation.
Article (10)	The Instructions for financial liability compensation allowance that were applicable in the University prior to the endorsement of the Instructions above shall be cancelled and any decisions issued thereunder contravene the provision of these Instructions.

**Instructions on Leasing and Renting Movable and Immovable
German Jordanian University Property
Issued by the Deans Council as per Article (52) from the Supplies and
Works Regulation at the University No. (85) for the Year (2009)**

Article (1)	The following instructions shall be named “Instructions on Leasing and Renting Movable and Immovable German Jordanian University Property” in accordance with the provisions of Article (52) from the Supplies and Works Regulation and hence shall be in effect as of the date of its issue.
Article (2)	The following expressions and words shall have the meanings assigned to them below unless shown otherwise: University: German Jordanian University. Council: Deans Council. President: University President. Dean: Dean of School or Dean of University Activity. Director: Director of any Unit or Centre or Department at the German Jordanian University. Committee: Central Tenders Committee at the University. University Property: Movable and Immovable Property Owned by the University or shall be used in accordance with its laws, regulations and instructions in force. Regulation: Supplies and Work Regulation at the University and any amendments that it may have.
First Item:	
Leasing and Renting Movable and Immovable University Property	
Article (3)	It is permissible to lease excess immovable university property or specified for leasing and investment to people or public institutions or private institutions or any commission or side approved by the president.
Article (4)	Approval should be granted by the president or his or her delegate prior to starting the leasing procedures of any university.
Article (5)	A. The central tenders committee, after the approval of the president, shall be responsible for the first steps in leasing university property by offering the leasing tenders as per the procedures pertaining to the tenders mentioned in the Supplies

	and Works Regulation of the university. Hence, the leasing decisions issues by the committee shall be subject to approval as per the provisions of the regulation. B. The president shall decide in cases evaluated by him or her whether to lease immovable university property based on the recommendation of the dean or director or tenders committee in which the decision shall include the leasing conditions in Article (6) from these regulations. C. The president and based on a recommendation from the deans council shall lease to individuals or public institutions or private institutions or commissions or sides that have been approved by the university some lands or buildings it owns in exchange for a specific fee for a maximum period of 30 years. Furthermore, the university has the right to renew or not renew the lease to individuals or institutions or the same sides in exchange for the same rent or a new rent fee agreed on. D. Regardless of what was mentioned in the previous articles, the president and based on the recommendation of the tenders committee shall decide on leasing university property in a public auction if he or she deems is in the best interest of the university.
Article (6)	Immovable University property shall be leased as per a contract made between the university and the lessee, and shall include the following:- - a- Name of lessee, surname, profession, nationality, and address. - b- Rent fee. - c- Rent method. - d- Rent contract period. - e- Rent starting date. - f- Purpose of leasing immovable property (leased). - g- Description of leased property and its amenities. - h- Use of leased property. - i- Specifying the services offered by the university with the leased property. - j- Any conditions deemed necessary by the university.
Chapter One Leasing Car Parking Lots at the University	
Article (7)	Car parking lots are to be leased to the university's students and it is permissible in cases evaluated by the president that they be leased to others.
Article (8)	It is permissible to register for the use of the parking lots for a period of one academic semester or one month or as the situation dictates.
Article (9)	The university council decides on the registration fee of parking lots designated for students in each semester. Moreover, the council is authorized to amend the

	fees and registrations if deemed necessary and based on a recommendation from the public services department.
Article (10)	A. It is prohibited to leave a car in the parking lot for a period that exceeds the designated announced hours of the parking lots unless there are excused reasons approved by the president or the dean. In case of violation, the car shall be transported to an external parking lot on the expense of the his or her owner, and in this case the car's owner shall incur the expenses of transporting it out of the parking lot in addition to the parking lot fees or any damages incurred as result of the transport. B. The university is not responsible for any loss or damage incurred by the registered user or his or her car as a result of using the parking lots.
Article (11)	The registered user is given a car parking lot registration card by the deanship of student affairs and shall be considered a personal registration only used by the registered user.
Article (12)	Any violation of these instructions or misuse of the parking lots in any way is forbidden to use the parking lot for a period specified by the dean. In case the violator is a student then he or shall in addition to being forbidden of using the parking lot be subject to disciplinary procedures mentioned in the university regulations and instructions.
Chapter Two Leasing University Cars	
Article (13)	The cars shall be leased for the following reasons: - a- Trips organized by the deanship of student affairs, schools, and administrative units at the university, in addition to trips organized by the social committee and trips approved by the president. - b- Trips that involve scientific researches and conferences. - c- Emergency cases in which ambulance cars are leased. - d- For use of public institutions or private institutions after an approval by the president. - e- For the transport of university employees and workers from and to the university according to what the work dictates. - f- For cases that do not have an article, the president shall approve them.
Article (14)	There should be a prior approval by the president or his or her delegate in the leasing of cars for the transportation of its employees and workers.

Article (15)

The fees for trips shall be as follows:

A- Fees for trips listed below:

	Governorate	Estimated Distance	Maximum 30 Persons Capacity Car Fee	Maximum 10 Persons Capacity Car Fee
1-	Irbid	300 km	JOD 55	JOD 30
2-	Jerash	200 km	JOD 40	JOD 20
3-	Ajloun	200 km	JOD 40	JOD 20
4-	Al Mafraq	350 km	JOD 62.5	JOD 40
5-	Al Balqaa	150 km	JOD 40	JOD 20
6-	Al Zarqa	200 km	JOD 40	JOD 20
7-	Al Karak	350 km	JOD 62.5	JOD 40
8-	Al Tafileh	500 km	JOD 85	JOD 50
9-	Amman-Madaba	150 km	JOD 40	JOD 20
10-	Maan	600 km	JOD 100	JOD 60
11-	Aqaba	800 km	JOD 130	JOD 80

B- The fees for trips that have not been mentioned in paragraph (a) from this article their cost is calculated based on kilometers as follows:

	Type of Vehicle	Rent of the First 200 km for one kilometer	Each additional kilometer for one kilometer
1-	30 passengers or more	200 fils	150 fils
2-	10 passengers or more	250 fils	200 fils

C- An additional fee of JOD 20 is added to the mentioned fees in Article (15) above for cars with a 30 persons capacity for each night the car spends in the Kingdom, and JOD 30 for each night the car spends outside of the Kingdom.

D- An additional JOD 10 is added to the mentioned fees in Article (15) above for cars with a 10 persons capacity for each night it spends in the Kingdom, and JOD 20 for each night the car spends outside the Kingdom.

	E- The lessee party shall incur all the insurance and violations expenses or any other expenses other than fuel. F- The type of trip shall be specified by the dean or concerned director. G- Excluded from this are the private scientific and official trips organized as per the instructions issued by council responsible for student trips.
Article (16)	A- The car transportation fees for transporting workers are specified by a decision from the council and based on a recommendation from one of the vice presidents or assistant president for administrative affairs as the situation dictates. B-The ambulance fees are specified by a decision from the council based on a recommendation from the dean of student affairs.
Chapter Three Leasing University Halls, Auditoriums, and Sports Fields	
Article (17)	It is permissible to lease the university's stadium, its amenities and sports playgrounds to national teams or military teams or school teams or clubs or public commissions registered at the higher council for youth and are categorized only excellent or first at the sports unions.
Article (18)	The procedure for leasing the university's stadium, its amenities, and sports playgrounds is based on a written request presented by the concerned commission wishing to lease, and should be approved by the dean of student affairs or his or her delegate as long as they do not disrupt the timings and activities of the university.
Article (19)	The maximum period for leasing the university's stadium, its amenities, and sports playgrounds for each practice shall be two hours and it is permissible in special cases evaluated by the dean or his delegate to extend this period as he deems appropriate.
Article (20)	The commission or team leasing the university stadium, its amenities, and sports playgrounds responsible for ensuring order and any damages that may occur as result of misconduct or misuse.
Article (21)	The fees for the use of university football playground and sports playgrounds are specified by the commission or the team not affiliated with the university as follows: A- JD 30 for each hour of football playground use without lights. B- JD 60 for each hour of stadium use with lights. C- JD 100 for intensity track.

	D- JD 75 for conducting football matches between teams not affiliated with the university. E- The fees for using playgrounds and other sports amenities are specified by the council based on are recommendation from the dean. F- The reconsideration of specifying these fees shall be conducted by a decision from the council. G- The president has the authority to exempt all national sports teams or courses or championships organized by commissions or other teams not affiliated with the university from the mentioned fees.
Article (22)	If several commissions or teams requested to lease the university's stadium and sports playgrounds at the same time, then the priority shall be for the commission that requested first. Therefore, the commission that provides a convincing written request regarding its sports circumstances then the leasing procedures shall be speeded whereas the fairness of priorities and circumstances is left to the evaluation of the dean or his or her delegate.
Second Item Leasing- Renting Movable and Immovable Property	
Article (23)	It is permissible to rent movable and immovable property from public institutions or private institutions or any commission or side in the Hashemite Kingdom of Jordan or outside the Kingdom that achieves the interest of the university provided that an approval is granted by the president prior to the renting procedures of such properties.
Article (24)	The tenders committee shall be responsible after the president's approval for the handling the renting of movable and immovable property and shall follow when offering the tenders the procedures related to tenders or supplies mentioned above in the Supplies and Works Regulation followed by the university.
Article (25)	A. Each case pertaining to leasing movable and immovable university property that has no clear article in these instructions shall be referred to the president in order for him or her to give the appropriate decision regarding it. B. If any conflict occurs while implementing any of the provisions in these instructions shall be referred to the president in order for him or her to give the appropriate decision regarding it.

	C. The provisions of the financial regulation and supplies and works regulations of the university and instructions issued regarding them shall be considered. D. The instructions shall cancel all the opposing provisions mentioned in any previous instructions or decisions. E. The president and dean or their delegates shall be responsible for implementing the provisions of these instructions.

**Employees Provident Fund Regulation at the German Jordanian
University
Regulation No. (99) Of 2009**

Article (1)	This Regulation is called “the Saving Fund Regulation for Employees at the German Jordanian University of 2009” and shall come into force from the date of its publication in the Official Gazette
Article (2)	Unless indicated otherwise, the following words and phrases shall have the designated meanings in this form: University: The German Jordanian University President: The President of the German Jordanian University Board: University Board Fund: The saving fund for employees at the University Committee: The fund managing committee Worker: Any of the teaching staff, teaching assistants, research assistants, classified employees, hired employees with a monthly income but are not from those who serve full-time at the University and those hired with a contract.
Article (3)	The provisions of this Regulation shall apply on all employees once they are hired.
Article (4)	A. A fund shall be formed in the University under the title “the Saving Fund for Employees at the University” and the membership is obligatory for all employees B. 5% is subtracted from the monthly income for all main employees to the saving fund and the University doubles the amount C. The money in the saving fund is deposited in one of the banks that are approved by the University
Article (5)	A. A committee named : committee for managing the saving fund, undertakes managing the saving fund and is headed by the president or whoever the president nominate and with the membership of the following : 1. Manager of the financial department at the University

	2. Three members of the saving fund chosen by the committee with the recommendation of the president for two years and their membership are renewable only once. The president may also replace any of the members with another member until the end of membership duration. B. The committee shall undertake the following tasks and powers: 1. execution of the general policy for the fund determined by the Board 2. Investing the amounts of the saving fund in whatever way and within the terms that it sees appropriate 3. Making the annual report and preparing the final financial statements of the Fund C. By an invitation from the president, the committee shall meet whenever necessary and the meetings shall be legal with the presence of no less than four of its members including the president. All decisions shall be taken by majority votes.
Article (6)	A. The committee may approve the disbursement of non-refundable amount from the worker's account in the saving fund of no more than 50%, providing that the worker has served a minimum of seven years at the University as set in the regulations issued by the Board for this matter that include the percentage and the amount to be cashed from: the worker's savings , the University's contribution, profits and any other matters. B. It is not permissible to disburse any amount in accordance with the provisions of Paragraph (A) of this article unless the worker submits a written declaration before the Director of the Financial Department at the university and with the guarantee of two employees whose service is of no less than seven years, that the amount is a refundable advance by the university, if it was found that the worker had lost the right to obtain that amount or was deprived of it for any of the reasons stated in this system. C. According to the provisions of paragraph (A) of this Article nothing is to be disbursed if the worker is no longer a member in the saving fund. At the end of the worker's service, what remains in the worker's account shall

	be disbursed in addition to the profits but it will not be disbursed except after discharging the worker's liability from the University.
Article (7)	A. If the worker's service at the University ends without the derivation of his/her rights according to the provisions of paragraph (B) the amount will be disbursed to the worker or any of his/her heirs if the worker is deceased whatever is entitled to the worker from the saving fund. B. According to the applicable Regulations at the University, the worker may not receive any amount from the University's contribution or any of the profits in his account if the worker was not placed or if the worker loses his job or if he is dismissed from the University or the worker has ended his service without the approval of the party that is in charge of ending the employees' service.
Article (8)	The committee can give loans to employees from the saving fund and sets the terms of disbursing this loan, the maximum amount, duration for repayment and all other matters based on the instructions that the Board issues for this matter.
Article (9)	The Board sets the necessary instructions to execute the provisions of this Regulation.
Article (10)	The saving fund established at the University before the enforcement of the provisions of this Regulation is considered as if it was formed by virtue of the provisions of this Regulation, and its provisions shall be applicable.

**The Executive Instructions for the Employees Provident Fund
Regulation at the German Jordanian University
Amended by the University's Council decision no. (9/2023/2024) dated (14/12/2023)**

Article (1)	These instructions are called (The Executive Instructions for the Employees Provident Fund Regulation at the German Jordanian University), issued in accordance with articles (8, 9) from the Provident fund Regulation no. (99) for 2009, and they shall be enforced from the date of their approval.
Article (2)	Unless indicated otherwise, the following words and phrases shall have the designated meanings in this form: The University: The German Jordanian University The President: The President of the German Jordanian University The Regulation: The Employees Provident Fund Regulations for the Employees of the German Jordanian University No. (99) of 2009. The Fund: The Employees Provident Fund for employees at the University The member: The faculty member, the classified research and teaching assistant, the categorized employee and the employee appointed with a lump sum monthly salary who are in the university service on a full-time basis. It does not include the employee who is contracted or rewarded. The Committee: The Fund's management committee stipulated in the Regulation.
Article (3)	A. The provisions of the financial regulation in force in the university shall be applied to the financial transactions of the Fund, in a manner that does not contradict the provisions of the Regulation B. The Finance Department at the university maintains the records and all other financial records necessary for the Fund. C. The authorized signatories to the accounts of the Fund are determined according to the following categories: First Category: The President or whoever is appointed as the committee's chairman. Second Category: The Director of the Finance Department at the University or anyone authorized in writing by the President. Third Category: Those appointed by the president from among the university staff as fund accountants. D. The signing of checks, transfers, payment orders, and documentary credits shall be as follows: 1. By the joint signatures of individuals from the first and second categories if the amount exceeds five thousand dinars. 2. By the joint signatures of individuals from the second and third categories for amounts equal to or less than five thousand dinars.
Article (4)	A. It is permissible to disburse repayable or non- repayable advances and loans at the end of any month, except for the month of December of each year, according to the forms prepared by the committee and approved by the Finance Department. B. The member shall apply for repayable or non- repayable advances and loans, according to the approved form, to the Secretary of the Committee / Human Resources Department at the university, provided that the conditions stipulated in the regulations and executive instructions apply to them. C. It has been amended and transferred to Article (9)

Article (5)	Subject to the provisions of Article (6) of the Regulation in force at the university, it is permissible to grant the member a non-repayable advance whose amount does not exceed (50%) from the net balance of member rights, provided the following: A. That he has been in active service at the university for a period of no less than seven years, provided that it includes five years of subscription (60 months of subscription) in the Fund. B. He must not have obtained a previous non-repayable advance from the Fund.
Article (6)	A. A member to the Fund may obtain a repayable loan or a repayable profit financing according to the following terms and conditions: 1- That the loan applicant has been in the Fund for a period of no less than three years (36 months of subscription). 2- That the value of the loan does not exceed 12 times his total monthly salary (Basic Salary with allowances excluding incentives and rewards), and it is calculated based on the last monthly salary he received before the date of his application for the loan or profit financing. 3- That the value of the loan or profit financing does not exceed 3 times the balance of the member's receivables on the date of submitting the application, with a maximum limit of 20,000 dinars. 4- An annual decreasing interest is computed on the loan based on the cost of the capital to the Fund and prevailing interest rates. It is determined at the time by the committee according to the prevailing circumstances. 5- In the event of financing through profit loan, the profit ratio is calculated equivalent to the calculated interest stated in Paragraph (D) of this Article. 6- The principal and interest of the loan or the principal of the financing and its profits shall be paid in monthly installments within a period not exceeding five years or the date of the member reaching the legal retirement age if the five years preceded. The repayment starts from the month following the month in which he acquired the loan or financing through Provident Fund and in the event that the Member gets an unpaid leave, they are obligated to make monthly loan repayments through bank transfers to the Fund's accounts and provide guarantees deemed appropriate by the committee. B. Despite what is stated in Paragraph (A) of this Article, it is permissible to grant the members in the Provident Fund a repayable advance interest-free, while charging the member administrative expenses deducted from the advances in accordance with the following provisions: 1. A repayable advance of 500 dinars or its multiples thereof, with a maximum of 3,000 dinars, provided that the value of the advance does not exceed the net contribution of the member requesting the advance in the Fund, taking into account his/her financial obligations. 2. Administrative fees are calculated to the Fund at the rate of 35 JD for every 500 JD of the value of a repayable advance, and they are deducted from the value of a repayable advance when it is granted. 3. The amount of a repayable advance is to be repaid over a period not exceeding 12 months. 4. The recipient of the repayable advance may submit a request to obtain a new advance based on the recommendation of the Finance Department. 5. The committee or the committee's chairman, if delegated by it, decides on the applications for repayable advance within a month of their submission in light of the liquidity available in the Fund and according to the following priorities: i. The number of times the member obtained a repayable advance previously.

	ii. The seniority of subscription in the Fund. C. Despite what was stated in Article (7) of these instructions, it is permissible to accept a promissory note exchange signed in the Finance Department by the applicant for the repayable advance as collateral.
Article (6/B/1) has been modified in accordance with the University Council Decision no. (40/2023/2024) dated 2/9/2024 Old Paragraph: A repayable advance with a value of 500, 1000, or 1500 Jordanian dinars, provided that it does not exceed the net contribution of the member requesting the advance to the Fund and taking into account his financial obligations.	
Article (7)	The loan or financing is disbursed through Provident Fund according to the following procedures: A. The borrower must bring one or two guarantors participating in the Fund. The tenure of them is not less than seven years. B. The borrower's signature on a written acknowledgment of his receipt of the loan or profit financing, in which he undertakes and his guarantors to refund the sums disbursed to him if it appears that he has lost the right to any of them for any reason according to regulations of the university. C. A guarantor may not guarantee more than one borrower at any time. D. The committee has the right to accept or reject the submitted guarantee after evaluating its financial solvency and the people in the opinion of the Finance Department. E. In the event of the resignation of the sponsor or the termination of his services for any reason, the sponsored member must bring aa alternative sponsor. F. In the event that an alternative sponsor is not presented in accordance with the provisions of Paragraph (A) of this Article, then 50% of the amount shall be withheld from the advance, loan or profit financing granted to the sponsored member from the dues of the original guarantor. G. The borrower or applicant for profit financing must bring a letter from the bank to which his salary is transferred, stating his monthly salary credit obligations owed by him for the last 3 months prior to the date of submitting the loan application or profit financing. H. When disbursing the loan or financing, the percentage of the net salary of the borrower or student must not be less than the profit financing after deducting his monthly credit obligations and loan installments for 25% of his gross monthly salary. I. The borrower and the guarantor or guarantors sign the loan or financing application form with profit financing and the promissory note in front of the person authorized by the committee. J. The member may apply for a loan or profit financing again after paying off the due loan or profit financing and after the expiry of its term.
Article (8)	It is not permissible at any time for the balance of advances, loans and Murabaha financing to exceed 80% of the total funds of the Fund.
	A. Subject to the provisions of Article (5) of the Regulation, the committee prepares an annual report for the Fund, which includes an income statement for each fiscal year ending on December 31, in accordance with the following model: Income from interests and Murabaha resulting from investments in debt instruments and Murabaha: + Income from dividend and capital gains resulting from investments in equity instruments + Income from managing repayable advances

	+ Other income and revenues - Expenses for external auditor fees - Other expenses = Net income for the year +/- Reconciliations from previous years - 5% of the net income as committee bonuses = Net profits available for distribution and allocation in the accounts of eligible members B. An annual bonus is granted to the committee based on the Fund's performance, amounting to 5% of the annual net income of the Fund, divided proportionally according to the number of distribution points, and then divided by the total number of points, as follows: 1- Chairman of the committee receives 3 points. 2- Director of the Finance Department receives 2 points. 3- Committee members each receive 2 points. C. Net profits available for distribution and allocation are distributed and allocated in the accounts of eligible members according to the following criteria: 1- The Finance Department prepares a statement of eligible members for distributions, which is approved by the committee. It includes members who have a minimum of 12 months of membership in the Fund, provided that they are currently employed and have paid their full contributions by December 31. It does not include those who are on unpaid vacation, those whose service has ended, those with factors preventing the continuation of their fund membership, or those who have lost their entitlement to the Fund for any reason specified in the Regulation as of that date. 2- The share of the member entitled to the distributions whose names are mentioned in the list referred to in Paragraph (1/C) of this Article is calculated on the basis of the following equation: = (The balance of the member's rights due before the distribution on December 31, divided by the total balances of the eligible members' rights before the distribution on the same date) multiplied by the net distributable profit and the balance in the accounts of the eligible members. 3- The member's rights balance before distribution on December 31 in any year is calculated based on the following equation: = The member's rights balance on January 1 of the year + The member's contribution paid during the year + The University's contribution paid during the year - Non-repayable advance disbursed during the year 4- Member's rights after distribution on January 1 in any year are calculated based on the following equation: = The balance of the member's rights before distribution on December 31 of the previous year + The member's share eligible for distributions from the previous year
Article (10)	A. The committee may appoint the same external auditor that the university contracts with or any other auditor through delegation by purchasing auditing services in accordance with the regulations

	and instructions applied at the university. The committee shall determine the fees for auditing the Fund's accounts and the annual financial reports prepared by the committee. B. The committee nominates the university president to appoint a committee secretary and a fund accountant, both of whom are not committee members. A reward is determined for each of them, equivalent to one point from the allocation referred to in Article (9/b), and this reward is included in the points calculation.
Article (11)	The Committee decides on the cases which there is no text included in these instructions.
Article (12)	The Chairman, the Committee, the Finance Department and the Human Resources Department are responsible for implementing the provisions of these instructions.

**Employees Allowances & Remuneration Regulation
at the German Jordanian University
Regulation No. (60) Of 2008 as amended**

Article (1)	This Regulation is titled (Remuneration and Compensation Regulation for Employees in the German Jordanian University) and shall come into force from the date of its publication in the Official Gazette.
Article (2)	The following words and expressions, wherever appearing in this law, shall have the meaning assigned thereto unless the context indicates otherwise: The University: The German Jordanian University. The Council: The University Council. University employees: A faculty member, teaching and research assistant, categorized employee, and an employee with a flat salary, who are appointed to the university on a full-time basis. Service: Service at the university is on a full-time basis.
Amending the definition of university employees in Article (2) of Regulation No. 101 of 2014	
Article (3)	A - The provisions of this system do not apply to employees appointed with contracts unless the terms of their contracts stipulate that they are entitled to the remuneration. B- Any of the employees at the university appointed before the date of 1/1/2013 upon leaving the service permanently shall be entitled to a reward for his service calculated on the basis of the salary he received for the last month of his service, according to the following: - 1- The salary subject to social security in accordance with the provisions of the Social Security Law in effect, and since its inclusion in its provisions until the age of sixty-five. 2- The basic salary for the period prior to the date of his inclusion in the provisions of the Social Security Law and the period following his completion of the age of sixty-five years of age. C- Subject to the provisions of Article (4) of this system, the worker appointed at the university as of 1/1/2013 is entitled to a service reward paid at the end of each year according to the following principles: -

	1- On the basis of the salary subject to social security from the date of his appointment until he completes sixty-five years of age. 2- On the basis of the basic salary for the period of his service after completing his sixty-five years of age.
Amendment of Article (3) in Regulation No. (39) of 2013 Amendment by adding Paragraph (A) and changing the numbering of the original Paragraph A - B to B - C in Article (3) of Regulation No. 101 of 2014 Amendment of Paragraph (A / 1) and Paragraph (A / 2) in Article (3) of the Regulation for the year 2015	
Article (4)	A. Remunerations are disbursed as follows: 1. A one month's salary for each year of the first five years of service. 2. The salary of one month and a half for each of the second five years of service. 3. A two month's salary for each year of the third five years of service. 4. A three month's salary for each year of service following the service stated in clause (3) of this paragraph. B. Parts of the year are calculated from years of service on the basis of its proportion to the full year.
Article (5)	Any university employee may completely lose his/her entitlement to the remuneration in the following situations: A. If convicted with a final court ruling from a competent Jordanian court for committing treason or any other criminal offense that compromises the internal or external security of the Kingdom or carrying out acts of spying for a foreign country. B. If convicted with a final court ruling from a competent Jordanian court for committing a crime of embezzling or stealing country or university funds or forging official documents.
Article (6)	A. In case any employee suffers any physical disability, during his/her job or because of it, that results from the nature of the job without any negligence from employee's part. When this disability is considered not to preclude the continuation of his/her service in the University by the

	medical committee then a compensation equaling a percentage of the gross salary that he/she was paid for the last full year equivalent to the degree of damage he/she suffered in accordance with the decision of the medical committee. B. If the physical disability prevents the employee from continuing service at the university, then he/she is compensated as follows: 1. Amounts owed to the employee from the provident fund. 2. Regular vacation salary owed to the employee until the end of his/her service in the University. 3. The salary of the three months following the date of his/her injury. 4. The owed end of service remuneration. 5. A percentage of the gross salary that he/she was paid for the last full year equivalent to the degree of damage he/she suffered in accordance with the decision of the medical committee. In case the physical disability leaves him/her in a wheelchair or incapable of supporting him/herself then a compensation equivalent to a full year's salary based on the last gross salary he/she was paid. C. The compensation amount stipulated in this Article is paid with a decision from the council in accordance with the recommendation of the president that is based on the recommendation of the medical committee.
Article (7)	In case of the death of any University employee during his/her job or because of it then his/her heirs shall be paid a compensation equivalent to a full year's salary based on the last gross salary he/she was paid as well as other financial rights owed to him/her by the University.
Article (8)	If the service of any employee at the university ends without any necessity to deprive him from his rights in accordance with the provisions of this Regulation then the amounts owed, from remunerations and compensations for the duration of his service at the University, shall be paid to the employee or his heirs in the case of his death.

Article (9)	A. The university shall conclude a group insurance contract against all accidents and emergencies for the benefit of its employees. The value of this contract should not exceed the gross annual salary of any of the employees on the basis of the highest class that he/she occupied at the conclusion of the insurance contract. B. If the insurance company commits to paying the compensation entitled to the injured employee in accordance with the group insurance contract mentioned in paragraph (A) of this Article then the University is disburdened from its obligations that are stated in Item (5) of paragraph (B) of Article (6) of this Regulation.
Article (10)	The Council issues the instructions needed to execute the provisions of this Regulation.

**The Instructions for Disbursing an Advance payment from the
End of Service Remuneration for Employees of the German
Jordanian University**

Amended by the University Council's decision no. (19/2022/2023) dated 30/3/2023.

Article (1)	These Instructions shall be called (The Instructions for Disbursing an Advance payment from the End of Service Remuneration for Employees of the German Jordanian University) issued according to the Employees Allowances and Remuneration Regulation at the German Jordanian University No. (60) Of 2008 and shall come into force from the date of its approval by the University Council.
Article (2)	The following words and phrases wherever mentioned in these instructions shall have the meanings assigned to them below unless the context indicates otherwise: The University: The German Jordanian University. The Regulation: The Regulation of Remuneration and Compensation for the Employees of the German Jordanian University. The Council: The University Council. The President: The President of the University. The advance: An advance from the end of service remuneration paid according to the provisions of these instructions. The advance applicant: The employee eligible for the remuneration who is appointed before 1/1/2013.
Article (3)	An advance not exceeding (50%) of the total due end of service remuneration balance, may be disbursed annually, and with the approval of the President, according to the provisions of the regulation, in accordance with the following conditions and procedures: A. The period of actual service at the university when applying for the first time should not be less than (10) years at the date of submitting the application.

	B. The unpaid leave is not considered part of the actual service at the university. C. The request for the advance payment shall be submitted on the approved form to the Human Resources Department within the first two weeks of any month, after completing the tenth year of actual service, or after one year from the receipt of the last part of the advance. D. The approved acknowledgment and undertaking form and the bill of exchange approved by the Financial Department are signed as a financial guarantee with the value of the amount disbursed, and the applicant undertakes to return it if it is found that he/she lost the right to the end of service remuneration for any of the reasons specified in the university's regulations and instructions. E. The advance may be disbursed in parts more than once during the service period, one year after receiving the last part of the advance, provided that the total disbursed advances do not exceed (50%) of the remuneration balance calculated on the date of disbursement. F. If the advance was requested in parts more than once within the limit of (50%), a new bill of exchange must be presented with the total value of the advances disbursed, instead of the previously submitted bills of exchange. G. Article (3) of the regulation shall be considered when calculating the amount of the advance. H. Seniority in appointment, and the availability of financial allocations when advances are disbursed, shall be considered.
Article (4)	In accordance with the conditions mentioned in Article (3) of these instructions and for the purposes of disbursing the advance payment to academic staff members whose services are transferred to the university from another official university, their previous years of service at the university from which they are transferred are

	calculated, provided that the university from which they are transferred has transmitted all their dues to the university.
Article (5)	The university has the right to recover all amounts disbursed according to these instructions from the recipient of the advance payment, if it is found that he lost his/her right to obtain the end of service remuneration for any reason.
Article (6)	The amounts disbursed according to the provisions of these instructions are deducted from the balance of the end of service remuneration, upon leaving the service permanently at the university.
Article (7)	The president shall decide on cases not provided for in these instructions.

**The Housing fund Regulation
for Employees at the German Jordanian University
Regulation No. (59) of 2008**

Article (1)	This Regulation is called (The Regulation of Housing Fund for Employees at the German Jordanian University for the year 2008) and it shall be enforced from the date of its publication in the Official Gazette.
Article (2)	The following words and expressions wherever they appear in this regulation shall have the meanings assigned to them below, unless the context indicates otherwise: University: The German Jordanian University. Council: University Council. The President: The university president. The Fund: The housing fund for employees at the German Jordanian University established in accordance with the provisions of this regulation. The Committee: The Fund Management Committee. The employee: The employee at the university who is a member of the faculty appointed in accordance with the regulations in force at the university. The subscriber: The university employee participating in the fund.
Article (3)	A. A fund called (the housing fund for workers at the German Jordanian University) shall be established at the university. It has a legal personality with financial and administrative independence. It has in this capacity to undertake all legal actions necessary to achieve its goals, including the possession of movable and immovable funds and disposing of them; it has the right to borrow and accept gifts, grants and donations and has litigation rights. B. The president shall represent the fund with others.
Article (4)	The fund aims at: A. Granting loans to subscribers in the fund for housing purposes. B. Establishing housing projects and providing ownership to the subscribers by selling or renting them; and buying and selling real estate, housing and land for housing purposes in accordance with the provisions of this regulation.

Article (5)	A. The fund is managed by a committee called (Fund Management Committee) headed by the president and the membership of seven university employees named by the council for a renewable two-year term. B. The committee elects from its members a vice-president who will take his place in his absence. C. The committee chairman nominates from the university employees a secretary to the committee who calls for its meetings, records its sessions minutes and decisions, saves its records and files, and does any other work assigned to him/her by the committee or the president in relation to the fund's work.
Article (6)	The committee shall assume the following duties and powers: A. Preparing the general policy of the fund and laying down the necessary plans and programs for its implementation. B. Buying real estate and lands, establishing buildings on them, developing them, leasing and owning them for subscribers in the fund, or leasing them to any of the university employees. C. Studying loan applications and making decisions regarding them. D. Investing the money of the fund in a manner approved by the board and in a manner that achieves the interest of the fund and develops its money. E. Appointing one or more chartered accountants to audit the fund accounts. F. Preparing the draft budget and submitting it to the council for approval. G. Preparing the final financial statements and the annual report on the fund's activities and submitting them to the Board for approval. H. Considering any other matters related to the fund's business that the president assigns to it.
Article (7)	The committee shall meet at least once a month at the invitation of the chairman or his deputy in his absence. The quorum for its meetings is formed with the attendance of at least five of its members, provided that among them is the chairman or his deputy. Its decisions are taken by the majority of the votes of its members.
Article (8)	The financial resources of the fund consist of the following:

	a. Affiliation allowance for membership in the Fund as decided by the committee. B. Monthly subscriptions deducted from subscribers' salaries. C. Loans obtained by the Fund from any financing source approved by the Board. D. Grants and donations received by the Council with the approval of the committee. E. The benefits of loans granted by the Fund to subscribers. F. Returns on investment of Fund money.
Article (9)	A. Participation in the fund is optional for university employees. The financial department at the university deducts the monthly subscription from the member's salary at a rate of (4%) of his total salary subject to social security, provided that the contributions are transferred monthly to the fund. B. The member has the right to stop his participation in the fund if it does not owe him any amount and to recover the contributions he paid to the fund in accordance with the instructions issued by the board for this purpose. It is not permissible in any case to terminate the subscription as long as the subscriber owes the fund any amount.
Article (10)	The participant applying for a loan must meet the following conditions: A. Having the Jordanian nationality. B. Being an employee in actual service at the university when granting the loan. C. Having served at least three consecutive years of service at the university. D. Planning to buy a ready-made house or setting up a residence on a piece of land that he fully owns or on a surface that he fully owns within the organization. E. Not having benefited from the housing fund at any other university.
Article (11)	A. The maximum loan amount shall be equal to four times the borrower's annual net salary, provided that it does not exceed the amount decided by the board.

	B. It is not permissible for the borrower to use the loan or any part of it for purposes other than those for which it has been allocated. The committee must take all the procedures it deems appropriate to ensure that the borrower adheres to the terms and conditions for using the loan and that he has spent its full value on those ends or purposes. In the event of any violation of the conditions, the fund stops disbursing the payment or the remaining payments from the loan, and the amounts paid from it are considered a payable debt that must be paid in full without the need for notification.
Article (12)	The priority of obtaining the loan for the subscriber is determined according to the principles approved by the Board according to the instructions issued for this purpose based on the committee's recommendation, including determining the interest that will be due on the loan and the period of repayment.
Article (13)	The borrower shall abide by the following: A. Providing a mortgage for the piece of land or the surface that he fully owns and what is built on any of them as a security for the loan in the name and for the benefit of the fund, as a first-degree mortgage. B. Authorizing the financial department at the university to deduct the due monthly installments from his salary until the full payment of the loan, including the interest on the loan. C. Adding the mortgage transaction fees and any other bank commissions due on the mortgage transaction; these are added to the actual cost of the loan.
Article (14)	The committee provides insurance on the life of the borrower and on the property that he built with the loan he obtained from the fund against the dangers of fire, earthquakes, and drifts at an insurance company, with no less than the value of the loan for the purpose of repaying it in the event of death or occurrence of the insured risk, provided that the due insurance premiums and the cost of the mortgage transaction are added to the loan installments and are considered part of the actual cost of the loan.

Article (15)	A. After approval, the loan is disbursed if its purpose is to build a residence for the borrower as follows: 1. (20%) of the loan amount upon presentation of the land registration document, the building plan, and the construction permit. 2. (20%) of the loan amount after completing the construction of the building rules and foundations. 3. (20%) of the loan amount after completing the building structure and before pouring the roof. 4. (40%) after completing the roof of the house to complete preparing it for housing. B. If the purpose of the loan is to buy a ready-made housing for the borrower, the loan amount will be paid to him in full, provided that the home is mortgaged with a first-class security mortgage at the competent registration department in the name and for the benefit of the fund.
Article (16)	A. The loan is repaid in monthly installments to which the interest will be added, including the interest of the grace period, insurance premiums, and any other expenses paid for the purposes of the loan service within a period determined by the committee in accordance with instructions issued for this purpose, provided that it does not exceed twenty years. The repayment begins after two years from the date the borrower receives the first payment from the loan, or six months after the completion of the construction, whichever comes first. If the loan is for the purchase of a ready house, the repayment begins six months after the date of its registration. B. 1. If the borrower leaves the university due to reaching the legal age or for health reasons, or if he has spent at least fifteen years of actual service at the university, then he must pay the fund the remaining amount of his owed in monthly installments determined by the committee. 2. If the borrower leaves work at the university for any reason other than those stipulated in Clause (1) of this paragraph, he must pay the remaining

	amount in his debt to the fund in one payment in cash or by deducting it from the amounts owed to him in the savings fund and the end of service gratuity. C. If the borrower fails in any of the cases stipulated in this article to pay the due installments for a period of more than six consecutive months, the house may be sold according to the legal procedures in force without the need for notice. D. If the borrower moves to another official university, his obligations are to be settled to the fund according to instructions issued by the council for this purpose based on the committee's recommendation.
Article (17)	The Board shall issue the necessary instructions for implementation upon the committee's recommendation.

**The Housing Fund Instructions
for Employees at the German Jordanian University for the year 2019
(Issued in accordance with the Provisions of Article (17) of the Housing
fund for Employees Regulations at the German Jordanian University
No. 59 of 2008)**

Article (1)	These instructions are called the “Instructions of the German Jordanian University Housing Fund for Employees for the year 2019,” and they shall be effective as of the date of their approval.
Article (2)	The following words and expressions wherever mentioned in these instructions shall have the meanings assigned to them below, unless the context indicates so: University: The German Jordanian University. The Council: The University Council. The Regulation: The university employees housing fund system. The Fund: The University Employees Housing Fund. Committee: The Fund Administration Committee. The President: The President of the University. Employee at the university: A faculty member and employee appointed in accordance with the regulation in force at the university. Subscriber: The employee at the university is Jordanian and the subscriber to the fund. The Beneficiary: The participant who obtains a loan. General Authority: All Jordanian participants in the fund. Director: The Director of the Financial Department at the University. Projects: Real estate, housing and land for the purpose of ownership or rent to the subscriber. Housing: The building established for the personal housing of the borrower from a fund, and their dependents, whether it is an independent house or an apartment in an existing building. Salary: The gross salary that is subject to social security at the beginning of each year. Fiscal year: The fiscal year begins on the first day of January and ends on the last day of December of the same year.

	Loan contract: The contract regulated between the Fund and the borrower, approved by the Committee and renewed annually.
Article (3)	The committee assigns an administrative body to run the fund's work as needed, according to the following: A- A fund accountant to undertake all the accounting work required of him. B - A committee to inspect the borrowers 'real estate to ensure the borrower's implementation of the terms of the loan. C- An administrative to follow up mortgage and mortgage redemption transactions at the Land Department and all external follow-ups. D- A lawyer is appointed to plead and follow up the Fund's cases before the courts. E - A certified auditor. F - One person or more to carry out any other tasks that the committee deems necessary.
Article (4)	A- An application to subscribe to the fund shall be submitted according to a form approved by the committee to the secretary of the committee who will present it to the committee for approval, and then transfer it to the director to deduct the subscription fees from the contributor's salary at a rate of 4% of the salary, as well as an affiliation allowance. The fund has a value of thirty dinars, which is non-refundable. B- The subscriber's participation in the fund ends upon the end of his service at the university, or upon his withdrawing from the fund with the approval of the committee and in a manner that does not contradict what is stated in Article 9 / B of the regulation. C - The subscriber's participation in the Fund shall be canceled if his participation violates the provisions of the Law. D - The contribution of the terminated or canceled subscriber to the fund, etc. shall be returned to the borrower who does not have any financial obligations and that was deducted from his salary for the whole period of his subscription without adding any interest or profit on it, an by a decision of the committee. E - A cash reserve ceiling for the fund is determined by a decision of the committee every fiscal year, based on the amount of contributions that are not matched by loans.
Article (5)	A- Despite what is stated in Article (4) of the system, the fund aims at:

	1- Granting loans for the purchase of apartments. 2- Granting loans to buy pieces of land. 3- Establishing housing projects and owning them for subscribers by sale or lease. 4- Buying and selling real estate, housing and land for housing purposes. B - Subject to Article (15) of the system, the loans listed in Clause (A) will be funded by one payment, provided that a first-class security mortgage is submitted. C- The application for a loan from the fund is submitted for housing purposes only - and according to the form approved by the committee - to the secretary of the committee to follow up on auditing the information contained therein to the concerned authorities before submitting it to the committee.
Article (6)	A- The distribution of loans to the members of the administrative and academic staff in equal numbers. The two bodies are reviewed by the committee in the event of differences in proportions. B-The priority of obtaining the loan is determined according to the total points according to the following principles: - 1- Duration of service at the university: (1/2) half a point is calculated for each month of actual service in the university. Parts of the month are not counted. 2- The period of subscription to the fund: (1/2) half a point is calculated for each month of subscription to the fund. The parts of the month are not counted. 3- Housing ownership: (30) thirty points are calculated for those who do not own housing and (10) ten points for those who own housing. 4- Marital status: (30) thirty points are calculated for the married person. (30)Thirty points will be calculated for the widower or the divorced if they have children. (15) Fifteen points are calculated for single people. 5- A person whose salary is less than (1000) dinars will get (12) twelve points; and (10) ten points for those whose salary ranges from (1000 dinars) to less than (1500 dinars). (8) eight points for those whose salary is (1,500 dinars) and above. 6- Date of submitting an application: (1/2) half a point is calculated for each month from the date of submitting the loan application, with a maximum of six months; and parts of the month are not counted

	7- There will be (5) five points for those whose contribution to the fund is less than (500 dinars). (7) seven points for those whose contribution ranges from (500 dinars) to less than (800) dinars; and (10) ten points for those whose contribution is (800) dinars and above.
Article (7)	Loan documents: A- A registration deed proving the subscriber's ownership of the land if the loan is for a residence; and ownership of the land and the construction on it, if the loan is to for the completion or expanding that house, provided that the plot of land and the construction on it are not mortgaged or reserved. B - A final building permit from the competent authorities. C- Land planners and demarcation site issued by the concerned authorities. D - An engineering plan for the building prepared by an engineering office and approved by the Syndicate of Engineers. E - Signing the initial contract if the purpose of the loan is to buy a residence or an apartment, provided that the purpose of the loan is to buy a house or apartment. The building permit and all transactions related to the transfer of its ownership must be in agreement with the provisions of legislation in force in municipalities or village councils and Land departments and the Municipality of Amman. F- The loan contract between the fund and the borrower must be approved by the committee. G- A life insurance contract and an insurance contract on the property financed by the fund.
Article (8)	A subscriber who received a previous loan from the fund may apply to the committee for a new loan if the previous loan is fully repaid. In this case, his new priority is determined according to the total points mentioned in Article (6) of these instructions minus the total points that were previously calculated.
Article (9)	A - Subject to the provisions of Article (11) of the regulation, it is not permissible for the loan amount to exceed it (45,000) forty-five thousand dinars as a maximum. B - The loan is repaid plus interest or profit, including interest or profit for a period of allowance, insurance premiums, administrative returns determined by the committee, and any other expenses paid for the purposes of servicing the loan in monthly installments to be specified in

	the loan document, provided that it does not exceed the third of the net salary. C - The loan repayment period is limited to a maximum of twenty years, the remaining years for the end of service of the borrower from the university for completing the legal age according to the legislation in force at the university, or any of the two periods with the higher limit. D- The subscriber is not granted a loan from the Fund to buy housing from a first-degree relative. E - The committee determines the interest or profit rate of the beneficiary every financial year, proportionally to the cost of the financing, if any. F- An administrative fee of 0.01 is added to the outstanding loan balance each fiscal year and it is added to the monthly installments for the same fiscal year. G - The borrower who wants to pay part or all of the remaining amount is exempt from a percentage interest or profit on the amount to be paid, provided that the payment is made on a date of renewal of the loan contract.
Article (10)	Spouses working at the university are considered as one person for the purposes of obtaining a loan.
Article (11)	The committee decides in cases not covered by a text in these instructions, in accordance with the provisions of the regulations.
Article (12)	The committee is responsible for implementing these instructions.

The Instructions for Excellence Awards for the Academic Staff Members at the German Jordanian University

Article (1)	These instructions shall be called (The Instructions for Excellence Awards for the Academic Staff Members at the German Jordanian University) issued in accordance with article (34/A) of the Academic Staff Regulation and must come into force from the date of its approval by the Deans' Council.
Article (2)	The following words and phrases wherever mentioned in these instructions shall have the meanings assigned to them below unless the context indicates otherwise: The University: The German Jordanian University. The President: The President of the University. The Council: The Deans' Council. Awards: Excellence awards for academic staff members. Arbitration Committee: The excellence awards jury for academic staff members.
First: Awards Objective:	
Article (3)	The university seeks to grant awards to distinguished academic staff members with the aim of appreciating and motivating them for their giving and contributions in elevating the status of the university and its reputation in the academic and research fields.
Second: Awards Categories	
Article (4)	Awards categories includes the following: A. First Category: Distinguished Academic Award (DAA): It is granted to an academic staff member who has distinguished himself in his academic work at the university in terms of teaching, scientific research, and service inside and outside the university, and is granted to those who have obtained the first three places in this category, according to the standards, conditions, and procedures mentioned in these instructions. B. Second Category: Distinguished Researcher Award (DRA): It is granted to an academic staff member who is an outstanding researcher in scientific research and innovation at the university and is granted to those who have obtained the first three places in this category, according to the standards, conditions and procedures mentioned in these instructions.

Third: Awards Procedures:	
Article (5)	A. At the beginning of each academic year the president raises a recommendation to the council with the availability of the necessary financial allocations to launch the awards. B. The Council issues a decision to open the door for candidacy and submission of applications by award category on the approved form and within the period specified by the Council. (Appendices 1 and 2) C. Applications shall be submitted electronically and on paper to the Secretary of the Councils in the Presidency Department in return of a written notification of receipt. The Council may set up an approved automated mechanism for submitting applications in the future.
Article (6)	A. When the period specified by the Council for submitting applications is ended, the president forms an arbitration committee consisting of three academic staff members who hold the rank of professor and who are not candidates; to consider the applications, taking into account the non-conflict of interests as much as possible. B. The president nominates any of the university employees to be the secretary of the arbitration committee. C. The president shall hand over the applications of the applicants to the arbitration committee to begin its work within the period specified by the president. D. The arbitration committee may request from the president to extend its work period for one time only. E. The arbitration committee considers applications for the awards in accordance with the standards and conditions specified in these instructions and in accordance with the general provisions of fairness and integrity. F. The arbitration committee may recommend the president to address the schools, deanships, or departments in the university to obtain any clarifications, information, or documents necessary for them to carry out their work.
Article (7)	A. The arbitration committee submits its report to the president for the purpose of presenting it to the council, including a list of justifications for selection, the comparison table, and the order of places for each category. B. The arbitration committee shall include in its report the reasons and justifications for its decision if any candidate's application is excluded. C. The Council shall ensure the proper application of the standards and conditions specified in these instructions and shall issue its decision to approve the report of the

	arbitration committee and shall decide successively to grant awards to the deserving ones according to the order of places for each category. D. If the Council finds any defect, omission, or error in applying the standards and conditions specified in these instructions, it will amend the order of the list and decide successively to grant awards to the deserving ones according to the order of the places for each category after reordering the lists received by the arbitration committee.
Article (8)	A. Awards are granted by a decision from the Council to the first three places in each category, and the awards include the following: 1. Certificate of Appreciation signed by the President. 2. Shield of Excellence or Medal. 3. The financial reward specified by a decision from the University Council. 4. A commendation on the university's website, all social media platforms affiliated with the university, and billboards inside the university, according to the available capabilities. B. The President announces the date of handing over the awards at a special ceremony or during any ceremony or occasion of the University.
Fourth: Standards for selection of candidates applying for awards:	
(A) Standards for Distinguished Academic Award (DAA):	

Article (9)

The standard for selecting candidates for the Distinguished Academic Award are as follows:

Standard Number	Main Standard	Evaluation	Number of Points for each standard
First Standard	The average student evaluation of the academic staff for the courses taught in the previous academic year (first and second semesters).	More than 90%	Three points
		80% - Less than 90%	Two points
		Less than 80% and more than 75%	One point
Second Standard	Teaching or co-teaching with or at a German partner university		One point for each course
Third Standard	Externally funded learning/teaching and capacity building projects	The university's share in Jordanian dinars is more than 50,000	Three points
		The university's share in Jordanian dinars 25000-50000	Two points
Fourth Standard	Develop and deliver accredited vocational training programmes		Three points for each training course
Fifth Standard	Developing and presenting an electronic/digital course approved by the Center of E-Learning and Academic Performance Improvement at the University		Three points for each course
Sixth Standard	Evidence-based engagement in adherence to the strategic pillars of the university including but not limited to the following:		Maximum of five points
	Evidence on distinguished learning and academic advisory.		Half point
	Evidence on participating in German Accreditation activities.		Half point
	Evidence on participating in dual study programs.		Half point

			Contributing to the quality of digital learning.	Half point
			Contributing to the improvement of the quality of teaching at labs facilities.	Half point
			Applying different teaching and learning methodologies.	Half point
			Evidence of service, participation, and positive relationship with the university, including its schools, deanships, centers, departments, and offices.	Half point
			Evidence of service, participation, and positive relationship with local community.	Half point
			Evidence of participation in the university's internationalization activities including support for the German dimension at the university.	Half point
			Evidence of support for innovation, industrial relations, and student activities at the university.	Half point
			Evidence of participation in university studies, learning and teaching workshops.	Half point
			Publication in Q1 or Q2 journals	Half point
			Participation in international conferences with scientific refereed paper.	Half point
			All course portfolios have been completed for all cycles taught according to BLOOM's classification.	Half point

	(B) Distinguished Researcher Award (DRA)		
Article (10)	The standard for selecting candidates for the Distinguished Researcher Award are as follows:		
	Standard Name	Standard Evaluation Provisions	Number of points
	Research publications	A. Each research published in a Q1 journal and has a DOI	One point
		- If the candidate is the principal investigator or solo	Another one point
		- If the publication is in collaboration with partners in Germany.	Another one point
	Research publications	B. Each paper is published in a Q2 journal and has a DOI	Half point
		- If the candidate is the principal investigator or solo	Half point
		- If the publication is in collaboration with partners in Germany.	Another half point
	The number of annual citations for the researcher during the year preceding the award, according to SCOPUS	More than 250	Two points
		150-250	One point
	Registered patents	Internationally registered patents	Two points for each patent
		Locally registered patents	One point for each patent
	Research projects funded from outside the university:	The university's share in Jordanian dinars is more than 50,000	Three points
		The university's share in Jordanian dinars 25000-50000	Two points
	Conferences	Participation in international conferences with a scientific refereed paper.	Half point for each conference

	Chairing or membership of the candidate in the editorial committees of scientific journals	If the researcher acted as a chairman of the editorial committee of an international journal last year If the researcher was a member of the editorial committee of an international journal last year	Two points One point
	Impact factor (IF) of the journal	If the research is published in a journal with impact factor 15 or more If the research is published in a journal with impact factor from 10 to less than 15	Two points One point
Fifth: General Conditions and Provisions			
Article (11)	The candidate applying for the awards must: A. Score at least 10 points according to the mentioned standards for the calendar year preceding the year preceding the award. B. No penalties have been taken against him in the last two years. C. He has not previously won an award for the same subject during the last three years.		
Article (12)	A. The Council may withhold an award for any category or place if the overall rating is less than 10 points. B. The president may suspend the implementation of these instructions if financial allocations are not available.		
Article (13)	A. Legal measures stipulated in the legislation in force and disciplinary procedures shall be taken against any employee at the university if it is proved that he/she is negligent or neglectful in performing his/her duty that is relevant to the award procedures, or if he/she participated in any action that would deprive any applicant from applying for awards or leads to lose his/her opportunity to compete for them. B. The legal procedures stipulated in the legislation in force are taken in addition to the disciplinary procedures if it is found that none of the awards' winners are eligible to win them, and the award is withdrawn by a decision of the Council based on the placement from the President, and the amounts that have been paid are refunded.		
Article (14)	The Deans' Council, the President and the arbitration committee is responsible for implementing these instructions.		
Article (15)	The president shall decide on cases not provided for in these instructions.		

Appendix Number (1)



Application form for candidacy and application for Academic Staff Members Excellence Award

Category (Distinguished Academic Award (DAA))

Academic Staff Member Name:

Faculty/Deanship:

Academic Staff Member Rank:

Final Submission Date for the
Application

The candidate applying for the Distinguished Academic Award must:

- A. Score at least 10 points according to the mentioned standards for the calendar year preceding the year preceding the award.
- B. No penalties have been taken against him in the last two years.
- C. The applicant has not previously won an award for the same subject during the last three years.

***The application must be accompanied by the following documents:**

1. Motivation Letter.

2. Course portfolios.

3. Evidence supporting the applicant's participation in activities compatible with the objectives of the award.

4. A letter from the Human Resources Department indicating that no penalties have been taken against the applicant for the last two years.

Applicant

Date :

Signature:.....

Recommendation of the Dean of the School or Deanship:

.....

.....

Signature:

Date:

For the Arbitration Committee Procedure

Distinguished Academic Award

Standard Number	Main Standard	Evaluation	Number of Points for each standard	Actual points for the candidate
First Standard	The average student evaluation of the academic staff for the courses taught in the previous academic year (first and second semesters).	More than 90%	Three points	
		80% - Less than 90%	Two points	
		Less than 80% and more than 75%	One point	
Overall Evaluation:				
Second Standard	Teaching or co-teaching with or at a German partner university		One point for each course	
Overall Evaluation:				
Third Standard	Externally funded learning/teaching and capacity building projects	The university's share in Jordanian dinars is more than 50,000	Three points	
		The university's share in Jordanian dinars 25000-50000	Two points	
Overall Evaluation:				

Fourth Standard	Develop and deliver accredited vocational training programmes	Three points for each training course	
Overall Evaluation:			
Fifth Standard	Developing and presenting an electronic/digital course approved by the Center of E-Learning and Academic Performance Improvement at the University	Three points for each course	
Overall Evaluation:			
Sixth Standard	Evidence-based engagement in adherence to the strategic pillars of the university including but not limited to the following:	Maximum of five points	
	Evidence on distinguished learning and academic advisory.	Half point	
	Evidence on participating in German Accreditation activities.	Half point	
	Evidence on participating in dual study programs.	Half point	
	Contributing to the quality of digital learning.	Half point	
	Contributing to the improvement of the quality of teaching at labs facilities.	Half point	
	Applying different teaching and learning methodologies.	Half point	
	Evidence of service, participation, and positive relationship with the university, including its schools, deanships, centers, departments, and offices.	Half point	
	Evidence of service, participation, and positive relationship with local community.	Half point	
	Evidence of participation in the university's internationalization activities including support for the German dimension at the university.	Half point	
	Evidence of support for innovation, industrial relations, and student activities at the university.	Half point	

	Evidence of participation in university studies, learning and teaching workshops.	Half point	
	Publication in Q1 or Q2 journals	Half point	
	Participation in international conferences with scientific refereed paper.	Half point	
	All course portfolios have been completed for all cycles taught according to BLOOM's classification.	Half point	
Overall Evaluation:			
Final Candidate Evaluation			

For the Arbitration Committee Procedure	☐ Not fulfilling the standards and conditions according to the following justifications
	☐ Has fulfilled of the standards and conditions and qualifies for the comparison lists. Secretary of the Committee the Committee Member Member Member

Appendix Number (2)



**Application form for candidacy and application for Academic Staff Members
Excellence Award**

Category (Distinguished Researcher Award (DRA))

Academic Staff Member Name: Faculty/Deanship:

Academic Staff Member Rank: Final Submission Date for the Application:

The candidate applying for the Distinguished Academic Award must:

- A. Score at least 10 points according to the mentioned standards for the calendar year preceding the year preceding the award.
- B. No penalties have been taken against him in the last two years.
- C. The applicant has not previously won an award for the same subject during the last three years.

*** The application must be accompanied by the following documents:**

1. Motivation Letter:

2. Course portfolios:

3. Evidence supporting the applicant's participation in activities compatible with the objectives of the award:

4. A letter from the Human Resources Department indicating that no penalties have been taken against the applicant for the last two years:

The Recommendation of the Dean of Scientific Research:

.....

Scientific Research Dean:.....

Date:.....

Applicant

Date :

Signature:.....

For the Arbitration Committee Procedure

Distinguished Researcher Award

Standard Name	Standard Evaluation Provisions	Number of points	Actual points for the candidate
Research publications	A. Each research published in a Q1 journal and has a DOI	One point	
	- If the candidate is the principal investigator or alone	Another one point	
	- If the publication is in collaboration with partners in Germany.	Another one point	
Overall Evaluation:			
Research publications	B. Each paper is published in a Q2 journal and has a DOI	Half point	
	- If the candidate is the principal investigator or solo	Half point	
	- If the publication is in collaboration with partners in Germany	Another half point	
Overall Evaluation:			
The number of annual citations for the researcher during the year preceding the award according to SCOPUS	More than 250	Two points	
	150-250	One point	
Overall Evaluation:			
Registered patents	Internationally registered patents	Two points for each patent	
	Locally registered patents	One point for each patent	
Overall Evaluation:			
Research projects funded from outside the university:	The university's share in Jordanian dinars is more than 50,000	Three points	
	The university's share in Jordanian dinars 25000-50000	Two points	
Overall Evaluation:			
Conferences	Participation in international conferences with a scientific refereed paper.	Half point for each conference	
Overall Evaluation:			

Chairing or membership of the candidate in the editorial committees of scientific journals	If the researcher acted as a chairman of the editorial committee of an international journal last year	Two points	
	If the researcher was a member of the editorial committee of an international journal last year	One point	
Overall Evaluation:			
Impact factor (IF) of the journal	If the research is published in a journal with impact factor 15 or more	Two points	
	If the research is published in a journal with impact factor from 10 to less than 15	One point	
Overall Evaluation:			
Final Candidate Evaluation:			

For the Arbitration Committee Procedure	☐ Not fulfilling the standards and conditions according to the following justifications			
	☐ Has fulfilled of the standards and conditions and qualifies for the compa			
	Secretary of the Committee the Committee	Member	Member	Member

**German Jordanian University Employee Incentives from the Fees of
Irregular Programs Instructions
of 2014 , Issued by the University Council by virtue of Decision No.
(29/2013) on 3/12/20013 based on Article (28/B) of the Faculty
Regulation No. (96) of 2009 and Article (26/B) of the Employees
Regulation No. (95) of 2009**

Article (1)	These regulations are titled (Employee Incentives Instructions in the German Jordanian University from the fees of Irregular Programs) and shall come into force from 1/1/2014. As for seconded faculty members or those delegated from other public universities, the provisions shall apply to them from the beginning of the academic year 2013/2014.
Article (2)	Fees for irregular programs for the purposes of implementing these instructions mean the fees charged from all students enrolled in all programs at the university except for students enrolled in the regular program.
Article (3)	The percentage determined by the Board of Trustees from the fees for extraordinary programs that are paid as incentives for university employees shall be reconsidered.
Article (4)	For the purposes of disbursing incentives for university employees from fees for extraordinary programs, the following categories are treated as follows: A- The appointed person at the university is treated as a full-time lecturer in the same way as his counterpart in the rank of faculty members. B- An employee appointed under a detailed contract (basic salary and bonuses) or an employee with a lump sum salary is treated as a counterpart in the grade.
Article (5)	A- In addition to the incentives of those who are obligated to serve at the university until the end of their commitment period, an equivalent amount will be added to the rare specializations allowance stipulated in Article 23 of the faculty system at the German Jordanian University. B- In addition to the incentives of those appointed after August 16 2015, the equivalent of the German Jordanian University allowance shall be

	added, as stipulated in the faculty system and the staff system at the German Jordanian University. C- An amount of (50) dinars shall be added to the incentives of the Executive Secretary.
Article (6)	The following categories are excluded from the incentives mentioned in these provisions: A. Faculty member or full time lecturer upon reaching the age of 70 years old. B. Visiting professor. C. Faculty member that is on unpaid leave or emergency leave during the holiday period. D. Faculty member on loan or delegated to work outside the University during the loaning or delegation period. E. Faculty member or full time lecturer hired in the University at the expense of his/her government or any other party. F. Faculty member or full time lecturer appointed in Talal Abu-Ghazaleh Graduate School or teaches in it and receives the Talal Abu-Ghazaleh remuneration. G. Fulltime Lecturer hired with a sum salary including allowances except for language teachers. H. Employee of unpaid leave. I. Employee seconded or delegated to work outside the university during the secondment or delegation period. J. Employee hired at the University at the expense of trust funds or projects. K. Employee hired in the University as per a sum salary contract or a special contract. L. Worker in the university designated to work for a monthly allowance.
Article (7)	A. These incentives shall not be calculated within the salary subject to social security or the gross salary on which the calculations of the end

	of service remuneration or the participation in the housing fund are calculated. B. Incentives may not be disbursed by the university and another party at the same time in any way.
Article (8)	A. For the purposes of applying these regulations, the ranks and salaries of faculty members and the ranks and salaries of the administrative employees are approved as they are for December of the fiscal year prior to the year incentives are disbursed. B. Taking into consideration the decision of the board of trustees in this regard, incentives are disbursed at the end of every month of the fiscal year per a decision issued yearly by the university Council. C. Additional incentives other than those stipulated in this article are paid to faculty members carrying out administrative responsibilities, equivalent to 150% of the bonus stipulated in Article (18/A) of the Academic Staff Regulation in force at the university only, and they are excluded from their disbursement, while the additional incentives remain only 50% of the administrative bonus in the following cases: 1. A faculty member who has not completed the assigned load according to Article (39/B/1) of the Academic Staff Regulation. 2. The faculty member assigned an additional load, whether from the beginning of the semester or at any period during the semester. 3. A faculty member assigned to work on a project funded from outside the university for more than 12 working days during the month. 4. A faculty member assigned to an administrative position stipulated in Article (42/B) of the Academic Staff Instructions issued pursuant to Article (73) of the Faculty Regulations. So that the disbursement mechanism is as follows: I. The payment of additional incentives will be suspended for the period from the beginning of July until the end of September of the academic year, while the incentives will remain at 50% for faculty

	members assigned to work during the summer vacation (the summer semester of each academic year). II. Incentives for the first semester are disbursed from the beginning of October of each year until the end of February of the following year, and for the second semester are disbursed from the month of March of each year until the end of June of the same year. D. Extra incentives which are not stipulated in this Article for employees holding administrative responsibilities are disbursed equaling 50% of the allowance listed in article (19/A) of the enforced employees regulation. E. The part time-contract of the practicing professor and language teachers appointed on partial contracts will get incentives which are determined as a percentage of the number of hours they teach compared to the full teaching load. F. The following incentives are excluded from the application of Clause (A) mentioned in this Article: 1. The incentives mentioned in Clause (C) and Clause (D) of Article (8) of these instructions. 2. The incentives mentioned in Clause (A) and Clause (B) of Article (5) of these instructions.
Article 8 was amended by deleting a paragraph according to University Council Decision No. 26/2015/2016 dated 20/7/2016 Paragraph (8/C) was amended according to the University Council Decision No. (8/2022/2023) dated 24/11/2023 Old text of paragraph (C): C. Extra incentives which are not stipulated in this Article for faculty members holding administrative responsibilities are disbursed equaling 50% of the allowance stipulated in Article (18/A) of the enforced faculty members regulation. Paragraph (8/C) was amended according to the University Council Decision No. (20/2022/2023) dated on 15L5L2023 Old text of paragraph (C):	

Academic staff members with administrative responsibilities are given additional incentives other than those stipulated in this article, equivalent to 150% of the bonus stipulated in Article (18/A) of the Academic Staff Regulation in force at the university, or an equivalent reward, and if a faculty member earns additional work allowance, so he/she is entitled to additional incentives equivalent to only 50% of the administrative bonus.	
Article (9)	In case of the death of one of the faculty members or employees then incentives are disbursed for the month of his/her death and the following month.
Article (10)	Disbursing incentives for faculty members is stopped in the following cases: A. If any of the penalties listed in Article (58) of the faculty members Regulation in the university no. (96) Of 2009 are imposed on a faculty member with the exception of the notice penalty for a period 6 months from the date of determining a punishment. B. If a faculty member is suspended from work and is referred to the disciplinary Council, attorney general or competent court until a final decision is issued, as appropriate, by the concerned board of directors. C. If any of the exceptions contained in Article (6) of these regulations are met.
Article (11)	Disbursing incentives for employees shall be ceased in the following cases: A. If any of the penalties listed in in Article (52/a) of the employees Regulation in the University No. (95) Of 2009 is imposed of the employee with the exception of a notice penalty. As follows: ▪ For a period of one month from the date of directing the first warning. ▪ For a period of two months from the date of directing the second warning. ▪ For a period of three months from the date of directing the final warning and above.

	B. If an administrative employee is suspended from work and is referred to the disciplinary Council, attorney general or competent court until a final decision is issued, as appropriate, by the concerned board of directors. C. If any of the exceptions contained in Article (6) of these regulations are met.
Article (12)	The estimated incentives for the consequent fiscal year are listed into the University's draft budget for that year.
Article (13)	Any other regulations or prior decisions regarding employee incentives from regular programs fees shall be cancelled.
Article (14)	The University Council shall decide on any situation not listed in these regulations.
Article (15)	The president and the director of the department of finance shall be responsible for implementing the provisions of these Instructions.

Bylaws for Appointing Coaches Across Sports, Artistic, Musical, Cultural, and Political Activities at the Deanship of Student Affairs issued by the President of the University under decision No. (10/4/23/3053) dated (3/12/2023)	
Article (1)	These bylaws are called " Foundations for Appointing Coaches Across Sports, Artistic, Musical, Cultural, and Political Activities at the Deanship of Student Affairs" issued by the President of the University under decision No. (10/4/23/3053) dated (3/12/2023).
Article (2)	Activities at the Deanship of Student Affairs are categorized into the following types: - Sports activities; - Artistic and musical activities; - Cultural and political activities.
Article (3)	The conditions for coaches to fulfill are as follows: <u>First: Coaches for Sports Activities:</u> - To have participated in accredited training courses approved by sports federations, or to be a former national team player, or to have awards or advanced positions in the assigned activity field; - To have experience in training within the assigned activity field and not to have been absent from the field for more than one year; - To hold at least a diploma or bachelor's degree. <u>Second: Coaches for artistic and musical activities:</u> - To have participated in accredited training courses in the assigned activity field; - To have work experience working in the assigned activity field and not to have been absent from the field for more than one year; - To have local or international recognition in the field of music, painting or arts; - To hold at least a diploma or bachelor's degree. <u>Third: Coaches for cultural and political activities:</u> - To have participated in accredited training courses in the assigned activity field; - To have work experience in the assigned activity field and not to have been absent from the field for more than one year; - To have local or international involvement in cultural, literary or political fields;

	4. To hold at least a bachelor's degree.
Article (4)	A. The Deanship of Student Affairs, with the approval of the President, announces its need to assign a coach for sports, artistic, musical, cultural and political activities in coordination with the Human Resources Department and the Public Relations and Marketing Department. B. The President, upon the recommendation of the Dean of Student Affairs, shall form a committee to review applications and create a shortlist, headed by a representative of the Deanship of Student Affairs, with the membership of a representative from the Financial Department and representative from the Human Resources Department, whose task shall be to review applications, shortlist candidates, and conduct interviews. C. The Committee shortlist the candidates and recommend to the president the final lists of candidates who have been selected in accordance with the conditions specified in these foundations to take the appropriate decision; D. The President issues an appointment letter to selected candidates based on Article (29) of the Faculty Regulations or Article (26) of the Staff Regulations in force at the University, provided that they include all the details related to their assignment.
Article (5)	A. Coaches are assigned a maximum of (16) training hours per month or (60) training hours per class, including matches and tournaments. B. The President may, in justified cases, assign coaches based on the recommendation of the Dean of Student Affairs for a maximum period of one semester without the need for an announcement.
Article (6)	Coaches are entitled to a financial reward of (20) JOD for each training hour, not exceeding (1200) dinars for one semester, and shall be paid semesterly or at the end of the period assigned to him/her based on the actual training time sheet and an achievement report prepared by the concerned heads of divisions and approved by the Dean of Student Affairs before being sent to the Financial Department.
Article (7)	If the university wins one of the first three places or awards in any of the local or international competitions, an additional reward will be paid to the respective coach and upon the recommendation of the Dean of Student Affairs an additional reward as follows: A. First place or first prize 200 dinars; B. Second place or second prize 150 dinars; C. Third place or third prize 100 dinars.

Article (8)	In the event that the coach does not comply with the agreed schedule or the tasks assigned to him/her, his/her assignment shall be terminated by a decision of the President and upon the recommendation of the Dean of Student Affairs.
Article (9)	The provisions of the legislation related to disciplinary procedures and sanctions at the university shall be applied to coach as deemed necessary.
Article (10)	The President, Dean of Student Affairs, Director of Human Resources and Director of Finance Department are responsible for the implementation of the provisions of these bylaws.

Units, Departments and Centers at the University

Innovation, Technology Transfer and Entrepreneurship Regulation at the German Jordanian University for the year 2024 Issued in pursuant to Article (35) of the Jordanian Universities Law No. (18) of (2018)

Article (1)	This regulation shall be called (the Regulation of Innovation, Technology Transfer and Entrepreneurship at the German Jordanian University for the year 2024), and it shall be implemented from the date of its publication in the Official Gazette in 31/12/2024.
Article (2)	The following words and phrases, wherever mentioned in this regulation, shall have the meanings assigned to them below unless the context indicates otherwise: The University: The German Jordanian University. Deans' Council: University's Deans' Council. The President: The president of the university. The Dean: The Dean of Innovation, Technology transfer and Entrepreneurship. The Council: The Innovation, Technology Transfer and Entrepreneurship Council formed under this regulation Innovation: Creating new value (at the global, and/or regional, and/or local level) in a new way that leads to a product or manufacturing method, or both, in any of the technical fields that results in (either cost reduction, and/or new products, and/or new services, and/or new revenues, and/or service improvement, and/or new operations, and/or societal impact).

	Technology Transfer: The process of transferring the outputs of scientific research and development and related skills to the market and society. Entrepreneurship: Establishing start-up businesses characterized by initiative and risk and utilizing the necessary resources to develop them.
Article (3)	The university undertakes to organize the affairs of innovation, technology transfer and entrepreneurship, encourage and support it, by all material, moral and human means, in accordance with the provisions of this regulation, and aims through it to: A. Support innovation, technology transfer and entrepreneurship, and sponsoring it, directly or through partnership with business sectors if it is not supported by the Scientific Research Support Fund. B. Increasing awareness and knowledge in the field of innovation, technology transfer and entrepreneurship. C. Endorse policies and strategies that encourage incubating projects and obtaining funding from national and international sources in the field of innovation, technology transfer and entrepreneurship. D. To establish relations with industry in the Kingdom and the Republic of Germany, and to support, develop, and grow these relations. E. Enhancing the level of students' readiness for entrepreneurship and innovation during and after their studies.
Article (4)	A. At the university, a council called the “Council for Innovation, Technology Transfer and Entrepreneurship” shall be formed, headed by the Dean, and the membership of the following: 1. Vice Deans. 2. Dean of Scientific Research.

	3. Two from the Deans of the Schools. 4. Four from outside the university with experience in innovation, technology transfer and entrepreneurship, one of whom shall be from the Federal Republic of Germany. B. Council members shall be appointed by the president, upon the recommendation of the dean, for a renewable term of two years.
Article (5)	The Council shall undertake the following duties and authorities: A. To set a policy for innovation, technology transfer and entrepreneurship at the university, and organize its affairs, supporting and encouraging it. B. To discuss the draft annual budget for innovation, technology transfer and entrepreneurship activities. C. To discuss the annual report and financial statements of the innovation, technology transfer and entrepreneurship activities, and the supported projects. D. To approve the agreements, contracts, and memoranda of understanding related to innovation, technology transfer and entrepreneurship activities. E. To define the mechanisms and policies for business incubators at the university and following them up. F. To approve the innovation, technology transfer and entrepreneurship projects and follow them up. G. To approve the requests related to intellectual property. H. To propose draft instructions; to be approved by the Deans Council. I. To discuss any other matters related to innovation, technology transfer and entrepreneurship that the Dean presents to the council.
Article (6)	The council meets at the invitation of its head at least once a month, or whenever the need arises, in the presence of the majority of its members, provided that its head is among them, and its

	decisions are issued by a majority of the votes of the attendees, and if the votes are equal, the vote of the president shall be the casting vote.
Article (7)	The Dean shall have the following duties and authorities: A. To implement and follow up on the policies, strategies, decisions, and proposals of the Council. B. To follow up on innovation, technology transfer and Entrepreneurship activities inside and outside the university and prepare related reports. C. To propose plans, policies, and operational procedures for all innovation, technology transfer and entrepreneurship activities. D. To prepare a draft annual budget for innovation activities, technology transfer and entrepreneurship, and submit it to the Council.
Article (8)	The Deans Council shall issue the necessary instructions to implement the provisions of this regulation.
Article (9)	The bylaws and decisions issued in force at the university before the entry into force of this regulation remain in effect until they are canceled or replaced by others in accordance with the provisions of this regulation.

**The Regulation of Centers and Institutes at the German
Jordanian University
issued under Article (35) of the Jordanian Universities Law No. (18) for
the year 2018**

Article (1)	This regulation is called (the regulation of Centers and Institutes at the German Jordanian University for the year 2023) and shall be effective as of the date of its publication in the Official Gazette.
Article (2)	The following words wherever they occur in this regulation shall have the meaning stated alongside each one of them unless the context indicates otherwise: The Law: The Jordanian Universities Law. The University: The German Jordanian University. President: The University President. The Center: Any center for education, training, consultancy, and services established under Article (7/A) of the Jordanian Universities Law or a Scientific Center established under Article (10/f) of the Jordanian Universities Law. The Institute: Any institute that conducts scientific, educational or research activities at the university. The Dean: The dean of the institute. The Director: The director of the center.
Article (3)	A. Scientific centers and institutes are established at the university, with the approval of the Higher Education Council, upon the recommendation of the University's Board of Trustees. B. Centers of education, training, consultation, and services are established at the university by a decision of the University's Board of Trustees.
Article (4)	A. The center shall be managed by a director named by the president for two years renewable B. The institute shall be managed by a dean appointed by the University's Board of Trustees in accordance with the provisions of the law.

	C. The center or the institute shall have a council formed according to instructions issued by the Deans Council and shall assume the tasks and authorities specified in the aforementioned instructions.
Article (5)	The financial resources of the center or the institute consist of the following: A. The amounts allocated to the center or the institute in the annual budget of the university. B. Gifts, donations, bequests, endowment proceeds, subsidies, funds, and grants that are accepted in accordance with the legislation in force. C. The revenues from programs, activities and projects organized by the center or the institute.
Article (6)	The Deans Council shall issue the necessary instructions to organize the work of the centers and the institutes to implement the provisions of this regulation.

The Instructions of the German Jordanian University Library issued in accordance with Article (36) of the Jordanian Universities Law no. (18) for the year 2018	
Article (1)	These instructions are called “The Instructions of the German Jordanian University Library” and shall come into force as of the date of its modification by the University Council in its decision no. (5/2024/2025) dated on 28/11/2024.
Article (2)	The following words and expressions, wherever mentioned in these instructions, shall have the meanings assigned to them below unless the context indicates otherwise: The University: The German Jordanian University. The President: President of the University The Library: University’s Library. The Director: The Library’s Director The Regulation: The Government Procurement Regulation in force. The Committee: The Technical Committee that is formed according to these instructions. The Beneficiary: Is one of the following categories: A. University students who are currently studying. B. Workers of the university who are currently working. C. Retired faculty members wishing to use the library. D. Subscribers to library services from outside the university within the terms of their subscription. Information Sources: are the media or means that provide knowledge and information in various forms, including printed books, encyclopedias, volumes, magazines, articles, manuscripts, maps, periodicals, theses and dissertations, electronic databases, audio and video recordings, microfilm and microfiche, slides, films, tapes, magnetic tapes and compact discs.
Article (3)	At the beginning of each academic year, the President shall form a committee called “the Library Committee”, headed by the President or one of the Vice Presidents and the membership of: 1. The Director. 2. Vice Deans. 3. Representative from the Supplies and Inventory Management Department. 4. Representative from the Financial Department. 5. Representative from the Information Systems and Technology Center. The President shall designate one of the library staff to perform the functions of the secretary upon the recommendation of the Director, and the tasks of the Library Committee shall be determined as follows: A. Drawing up the general policy of the library, proposing development plans, recommending the amendment of the instructions if necessary, and proposing means of developing and improving its services. B. Making recommendations regarding the library's allocations in the university budget.

	C. Support in providing information sources and library services, requirements and accessibility. D. Coordination between schools regarding purchasing library materials, subscribing to periodicals and electronic databases, proposing computing strategies and using information technology systems. E. Discuss issues that are not mentioned in the instructions of the library and recommend them to the President to take what he deems appropriate.
Article (4):	The library provides reference information sources at the request of schools or beneficiaries within their specializations or at the initiative of the library, according to the available capabilities.
Article (5):	The Director shall form a committee called “the technical committee” from library staff to assist him/her in implementing the library's policy, objectives, plans and projects, to study the administrative, technical and logistical needs of the library and the needs of beneficiaries and the library from information sources and to prepare updated price lists for those sources, and to provide the library committee through the director with reports, studies, necessary statistics, recommendations, and suggestions.
Article (6):	The director may purchase in accordance with the authorities and ceilings specified in the regulation as follows: A. Purchase one to three copies of each book based on the recommendation of the committee. B. Purchase a maximum of ten copies of books written by university employees, for the purposes of acquisition, gifting and exchange. C. Recommending to the specialized authority to subscribe in periodicals (paper and electronic) in various forms and purchase previous issues of periodicals in coordination between the library and the concerned authorities at the university. D. Recommending to the specialized authority to subscribe to the various databases in coordination with any relevant parties in the university.
Article (7):	With the exception of sources of information that may not be loaned, and taking into account the periods of loaning for some sources of information, and considering Article (11) of these instructions: A. The faculty member may borrow a maximum of ten sources of information for a period of one semester for each source, and the borrowing period ends at the end of the semester in which the borrowing began, regardless of the date of its start. B. The non-academic staff employee at the university can borrow a maximum of five sources of information for a period of two weeks for each source. C. The graduate studies student can borrow a maximum of ten sources of information for a period of two weeks for each source. D. The undergraduate student can borrow a maximum of five sources of information for a period of two weeks for each source. E. Each part of the multipart title is a source in itself for loaning purposes.

	F. The beneficiary may not borrow more than one copy of the same source during the same borrowing period. G. If a specific source of information is not available in the library, the beneficiary may request the library to obtain it on borrow from any of the libraries of the official universities that are members of the Center of Excellence (mutual borrow) and the terms of borrowing apply, including delays, loss or disposing according to the source.
Article (8):	The loaning of any source of information can be renewed only once at the request of the beneficiary if it is not required for another beneficiary, unless the loan of the source of information whose loaning is requested to be renewed is suspended or unavailable for any reason due to the source or beneficiary in accordance with the provisions of these instructions and the decisions issued pursuant thereto.
Article (9):	A. Information sources are placed on the reservation shelf if their type allows at the request of the faculty member or at the initiative of the director. B. The sources of information placed on the reservation shelf within the library shall be used in accordance with the mechanism specified by a decision issued by the Director, and priority shall be given to the requirements of scientific research and innovation.
Article (10):	References are not loaned outside the library, except for the highly requested references, and the director has the right to loan them based on justifications provided by the beneficiary.
Article (11):	A. If a beneficiary fails to return a source of information within a date exceeding three days after the date specified for return, he shall be fined 250 fils for each day of delay, including holidays of all kinds, provided that the fine does not exceed a maximum of (20) twenty dinars for each semester for one source of information, and the summer semester is considered a semester for this purpose, and the delay fine is calculated for each subsequent semester or part thereof at the maximum limit for one semester, provided that the total fine does not exceed (60) sixty dinars. B. If a beneficiary fails to return a source of information on the specified date and the delay period exceeds one year from the date of return, that source shall be considered lost, and the fine stipulated in Article (15) of these instructions shall be applied to him/her. C. The value of any fines due shall be deducted from the beneficiary's salary or rewards for university employees or shall be instructed to collect it within the service allowances collected upon academic registration for university students or upon obtaining a clearance. D. If the subscriber refuses to pay what is due from him/her or the university is unable to collect the amounts, collection will be made in accordance with the legislation in force at the university. E. If the scheduled date for the return of the borrowed source of information falls on an official holiday or a day when work in the library is suspended due to an emergency circumstance, that day shall not be counted as part of the delay period.

Article (12):	If the source of information belongs to an entity other than the university and the library borrowed it from that entity to one of the beneficiaries, the borrowing period is four weeks for the faculty member and graduate studies student, and two weeks for others, and the source is calculated from the maximum number of sources that the beneficiary can borrow at a time, and the provisions of the instructions in force in the loaning authority apply to cases of delay, loss or disposing.
Article (13):	Taking into account what is stated in Article (40) of the Financial Regulation in effect at the university, the president may: A. Exempt the beneficiary wholly or partially from paying the fine resulting from the delay in returning any borrowed sources of information, in light of justifications provided by the beneficiary in writing and accepted by the President. B. Cancel the fine resulting from a defect, technical error or sudden unscheduled disruptions in the loaning system.
Article (14):	It is forbidden to loan to any beneficiary who has a fine of delay, dispose or loss until he is discharged from these fines.
Article (15):	A. If a beneficiary loses a source of information, he/she shall be fined three times its value and not less than fifty dinars. in addition to the amount of five dinars for the cost of technical services for each lost part B. If a beneficiary loses part of a set of parts, the missing part shall be fined compensation equivalent to the value of the entire set at the current market price based on the recommendation of the committee, in addition to the amount of five dinars for the cost of technical services for each lost part. C. After paying the fine referred to in paragraph (b) of this Article, the beneficiary shall not be entitled to obtain the rest of the parts of the collection that he/she lost one of its parts, and this paragraph shall apply to the electronic storage units with the books that accompany them as an integrated unit, so that the fine is calculated on the basis of the value of the electronic storage unit and the accompanying books on the basis of the current market price for it, whether the missing is the storage unit or one of the books accompanying it; as for copied discs, the fine for loss or disposal is five dinars for each disc. D. If the borrower loses a book received by the library as a gift or exchange, the committee shall estimate the price of the book, and the borrower shall be subject to the provisions of paragraphs (a, b, c, d) of this article. E. The Director may, upon the recommendation of the Committee, accept an original and valid alternative copy of the missing source of information, provided that the bibliographic data matches, or a newer edition of the same source, in addition to five dinars for the value of technical services.

Article (16):	A. If the beneficiary destroys any source of information deliberately the destruction affects the source material (such as partially or completely cutting pages, writing on the margins of the source, underlining or on the lines or the outer cover), the beneficiary shall be fined compensation equivalent to four times the value of the source in its entire volumes, in addition to the amount of five dinars the cost of binding for each volume, and he/she is not entitled to receive the destroyed copy. B. If the damage to the source of information does not exceed the removal of the lashes, the beneficiary shall be fined an amount of three dinars (one dinar for restoration and two dinars for the cost of re-binding), provided that the damage does not affect the material of the source and that there is no defect or deficiency resulting from the damage, and that the source is capable of binding without losing any material.
Article (17):	For the purposes of applying the provisions of Articles (15) and (16) of these instructions, the following principles shall be observed: A. The value of the loss or destruction fine is calculated on the basis of the exchange rate of the dinar to other currencies as determined by the Central Bank of Jordan at the price of the lost information source or the currently damaged (the current market price of the source of information). B. The value of paper university theses discussed at the university or given to it is estimated at (50) dinars for the master's thesis, and (75) dinars for the doctoral thesis.
Article (18):	A. The use of (restricted access) sources of information for scientific research purposes only shall be permitted after the written approval of the Director, taking into account the legislation and official decisions in force. B. The beneficiary shall be informed of the (restricted access) sources of information inside the hall designated for them, and it is not allowed to borrow them, photocopy any part of them or reproduce it in any way. C. The director may loan (restricted access) information sources to the libraries of Jordanian public universities within the mutual loan agreement, provided that they are delivered to an authorized representative of the borrowing public university or within the Center of Excellence agreement for mutual borrowing between the libraries of member universities.
Article (19):	A. Forms of applications for subscription to library services for individuals and institutions, the allowances collected upon submission of the application, subscription allowances and related services such as the issuance of the subscriber card and its

	allowances shall be determined upon the recommendation of the University Council upon the recommendation of the President. B. Taking into consideration the Instructions of Entry for Individuals and Vehicles into the campus, the library sends a copy of the outside beneficiary's subscription form to the Director of the Public Services Department for information and allows the beneficiary to enter the campus for the purposes of using the library only and during the validity period of the subscription.
Article (20):	A. To enter and borrow from the library for students and employees at the university, it is required to present the approved university identity for students and work ID for employees. B. The beneficiary at the university may not use the identity of others for the purposes of benefiting from any of the library services or simply entering it, and the library employee who detects such a violation may reserve the identity, and hand it over to the director, and the director may inform the university president of this in writing.
Article (21):	If any beneficiary misbehaves or violates the instructions of the library, the director may prevent him/her from entering the library for a specific period, and the director may inform the specialized authority in writing to take any other disciplinary measures against him/her, and if he/she is from outside the university, the director may cancel his/her subscription, and recommend to the president to inform the authority to which he/she belongs and notify the university security of this in writing to cancel his/her entry permit.
Article (22):	A. The beneficiary must personally inform the loaning department of the loss of his/her university ID immediately. B. The beneficiary may not protest for any reason whatsoever that he has not borrowed any books registered on him in the loaning system, even if they are not in his/her field of specialization after checking with the borrowing officer.
Article (23):	Visitors to the library and its employees must present their possession to the entrance controller, and the controller or anyone responsible in the library has the right to inspect bags, sacks and the like (upon entry or exit), as well as personal inspection if there are circumstances that raise suspicion and / or suspicions about the existence of an attack on the library's holdings or the entry of unauthorized materials or theft of the property of other beneficiaries inside the library, provided that a female employee of the library or university security does so for females.
Article (24):	The Director may take the necessary measures to regulate the use of all devices available in the library.
Article (25):	The director may exclude any source of information from the loaning service or prevent its use within the library if he deems that the state of that source or the public interest requires taking such action.

Article (26)	A. The library shall provide, within the limits of its capabilities and circumstances, separate and resealable research rooms allocated to faculty members, graduate studies students, professors and visiting researchers who visit the university for a period of more than a week with the approval of the president. B. Allocating research rooms (if any) to the beneficiaries requesting them according to priorities determined by the Director, while adhering to the conditions of use and ending of allocation of the research room, and these procedures may also include the collection of financial allowances for the service of the research room, determined by the University Council upon the recommendation of the President. C. The beneficiary may use any sources of information within the research rooms, while he/she is in them. D. The beneficiary may keep any sources of information that he/she has borrowed within the research room, and the provisions of the borrowing period shall apply to them. E. The beneficiary may not enter any person into the research room. F. The beneficiary may not transfer his right to use the research room to others. G. If there are research rooms designated for the use of a group, a number of beneficiaries may reserve this room for a period not exceeding two consecutive hours per day by registering their names with the concerned library employee. H. The use of collective research rooms shall be limited to study and scientific research only, and in case of violation, the library employee may inform the director to take the appropriate action by canceling the reservation and depriving violators of the reservation of these rooms in the future for a period estimated by the director, and the director may inform the president of this in writing. I. If it is found that there is a group that deliberately monopolizes a research room by successively being reserved by the members of the same group, the director may take any measures to prevent this.
Article (27):	Faculty members whose services at the university have ended due to reaching retirement age shall be treated as faculty members working at the university in terms of benefiting from the services provided by the library and the obligations of the beneficiary stipulated in these instructions shall apply to them. In the event of a request for borrowing, the beneficiary shall pay a refundable security deposit determined upon the recommendation of the Director and the approval of the President.
Article (28):	The Director shall determine the procedures for allowing or denying entry to the Library for the categories and ages he specifies.

Article (29):	The Director may determine the terms and conditions for the use of electronic devices and fixed and mobile computers available in the library, provided that their use is limited within the library only, and the legislation in force at the university shall be applied to these devices in the event of their loss or destruction.
Article (30):	A. The beneficiary is committed to all intellectual property protection laws and abides by all conditions of use imposed by the databases in which the university subscribes, and in case of violation, disciplinary action will be taken against him/her in addition to any legal action stipulated in the legislation. B. The university has the right to refer to the violating beneficiary with any amounts or compensation resulting from the beneficiary's violation of intellectual property rights or a malfunction and damage caused to the university.
Article (31):	The University may use audio and/or video recording or any data from the library systems to prove any cases of violation within the library for investigation purposes within the university or before the official judicial authorities.
Article (32)	The Director may lay down the necessary bylaws and procedures for the application of these instructions.
Article (33)	The President shall decide on cases not provided for in these instructions.
Article (34)	The President and the Director are responsible for the implementation of the provisions of these instructions.
Article (35)	These instructions cancel any previous decisions or instructions in which its provisions contradict with these instructions.

Darat Othman Bdeir for Innovation and Entrepreneurship
Instructions
The German Jordanian University

Article (1)	The following words and expressions, wherever appearing in these Instructions, shall have the meaning assigned thereto unless the context indicates otherwise Kingdom: The Hashemite Kingdom of Jordan University: German Jordanian University The Board: Deans council President: The President of the University. The Darat: Darat Othman Bdeir for Innovation and Entrepreneurship The Darat Board: The Board of Darat Othman Bdeir for Innovation and Entrepreneurship Director: The Director of Darat Othman Bdeir for Innovation and Entrepreneurship Agreement: any agreement or memorandum of understanding aimed at executing any activity or production of a creative partnership or cooperation between the Darat and other parties.
Article (2)	A. The Darat is considered a unit within the University and all University laws, by-laws and regulations are applicable thereon. B. The Darat reports administratively to the President. However, the President may delegate some of his authorities in this regard to any of his Vice-Presidents.

Article (3)	The Darat aims at realizing the University's goals and objectives in rendering efficient services to the local community, in particular, and to the other communities, in general, by means of: A. Providing the physical, social and psychological environment that boosts and supports creativity, distinction, innovation and polishes potential talents. B. Marketing produced creative works accomplished by students and graduates, or any other creative works approved by the Board. C. Providing logistic services for University students to produce, present, and discuss their creative works. D. Contributing to preserving local cultural, and artistic and architectural heritage by means of proposing, supporting, and implementing varied activities and programs that serve this purpose. E. Offering logistic services for the University centers, and offered academic programs, courses and curricula in addition to organizing joint workshops in cooperation with external parities, particularly those in Germany, and which are in line with the themes and objectives of the Darat. F. Helping in stimulating awareness in the local community, with particular emphasis on the youth generation, on the varied fields and dimensions of creativity by means of organizing programs and activities and holding specialized relevant training courses and workshops. G. Providing services in relation to creativity to institutions and individuals inside the Kingdom and abroad, against a specific fee, and continuing to supervise the organization, administration and implementation of these services. H. Developing and enhancing the expertise, skills and capabilities of the University students and employees in issues relating to varied creative production, with the ultimate objective of enabling the University to offer quality services in this regard, and to encourage the University students and employees to contribute towards the service of the local community in return for moral and financial incentives and rewards.

	I. Contributing towards constructing bridges between education and research in the varied fields of creative works, and in compliance with the needs of the labor market and the local community. J. Offering logistic services to the University Alumni Club in fields relevant to those offered by the Darat. K. Offering logistic services to Al-Abdaleya Basic School for Boys.
Article (4)	The Darat is to perform the tasks assigned by the Darat Board in accordance with the needs of the students, the University, the Jordanian community as well as other communities.
Article (5)	A. The Darat shall have a Board named: “Board of Darat Othman Bdeir for Innovation and Entrepreneurship” chaired by the President, or by whomever her may delegate among any of his Vice-Presidents, and comprising the following members: * The Darat’s Director. * Three University employees, at least, two of whom, at least, are faculty members nominated by the Deans’ Council upon recommendation of the President, provided that they have substantial experience in the Darat’s scope of work. * Two members, at least, from outside the University, nominated by the Deans’ Council upon recommendation of the President, provided that they have substantial experience in the Darat’s scope of work. B. If the position of any member of the board of directors becomes vacant for any reason, a replacement will be appointed for vacant position for the remaining period in the same way as mentioned above. C. The board of directors chooses one of its members from among the university employees to take over the secretary of the board of directors. D. The appointment of the management council is for a period of two years, renewable for one time.
Article (6)	The Board is to hold its meeting once every four months, or whenever needed at the invitation of its Chairman.

Article (7)	The Board is to assume the following tasks and responsibilities: - Suggesting and approving the basic principles and guidelines for the operation of the Darat. - Endorsing Darat's Action Plan and administration policy. - Discussing Darat's draft budget and submitting it to the University Deans' Board for endorsement. - Discussing and approving Darat's Annual Report. - Suggesting ideas and proposals that would further enhance Darat and upgrading the level of its services. - Approving Agreements and Memos of Understanding. - Approving Darat Organizational Structure. - Approving Darat policies and financial principles and submitting these to the President for final approval/endorsement. - Discussing miscellaneous issues that relate to Darat's works and operations.
Article (8)	A. The Director is to assume tasks, duties and responsibilities entitled to him as per Darat's pertinent regulations, which include, but are not limited to: - Managing the daily work of the Darat - Representing the Darat at other parties inside Jordan and abroad. - Signing Agreements and Memos of Understanding. - Approaching parties and counterpart institutions inside Jordan and abroad with the objective of helping Darat realize its goals and objectives. B. The Director has the right to delegate, in writing, some of the tasks, duties and responsibilities entitled to him as per Darat's pertinent regulations to whomever he may delegate. C. The Director has the same teaching load and allowances of the Dean. D. In the event that the Director is absent or not present, his Assistant will assume his tasks, duties and responsibilities.
Article (9)	A. The Director is to be appointed upon a decision made by the President for a two-year tenure, renewable for one time. His appointment is to expire with the end of his tenure, or upon resignation, or the appointment of a successor. B. To qualify for his appointment, the Director is expected to:

	- Fulfill all terms and conditions of a faculty member at the University. - Possess distinguished expertise in one or more in entrepreneurship, creativity or pioneering areas. C. The Director is expected to run the day-to-day affairs of the Darat at a level which ensures the best possible operation and function of Darat, and in line with the pertinent Jordanian Universities Laws and all By-laws, and regulations emanating therefrom. He is also to assume the following tasks: - Direct supervision of the Darat's day-to-day activities and operations. - Preparing drafts for Agreements and Memos of Understanding to be reached between Darat and other parties and counterpart institutions. - Suggesting Action Plans, Administration Plans and Programs and supervising their implementation. - Suggesting the Darat policies and financial principles and submitting these to the Executive Director for approval. - Preparing the Darat draft budget and presenting it to the Darat's Board for discussion. - Publishing pamphlets and leaflets highlighting the Darat's activities and functions. - Preparing the Darat Annual Report. - Preparing Financial Clearance Forms in relation to the services offered by Darat, in cooperation with the University's Financial Affairs Department. - Any other tasks and duties designated to him by the President. D. The Director is to suggest the Darat Organizational Structure, and to submit it to the Board for approval and subsequent submission to the President for final approval/endorsement. Any suggested alterations/amendments to the Organizational Structure are to be performed along the line of the same procedure. E. The Director has the right to transfer employees from one post to the other within the Darat, and as he deems fit for the welfare and interest of both the University and the Darat, taking into consideration the University's pertinent, by-laws and regulations.

Article (10)	The Darat's revenues: A. The Darat's revenues are to be generated from the following sources: - Annual subscription fees in Darat. - Income from the Darat's various activities and services. - Donations and gifts following the approval of the University Board of Trustees. - Income from rental of or investment in the Darat's utilities. - Income from any form of resources that comply with the Darat's goals and objectives - The amount allocated to Darat from the University Annual Budget to help Darat run its activities and perform its tasks, operations and services. - Amounts paid by faculty members and administrative staff, while in the service of the University, in return for the implementation of any activity that falls within the Darat's scope of work. B. Any surplus in revenues or income generated by the Darat at the end of the fiscal year, is to be channeled to the University budget, and is to appear on the University forthcoming budget. On the other hand, the University is to cover any financial losses incurred by Darat at the end of the fiscal year. The amount of loss is to appear as an item on the University budget.
Article (11)	The Darat's revenues are to be deposited in an account under the title: 'Deposits of Darat Othman Bdeir for Innovation and Entrepreneurship.' All transactions of withdrawals and deposits are to be in accordance with the University pertinent financial regulations.
Article (12)	The University Finance Department is to keep and control the Darat's financial records and to make sure that all financial issues are sound and under control.
Article (13)	The entrepreneurship, creative or pioneering works at the Dara are to be accomplished by the following: - Students, faculty members and employees of the University, with priority always given to them. - People with distinguished experiences in the Darat's Scope of work from outside the University.

Article (14)	A- Students' rewards in return for accomplishing work in line with Darat's work are to be paid in accordance with pertinent Regulations for the Employment of Students at the University. B- Faculty members' remunerations in return for accomplishing works in line with the Darat's work, inside the Kingdom, are to be paid in accordance with Article (17) of the pertinent Faculty Members Internal Regulations. However, Faculty members' remuneration in return for accomplishing works in line with the Darat's work, outside the Kingdom, are to be paid in accordance with Para (2/A) of Article (27) of the pertinent Administrative Staff Internal Regulations. C- Taking into consideration the contents of Para (B) of Article (14) hereinabove, the Board is to suggest additional principles with a view to specifying remunerations to be paid to faculty members and administrative staff, provided that these principles are endorsed, beforehand, by the Deans' Council.
Article (15)	If the nature of work entails people who do not hold academic degrees or academic qualifications, the President, may, in this case, and upon recommendation of the Board and the Director, decide on paying remunerations to them in line with the Salaries and Remunerations Scale adopted by the University, or according to contracts made with the concerned parties.
Article (16)	The President may, upon recommendation of the Board and the Executive Director approve the performance of non-profit works (where revenues are less than costs) for mere marketing purposes, or to render services to the local community and/or students.
Article (17)	Despite the content of Articles (14) and (15) of these regulations, and in certain cases that serve the interest of the University, the Deans Council may determine the amount of deserved remunerations upon recommendation of the Board and the Director.
Article (18)	All cases not specified in these regulations, or disputes pertaining to the implementation of any of the provisions of these regulations are to be brought before the Deans Council for appropriate decision.
Article (19)	The University President is responsible for the implementation of the provisions of these regulations.

Consultation and Training Centre Foundation at the German Jordanian University

Article (1)	The following words and expressions, wherever appearing in this law, shall have the meaning assigned thereto unless the context indicates otherwise: Kingdom: The Hashemite Kingdom of Jordan University: German Jordan University Council: The Deans council Director: The Director of the Consultation and Training Centre at the German Jordanian University Centre Council: The Council of the Consultation and Training Centre Head of Council: The Head of the Council of the Center. Director: The Director of the Center. Agreement: Any agreement or memorandum of understanding that aims to execute a study or a mission whether training or consultation conducted by the Centre or in cooperation with another body.
Article (2)	A. The Centre shall be considered a unit of the University, whereby the regulations and Instructions of the University shall apply. B. The Director holds a managerial and academic power over the Centre whereby he may delegate his powers to any of his deputies.
Article (3)	The Centre aims to achieve the goals of the university in the service of the Jordanian society in particular, and in the service of other communities in general through the following: ▪ Providing charged training and consultation services for individuals and organizations both inside and outside the Kingdom, as well as supervising the management and execution of these services.

	▪ Developing and enhancing the expertise, capabilities, and skills of the employees and students of the University for the purpose of increasing the University capability and ability in offering services and encouraging employees to contribute to their community and provide both financial and motivational incentives for the employees.
Article (4)	The center executes the missions that shall be determined by the Council of the Center, in the light of the needs of the Jordanian community and other communities.
Article (5)	The Center shall have a council called "The Council of the Consulting and Training Centre" It shall be chaired by the President and the membership of the following: ▪ The Director of the Center ▪ Three members from the University either deans or from the administrative departments who are nominated by the President upon the recommendation of the Deans council. ▪ Four members from outside the University, who have experience in working in fields the Center works in, nominated by the President. ▪ The Chairman shall assign one of the employees in the Centre as a secretary of the Council upon the recommendation of the Director. ▪ Membership of the Council shall be for 2 consecutive years, renewable upon the approval of the President.
Article (6)	The Council shall assemble at least once every six months or when the need arises upon summon from the President.
Article (7)	The Council shall undertake the following duties and powers: A. Suggesting and adopting the basis which applies to the work of the Centre. ▪ Adopting a work plan for the Centre. ▪ Discussing draft budget of the Center and submitting it to the Deans council.

	▪ Discussing the annual report and its approval thereof. ▪ Providing support the Centre and further develop it. ▪ Determining the pricing mechanism and its policies. ▪ Discussing any other topics. B. The university shall allocate only one seat to the members of the Council of the Center without exemption from the fees and within the general conditions of acceptance at the University In the case of multiple applications from the Council of the Center, the Instructions of the University and principles of preferences followed therein shall apply.
Article (8)	A. The Chairman of the Council of the Center shall practice the power vested in him according to these Instructions including: ▪ Representing the Centre in front of other parties both inside and outside Jordan. ▪ Signing agreements and memoranda of understanding. ▪ Contacting the concerned parties both inside and outside the kingdom to achieve the goals of the center. B. In the case of absence of the Chairman of the Council, one of the Council members, who is a University employee, shall be assigned with the duties and powers of the Chairman. C. The Chairman of the Council shall be entitled to delegate in written form some of his powers and duties that are mentioned in these Instructions.
Article (9)	A. The Director shall be appointed by a President decision for a term of two years, renewable. The director's terms of office is terminated either by the completion of the first term, or the director's resignation, replacement, or transfer. B. The Director shall undertake the powers of the Unit manager, according to the Regulations of the University and shall be responsible for managing the affairs of the Centre for the purpose of ensuring the proper functioning of the center in accordance with the Law of the University and the Regulations and Instructions issued pursuant thereto. Additionally, the following tasks shall be entrusted to him:

	▪ Direct supervision of the progress of work in all units and divisions of the Centre as well as directing its work. ▪ Preparing drafts for agreements between the center and other parties. ▪ Suggesting work plans and supervising its programs. ▪ Submitting pricing policies, which are reinforced with an effective study, for all the training and consultation services or any other services offered by the center to the council enhanced by a feasibility study. ▪ Preparing proposals concerning the center budget and presenting it to the council of the center for discussion. ▪ Releasing brochures of the center works and various activities. ▪ Preparing the annual report about the center activities. ▪ Approving to allow the participants who are university employees or their children to pay the fees in installments. ▪ Recommending to the president the return of fees to the participants who have signed up for courses that were not held or were not completed in addition to those who have withdrawn from the courses for reasons the director sees fit. ▪ Preparing financial clearances of studies and training courses in coordination with the financial department of the University. ▪ Recommending to the president the financial remunerations of the University employees. ▪ Any other responsibilities or missions assigned to the director by the president or council. C. The director assumes the responsibility of preparing an organizational structure for the center, and presenting it to the head of the council for ratification and subsequently approval and passing. The director shall have the powers to amend to the structure according to the benefit of the center and university with the approval of the president.

	D. The director shall have the power of transferring employees inside the center in the interest of the center and university while considering the regulations and instructions applicable in the university. E. Employment in the center shall be according to the University Instructions and the applicable appointment principles.
Article (10)	A. The center revenues consist of: ▪ The income from holding training courses, offering consultations, conducting studies, and any other activity that is in accordance with the goals of the center. ▪ Donations and gifts. ▪ Any other returns that are in accordance with the goals of the center. ▪ The amount of money the university annually allocated as part of its budget for the center. ▪ The amounts of money faculty and administrative members pay when holding training courses during their work at the university which consists 10% of what they get. B. Earned savings shall be transferred to the University revenue, and shall be calculated as part of the University budget for the following year. Additionally, any losses are countered by accounting the loss within the university budget for the following year.
Article (11)	Revenue of the center shall be deposited in the “Training and Consultation Centre” account, whereby deposit and withdrawal is done according to the implemented financial regulations of the University.
Article (12)	The income of the center received from the missions that have been executed whether training services or consultation or other business activities shall be distributed in such a manner that ensures there is a part of the income is used to cover the cost of executing activities, paying financial remunerations for experts, those who helped in the execution, and for the employees at the center.

Article (13)	The financial department of the university manages the required bookkeeping and accounting records for the purpose of managing the financial affairs of the center.
Article (14)	A. Subscription fees to the training courses shall be determined by the director, and the discounts mentioned below are given on the set fees: ▪ 25% off for registered university students and graduates. ▪ 25 % off for university employees and their first-degree relatives if subscription is on his/her own expense. ▪ At most 30% off with the concurrence of the director in the following cases: • Parties sending more than one participant • Parties which form a training agreement with the center. • Participants who have joined on the expense of charities and local clubs. B. The president shall exempt any or all participants from the fees either wholly or partially upon the recommendation of the director.
Article (15)	Persons assigned to provide consultation, perform studies, and give training courses at the house are: ▪ Faculty members and other university employees, wherein the priority is always theirs. ▪ Those who possess outstanding expertise from outside the University or when there is no such experience in the university, the director of the center deems it possible to agree with these experts.
Article (16)	If there is a need to hire individuals who don't hold academic qualifications or a university degree arises, the President may, upon the recommendation of the director, decide to allocate financial remunerations to them in accordance with the salary and allowances laws applicable at the University or according to signed contracts with the related parties.
Article (17)	The president can, with the concurrence of the director, approve of holding non-profit training courses (whereby revenue is less than expenses) for marketing purposes or for serving the students or the local community.

Article (18)	In spite of what is mentioned in Articles (16) and (17), in certain cases whereupon the benefit of the university is concerned, the dean's council shall decide the amount of the deserved financial remuneration with recommendation from the director and concurrence of the president.
Article (19)	Employees at the university are only allowed to offer the stipulated services through the center.
Article (20)	For the purposes of distributing the revenue accrued from the courses and consultations, the applicable "instructions for calculating and distributing the income of university employees from work outside the university" are applied.
Article (21)	The council shall decide on the cases that are not mentioned in these principles.
Article (22)	The center shall offer its services according to the agreements or contracts made with the beneficiaries (in the cases that require such action) based on the principles and conditions determined by the council of the center with the approval of the president.
Article (23)	The dean's council, the president of the university, the chairman of the council, and the director are responsible for executing these principles.

**Instructions on Calculating and Distributing the Revenue of
Academic Staff Members from Work in Training and
Consultations
Issued According to Article (24) from the Academic Staff Regulation
No. (96) for the year 2009**

Article (1)	These instructions shall be named “Instructions on Calculating and Distributing the Revenue of Academic Staff Members from Work in Training and Consultations” and shall be effective as of their date of approval by the Deans Council.
Article (2)	The following words wherever mentioned in these instructions shall have the assigned specified meanings below unless indicated otherwise: Kingdom: The Hashemite Kingdom of Jordan. University: The German Jordanian University. Council: Deans Council. President: University Council. Center: Any Center from the university’s centers that involve training and consultations. Center Council: Center Council for Training and Consultations. Director: Center Director. Trainer: Any academic staff member. Consultant: Any academic staff member.
Article (3)	University employees are prohibited from offering training services and consultations mentioned in these instructions only through or in a written coordination with the center at the university.
Article (4)	The distribution of revenues from courses shall be as follows: 1- Courses conducted by the center: A- The payment to trainers from academic staff members shall be in accordance with Article (17) from the academic staff members regulation followed with the exclusion of language teachers appointed to train in which they shall not be paid unless the course is an addition to their usual teaching load or are appointed to teach during their vacation.

	B- The executive instructions of the employees regulation followed shall be implement on the appointed trainers from administrative staff members. 2- Courses held by the trainer through the center: The center shall receive an overall percentage of 30% from each course revenue. In case the course trainer conducted the course at one of the university's schools and used its labs and equipment then the center shall receive 20% from the overall course revenue and the school shall receive 10% from the overall course revenue. 3- The course conducted through a trainer and that uses the center's amenities: The center shall pay 20% from the overall course revenue. 4- Courses conducted by the trainer outside of the center whether in or outside the Kingdom: A- If the courses are conducted during the trainer's vacation, the center shall not pay a percentage from the incurred revenues. B- Whereas if the courses are held during working days, the center shall receive 10% from the overall trainer's fees. 5- Courses conducted by trainers from outside of the Kingdom: The revenues are distributed according to the agreement made with the center.
Article (5)	Revenues from consultations are distributed as follows: 1- Consultation given by the consultant through the center: The center shall pay 20% from the overall consultant's fees. 2- Consultation given outside of the center whether in or outside the Kingdom: A- If the consultation was given during the consultant's vacation then the center shall not pay any percentage from the incurred revenue. B- If the consultation was given during working days then the center shall pay 10% from consultation fee. 3- Consultation given by people from outside of the university: The revenue shall be distributed according to the agreement made with the center as long as the center's percentage is not less than 20% from the overall incurred revenue from the consultation.
Article (6)	The center shall provide in return for the mentioned percentages in Article (4) and Article (5) of these instructions free halls for courses and consultations conducted through the center.

Article (7)	A- In case an academic staff member conducts a training or gives a consultation outside the training and consultations center without informing the university then he or she shall be deprived from joining any courses or consultations conducted as per the instructions, and shall be asked to return the money he or she owes the university. B- The deprivation will be canceled if the faculty member supplies the university's share of the revenue realized within two months from the date of the deprivation.
Article (8)	The president shall decide on cases that do not have an article in these instructions.
Article (9)	The Deans Council, President, Center Director, and Center Council are responsible for the execution of these instructions.

Centre of Natural and Cultural Heritage Studies Instructions at the German Jordanian University

A center called "The Centre for the Study of the Natural and Cultural Heritage" shall be established at the University, which aims to establish policies to prepare files to nominate sites on the cultural heritage list, offer help, and follow up with the concerned authorities. Additionally, it shall increase the academic and local community's awareness of the importance of the Jordanian civilizational and cultural heritage through its activities. The center shall be in an official link with the various formal, eligible and academic entities, which are concerned with preserving the monuments of natural value and heritage.	
Article (1)	The following words and expressions, wherever appearing in these instructions, shall have the meaning assigned thereto unless the context indicates otherwise: Kingdom: The Hashemite Kingdom of Jordan University: German Jordanian University Council: Deans council President: The President of the University Centre: The Centre of Natural and Cultural Heritage Studies Centre Council: The Council of the Centre Head of Council: The Head of the Center Council Director: The Director of the Center. Agreement: Any agreement or memorandum of understanding that aims to execute a study or a mission whether training or consultation conducted in collaboration with the center and another body.
Article (2)	A. The center shall be considered a unit of the university whereby the regulations of the university apply to it. B. The president holds a managerial and academic power over the centre whereby he may delegate such powers to any of his vice presidents.
Article (3)	The center aims to achieve the goals of the university in terms of preserving the natural cultural heritage, the Jordanian cultural heritage in particular, and that of the Arabic world in general through the following:

	A. Placing principles and guidelines for the preservation of landmarks and sites identified as international heritage sites. B. Establishing a link between the center and various formal, eligible and academic entities, which are concerned with preserving the monuments of natural value and heritage C. Building a network with international donor agencies such as UNESCO, the EU, SESCO, GIZ, USAID and others. D. Further developing the capabilities of the university, and collaborating with the existing programs such as the maintenance of heritage buildings programed in the school of Architecture and Built Environment. E. Engaging the students in projects, researches, studies, and lectures concerned with heritage sites in order to nurture a sense of patriotism and belonging as well as pride in the students for their nation and its treasures. F. Working on projects and obtaining consultations related to the work of the center. G. Offering consultations in the field of preserving natural and cultural heritage in addition to preparing files for nomination to the related organizations in the Arab world. H. Holding symposia and courses in the field of heritage sites for those employed in this field. I. Developing and enhancing the expertise, capabilities, and skills of the employees employed at the university at all administrative levels and the students in the field of the preservation of cultural and natural heritage in addition to providing both financial and motivational incentives for them.
Article (4)	The center shall execute the missions that shall be determined by the center council in light of the needs of the Jordanian community and other external communities.

Article (5)	A. The council of the Study of Natural and Cultural Heritage Centre consists of the president as the head of the council or whomever is delegated among the vice presidents, along with the following members: ▪ The director of the center. ▪ Three University employees who are school deans or members from the academic staff, assigned by the president with the concurrence of the dean's council. At least one of the assigned deans should be the dean of the school of Architecture and Built Environment. ▪ Three members from outside of the University who have experience in this field nominated by the president (who are also representatives from: the Ministry of Tourism and Antiquities, the Department of General Antiquities, one of the foreign centers of Antiquities, UNESCO, RSCN, and the Ministry of Environment). B. The president shall assign one of the employees in the center as the secretary of the council with the concurrence of the director. C. In the absence of the president of the council, one of the council members who is a university employee shall be assigned to act in his place. D. The council chair shall be entitled to delegate in writing some of his/her powers and duties that are mentioned there to any employee at the center.
Article (6)	The council of the center shall meet every four months, or whenever the need arises, upon an invitation of its chairman.
Article (7)	The Coward of the Centre is to have the following duties and powers: ▪ Proposing and approving the basis related to the work of the center ▪ Approving the Center work plan. ▪ Discussing the draft budget of the Center and submit it to the Deans council. ▪ Discussing and approving the annual report.

	▪ Approving agreements and memoranda of understanding signed by the Council. ▪ Providing support to develops the Center. ▪ Determining the mechanism of pricing policies for the provided services. ▪ Discussing any other topic.
Article (8)	A. The director shall be appointed by the president. Terms of office shall be for 2 years, and can only be renewed once. The director term shall be terminated either by the completion of the first term, or the director resignation, or replacement. The Director shall also be entitled upon the President decision to combine his Job as director of the center and any other position seen appropriate by the President. B. The Director shall be entitled to practice the authorities conferred upon him under these instructions, including: ▪ Representing the Center with the other parties inside and outside Jordan. ▪ Signing agreements and memoranda of understanding after the approval of the Council of the Center. ▪ Liaising with the concerned parties inside and outside the Kingdom to achieve the goals of the Center. ▪ Performing direct supervision on the work progress in all units of the center and guiding its work. ▪ Preparing draft agreements between the Center and other parties. ▪ Proposing plans and programs for the Centre's work and supervise their execution. ▪ Submitting proposals for projects on national and international levels. ▪ Submitting mechanisms and pricing policies for all services provided by the Center for the council enhanced by a feasibility study.

	▪ Preparing and submitting the draft budget to the Council for discussion. ▪ Issuing flyers and updating the webpage about the various activities of the Center. ▪ Preparing the annual report on the work of the Center. ▪ Preparing the financial clearance of the studies and training courses in coordination with the Financial Department at the University. ▪ Recommending to the President rewards for the employees of the center ▪ Holding the responsibility of any duties or tasks assigned by the President. C. The Director shall hold the responsibility of preparing the organizational structure of the Center, and submit it to the President after getting the approval of Council of the Center and the Deans council. The modification of the structure falls under the authorities of the Council of the Center; in accordance with the interest of the Center and the University and after the approval of the President. D. The process of appointing employees or counselors at the center goes according the University regulations and employment basis; whether it is a permanent or a temporary appointment for any project. E. The Director shall be entitled to assign counselors to work on a project or files for a reward determined by the President; and after gaining the approval of the President and the Deans council.
Article (9)	A. The Center revenues consists of: ▪ The income of executed projects and held training courses at the Center, as well as providing Consulting and conducting studies. ▪ Any other activity consistent with the goals of the Center. ▪ Donations and grants after obtaining the approval of the competent authorities. ▪ Any other revenues consistent with the goals of the Center.

	▪ The amount annually allocated by the university in its budget for the operation of the Center. B. The surplus achieved by the Center by the end of the year shall be transferred to the University revenue, and is accounted in the University budget for the following year. The University shall also cover the loss of the Center at the end of the year by adding it to the University budget allocated for the Center for the following year.
Article (10)	Revenues of the Center shall be deposited in an account called “the deposit fund of the Center of Cultural and Natural Heritage Studies” from which money can be deposited or expended according to the financial regulations applicable at the University.
Article (11)	The distribution of the Center’s income; whether it was the result of the Center activities, or projects, training or consulting services and other; shall have a percentage of it to cover the expenses of the tasks and the expenses of allowances for experts, assistants, and employees at the center.
Article (12)	The University financial department is to undertake bookkeeping and accounting records necessary to control the financial matters of the Center.
Article (13)	The following can be assigned to carry out consultancy, studies, and training courses at the center: ▪ Faculty members and other employees at the university, whom will always have the priority. ▪ Those of rare expertise from outside the University, with no equivalent at the University, and the Director see that necessity to have an agreement with them.
Article (14)	A. Remunerations for those executing training courses within the Kingdom is to be in accordance with Article 28 of the university faculty Regulation No. 96 of 2009, or Article 25 of the University employees law No. 95 of 2009, as applicable. B. Notwithstanding the provisions in (A) of this Article, when determining the remunerations of trainers, it shall not exceed 75% of the total income after deducting the other expenses (the surplus).

	C. The President and upon the recommendation of the Director shall on special cases determine the trainers remuneration to exceed the specified amount in (A) of this Article and not exceed what comes in (B) of this Article. D. In case a training course is executed within the Kingdom by who arranged it, the president shall be entitled to reward the trainer with a remuneration that shall not exceed 75% of the course total income. E. In case the course is implemented outside the Kingdom the trainer shall receive a remuneration that does not exceed any of the following: ▪ 80% of the total income of the course, when it is implemented by its organizer. ▪ 50% of the total income of the course, when it is organized by the University or the Center. F. In case the consulting is executed within the kingdom by its organizer, the President shall be entitled to reward the consultant with a remuneration that does not exceed 80% of the total income. G. In case the consulting is outside the Kingdom, the consultant is to have a reward that does not exceed any of the following: ▪ 80% of the total income of the Consulting, when it is initiated and implemented by its organizer. ▪ 50% of the total income, when it is initiated and organized by the University or the Center.
Article (15)	The President, upon the recommendation of the Center's Director, shall approve holding training courses on non-profit basis, (revenues shall be less than expenditures) for the purposes of marketing or service to students or the local community, such as raising the efficiency of employees in one of the public institutions or members of the Council.
Article (16)	Notwithstanding the provisions in Article 14 of these regulations, and in special cases where the University interest acquires, the Deans council shall decide the value of the remuneration upon the recommendation of the Director of the center and of the President.

Article (17)	Employees in the University may not provide the services set forth in these instructions except through the center.
Article (18)	The Council shall decide on the cases not mentioned in these instructions.
Article (19)	The Deans council, the President, the Council of the Centre, and the Director shall be responsible for the executions of these instructions.

**The Vision Training Center Instructions
at the German Jordanian University, Promulgated by Article (7) of the
Jordanian Universities Law No. (20) Of 2009, as Amended**

Article (1)	These Instructions are called (Instructions of The Vision Training Center at the German Jordanian University), and are applicable from the date of their adoption.
Article (2)	The following words and expressions, wherever appearing in these Instructions, shall have the meaning assigned thereto unless the context indicates otherwise: Kingdom: The Hashemite Kingdom of Jordan University: German Jordanian University Council: The Deans council President: The President of the University Center: The Vision Training Center at the German Jordanian University Center Council: The Council of The Vision Training Center Head of Council: The Chairman of the Council of the Center Director: The Director of the Center Agreement: Any agreement or memorandum of understanding that aims to execute a study or a mission whether training or consultation conducted by the Center or in cooperation with another entity.
Article (3)	A. The Center shall be considered one of the University units whereby the Regulations and Instructions of the University shall apply. B. The President holds a managerial power over the Centre whereby he may delegate his powers to any of his vice-presidents.
Article (4)	The Center aims to achieve the University goals of providing services for the local and regional community.

Article (5)	The Center shall execute the missions and duties determined by the Council of the Center, and in accordance with the needs of the students in addition to the needs and requirements of the local and regional communities. These missions and duties shall include the following: A. Providing education in the field of visual rehabilitation through the Training Diploma Program, training courses, in addition to theoretical and practical lectures. B. Developing the tools used for the assessment and training of those who have a visual disability. C. Providing comprehensive services for those who have a visual impairment and to their families, such services shall include: ▪ Assessment, prescribing (the proper) treatment, and providing visual aids as well as training for the visually impaired. ▪ Early intervention and training those who have a severe visual disability and those who are blind in order for them to acquire skills such as managing daily tasks and independent movement. D. Providing research opportunities in the field of visual rehabilitation. E. Promoting cooperation with other organizations both inside and outside of Jordan in the field of visual rehabilitation. F. Spread the acquired knowledge in the Center through lectures, workshops, and electronic means of communications.
Article (6)	A. The Council of The Vision Training Center shall consist of either an honorary member, the President, or whomever is delegated among the vice presidents as the head of the council, along with the following members: ▪ The Director of the Center. ▪ The dean of the School of Applied Medical Sciences. ▪ Two University employees who are nominated by the President with the recommendation of the Director.

	▪ Two members from outside of the University who at least have experience in the fields the Center works in. Members are elected by the dean's council with the decision of the President. B. In case of any vacancies in the council, another representative shall be elected to serve for the remainder of the remaining period of the term in the same manner as stated in section (a) of this Article. C. The president shall assign one of the employees in the Centre as a secretary of the Council, whereby his duty shall be preparing meeting agenda, recording minutes, and keeping records and files D. Terms of office for the council shall be for three years.
Article (7)	A. The Council shall convene its meetings upon summon from the Chairman whenever the need arises, but no less than twice annually. B. The quorum shall consist of four members, whereby either the Chairman or his deputy is one of the members. C. Valid decision shall be adopted based on the majority of the votes by the members present. If votes are equal, the vote of the Chairman of the Meeting shall be the casting vote.
Article (8)	The board shall undertake the following duties and powers: ▪ Suggesting and adopting the principles which apply to the work of the Center. ▪ Adopting a work plan and managing the Center. ▪ Discussing draft budget and annual report of the Center for approval. ▪ Discussing the annual report for adoption thereof. ▪ Providing ideas and suggestions to support and further develop the Center as well as enhancing the standards of services thereof. ▪ Adopting agreements and memoranda of understanding. ▪ Adopting the Organizational Structure of the Center by recommendation of the Director. ▪ Adopting the instructions of the Center. ▪ Approving fees of the courses and services stated in these Instructions.

	▪ Discussing any other issue related to the Center.
Article (9)	A. The Director shall be responsible for managing the affairs of the Center for the purpose of ensuring the proper performance thereof in accordance with the Law of the University and the Regulations and Instructions issued pursuant thereto. Additionally, the following tasks and duties shall be entrusted to him: 1. Representing the Center in front of other parties both inside and outside of Jordan. 2. Signing agreements and memoranda of understanding. 3. Addressing other parties and similar organizations both inside and outside the Kingdom in order to assist the Center in achieving its goals and objectives. 4. Direct supervision on the progress of work in the Center. 5. Preparing drafts for agreements and memoranda of understanding between the Center and other parties. 6. Suggesting work plans, managing the Center and its programs, and supervising the execution thereof. 7. Suggesting financial policies and principles of the Center, and submitting it to the President for adoption. 8. Releasing brochures about the work and activities of the Center. 9. Preparing proposals concerning the Center's budget and submitting it to the council for discussion. 10. Preparing the annual report of the Center activities. 11. Preparing financial quittances, in coordination with the financial department at the university. 12. Any other responsibilities or duties assigned thereto by the President. 13. Preparing the organizational structure for the Center, and submitting it to the council (for adoption).

	B. The Director shall be entitled to delegate in writing some of his powers and duties that are mentioned therein. C. In the case of absence of the Director, one of the University employees shall be assigned with the duties and responsibilities of the Director. D. The Director possesses the authority of transferring employees inside the Center in accordance with the benefit of the Center and the University taking the Instructions of the university into consideration.
Article (10)	A. The Director is appointed by a decision of the President. Terms of office shall be for 2 years, and can only be renewed a maximum of two times. The Director' terms of office shall terminate either by the completion of the first term, or the director resignation, or replacement. B. It shall be required that the Director: ▪ Is a member of the academic staff of the University ▪ Possesses the required competency in the field of visual rehabilitation.
Article (11)	The Center revenues shall consist of the following: ▪ Fees of the users and trainees in the Center. ▪ The Income resulting from the activities and services provided by the Center. ▪ Donations and gifts upon the approval of the University Board of Trustees. ▪ The amount of money the University annually allocates as part of its budget for managing the work, activities and services of the Center.
Article (12)	A. Revenues of the Center shall be deposited in a special account where deposit and dispose of the money shall be in accordance with the financial regulations applied in the University. B. All expenses of the Center shall be borne by the account mentioned in Clause (A) of this Article.
Article (13)	The financial department of the University shall manage the required accounting records for the purpose of managing the financial issues of the Center.

Article (14)	The President may, with the recommendation of the Director, assign any member of the academic staff, students, or those who have experience in fields related to the Center work, for a financial remuneration, according to the applicable Regulations and Instructions of the University.
Article (15)	The Deans council can decide on the cases that are not mentioned in these Instructions.
Article (16)	The President of the University and Director of the Center shall both be responsible for executing such Instructions.

The Instructions of the Center for Arabic Language and Culture (ALCC) at the German Jordanian University issued in accordance with Article (3/B) of the Regulation of the Centers and Institutes at the German Jordanian Universities based on the DC decision no. (114/2024/2025) dated (27/01/2025)

Article (1)	These Instructions are called the “ Instructions of the Center for Arabic Language and Culture (ALCC) at the German Jordanian University ” and shall come into force as of the date of its issuance by the DC decision no. (114/2024/2025) dated (27/01/2025).
Article (2)	The following words and expressions shall have the meanings assigned below, unless the context indicates otherwise: The University: The German Jordanian University. The President: The University’s President. The Council: The University’s Deans’ Council. The Center: The Center for Arabic Language and Culture (ALCC) at the German Jordanian University. The Center’s Council: The Council of the Center for Arabic Language and Culture (ALCC) at the German Jordanian University. The Director: The Director of the Center. Jordanian University.
Article (3)	A. The Center shall be affiliated to the University and shall abide by all the laws, regulations and instructions in force at the University. B. The Center shall be administratively and academically bound by the President, who may delegate his/her authorities in this regard to any of his/her deputies.
Article (4)	The Center shall work to achieve the objectives of the University through: A. B. Teaching Arabic language and culture courses designed for specific target groups. C. Teaching Arabic language courses for the University’s faculty and staff non-native speakers. D. Conducting Arabic language placement tests. E. Issuing certificates upon successful participation in any offered course.

	D. Implementing research, studies, exhibitions, and scientific events related to the Arabic language, culture, and the respective teaching methodology in close cooperation with the School of Applied Humanities and Social Sciences.
Article (5)	The regular, semester-based Modules offered by the Center shall be, duly described based on the procedures followed by the university.
Article (6)	A. The Center shall have a Council called "The Council of the Center for Arabic Language and Culture (ALCC) at the German Jordanian University" headed by the President or his/her authorized representative, and shall consist of the following members: 1. The Director. 2. The Dean of the School of Applied Humanities and Social Sciences. 3. Two faculty members selected by the president. 4. The Director of the Finance Department. 5. Director of the Accreditation and Quality Assurance Department. 6. Two persons from outside the University, preferably including a member of the network of German universities with experience in the field of work of the Center and nominated by the President based on the recommendation of the Vice President for International Affairs. B. The president of the Council of the Center may choose one of the employees of the Center to act as the Secretary of the Council of the Center. C. The members of the Council of the Center shall be appointed for two years, renewable with the approval of the President.
Article (7)	The Council of the Center shall meet at least once per semester or when summoned by the president of the Council of the Center.
Article (8)	The Council of the Center shall assume the following functions and authorities: A. Making recommendations for the development of the center and approval of organizational structures and policies of the Center. B. Approving the Center's work plan. C. Discussing the draft budget of the Center and submitting it to the Council for approval. D. Making recommendations to the President for the approval of agreements and memorandums of understanding.
Article (9)	A. The President shall appoint experienced and qualified faculty member from the University or from among the full-time lecturers working in the Center, as the Director for a period of two years, with the potential for renewal. His/her service shall be terminated by the end of the term of the service, resignation, appointment of a new manager or his/her transfer. B. The Director shall have the following responsibilities: 1. Strategic management of the center and its conceptual orientation according to market needs. 2. Attract external funding and coordinate externally funded Arabic language offers.

	3. Preparing the drafts of the agreements and memorandums of understanding to be concluded between the University and other parties regarding the work of the Center. 4. Cooperating with relevant parties from within and outside the University in order to assist the Center in achieving its objectives. 5. Directly supervising the Center's work and its daily activities / Quality management. 6. Preparing the teaching load of each lecturer in the Center at the beginning of each semester. 7. Coordinating the plans and programs of the Center and supervising their implementation. 8. Proposing the Center's policies including approval of its offers and submitting them to the Council of the Center. 9. Preparing the draft budget of the Center and submitting it to the Council of the Center for discussion. 10. Recruitment of personnel, personnel selection procedures and personnel management. 11. Distributing the publications and advertisements which explain the Center's activities and its role in accordance with the University's common identity. 12. Preparing the forms of financial clearance in accordance with the services offered by the Center in cooperation with the Finance Department. 13. Ensuring that the Instructions of the Students Disciplinary Regulations are applied accordingly. 14. Developing the curriculum plan and the supervision of all levels of Arabic language and culture and related courses. 15. Performing any task or work assigned by the President. C. A Deputy Director of the Center is appointed by the President based on a recommendation by the Director. He/she shall undertake the authorities assigned to him/her from the director The Director shall undertake the duties assigned to the director when he/she is absent.
Article (10)	The following qualifications and skills are required as a prerequisite for teaching at the Center: A. The following language prerequisites have to be fulfilled: 1. being a native speaker in the Arabic language or 2. Mastering Arabic language skills with experience in teaching Arabic language for non-native speakers. B. Priority shall be given to the appointment of graduates from a related program at the University if there are any or to those with experience in teaching the language for non-native speakers.
Article (11)	A. Pursuant to a placement by the Council of the Center, based on a recommendation of the Director, the President may sign contracts with full-time lecturers qualified to teach certain courses. B. Pursuant to a recommendation by the Director, the President may assign part-time lecturers to teach or train.
Article (12)	A. The teaching load of the Center's full-time lecturers is 18 contact hours of actual teaching per week. Lecturers may be assigned a partial load.

	B. The President may assign some administrative tasks in return for reducing the teaching load to any of the Center's full-time lecturers according to the placement of the Director, for one academic year with the possibility of renewal.
Article (13)	Pursuant to placement by the Council of the Center, based upon a recommendation of the Director, the President may decide to assign any of the Center's lecturers to teach or work in any of the University's Schools after his/her approval. The work shall be counted for the teaching load.
Article (14)	The provisions of the Academic Staff Regulations and The Employees Regulation at the university shall apply to those appointed at the Center, unless explicitly mentioned otherwise in these Instructions.
Article (15)	A. The center's revenues consist of: 1. The income from holding training courses, offering consultations, conducting studies, and any other activity that is in accordance with the goals of the Center. 2. Donations and gifts. 3. Any other returns that are in accordance with the goals of the Center. 4. The budget as annually allocated by the university to the center. B. Earned savings shall be transferred to the University's revenue and shall be calculated as part of the University's budget for the following year. Additionally, any losses are countered by accounting the loss within the University's budget for the following year.
Article (16)	The revenue of the Center shall be deposited in the Center's account, whereby deposit and withdrawal is done according to the financial regulations of the University.
Article (17)	The income of the Center received from the duties that have been executed, whether training services or other activities, shall be distributed in such a manner that ensures a part of the income is used to cover the costs of executing activities, paying financial remunerations for experts, those who helped in the execution, and for the employees at the Center.
Article (18)	The Finance Department of the University manages the required bookkeeping and accounting records for the purpose of managing the financial affairs of the Center.
Article (19)	The President shall decide on the cases that are not mentioned in these instructions.
Article (20)	The President, the Council, the Council of the Center, the Director, and the Director of the Finance Department of the University are responsible for implementing the provisions of these instructions.

Monitoring and Internal Audit Department Foundations at the German Jordanian University

Article (1)	These foundations shall be named the “Foundations for the Monitoring and Internal Audit Department at the German Jordanian University,” and shall be effective as of the date of their issue.
Article (2)	The following words and expressions mentioned in these criteria shall have specific meanings unless indicated otherwise: University: The German Jordanian University. Council: The German Jordanian University Board of Trustees. President: German Jordanian University President. Department: Monitoring and Internal Audit Department. Director: Director of Monitoring and Internal Audit Department.
Article (3)	A. A department shall be established at the university named “Monitoring and Internal Audit Department,” and it shall monitor all administrative and financial affairs at the university and is directly accountable before the council. B. The director of the department shall be appointed by a decision from the board of trustees and based on a recommendation from the president. C. The department shall include an auditing and financial monitoring unit and an audit and administrative monitoring unit.
Article (4)	A. Financial monitoring shall be on the university’s revenues, expenses, assets, and warehouses, and all its units, administrative departments, payment windows, centers, and university amenities for ensuring the proper flow of financial affairs and test the accuracy of its operations and documents. B. Administrative monitoring shall be on the administrative decisions for ensuring its execution as per the provisions of the laws, regulations, and instructions followed at the university. C. Monitoring shall be prior or subsequent and as appropriate.

Article (5)	The department shall assume the following tasks: A. Check the validity of the estimates of revenues and expenditures in the budget. B. Check the validity of procedures for collecting university funds. C. Check the validity of procedures for the disbursement of expenses as per the annual budget and the criteria for controlling expenses and their accuracy according to the laws, regulations, and instructions followed at the university. D. Check the validity of procedures for advances, collateral, loans, and audit them. E. Conduct sudden inventory on cash, warehouses, and assets. F. Monitor the warehouses and audit their balances, records, books, and special records to make sure there is a proper workflow in terms of classification, storage, and arrangement as per the rules and check for the absence of stagnant material therein. G. Check that the records, financial documents, financial forms, and their supporting documents and thereafter archiving them properly. H. Cooperate and coordinate with the university's accounts auditor to ensure the proper flow of the auditing process, review the recommendations and reports by the accounts auditor, and as a result follow-up on the execution of the recommendations by the accounts auditor with regard to the internal audit regulations at the university. I. Check the execution and implantation of administrative decisions and whether they conform to the laws, regulations, and instructions followed at the university. J. Check the administrative complaints and validate their handling. K. Any other business and tasks assigned to the department by the board of trustees or the president.
Article (6)	All the necessary facilities shall be provided to ensure that the department completes its tasks efficiently while considering the administrative and academic workflow.

Article (7)	The department is authorized to audit any document or record or form it deems necessary to be audited as per the execution of its tasks with prior coordination with the concerned parties.
Article (8)	The auditing tasks shall be conducted at the party's location where the records, accounts, forms, and documents are present. If necessary, it is permissible to conduct the audit at the department where in this case the delivering and receiving of records, accounts, forms, and documents is done in written form as per the followed rules.
Article (9)	The department presents its reports and inquiries directly to the concerned parties at the university as long as the parties respond within ten working days as of the date of receiving the reports or inquiries.
Article (10)	The director is permitted to request from the president the formation of support technical committees and appoint or delegate experts to help in executing some of the tasks from the university or from outside of the university.
Article (11)	The audit reference shall be the legal department, regulations, instructions, and decisions in force at the university or any administrative or regulatory procedures at the university.
Article (12)	The department director or employee is required to ensure complete secrecy in all matters and tasks assigned to him or her and shall not unveil any information under any legal circumstance during his or her service at the university or after he or she leaves the university.
Article (13)	The department director or employee is not authorized during the execution of the assigned tasks to request any private numbers or passwords from any employee or staff in order to get access to encrypted programs or amenities at the university under any legal circumstance.
Article (14)	The council is authorized to directly discuss with the department director any article mentioned in the reports issued by the department or through written inquiries to the director or request clarifications or further addendums.

Article (15)	The council shall decide on cases that do not have an article in these criteria or any obstacle arising from its implantation.
Article (16)	These foundations shall cancel all contradicting provisions present in any regulations or previous decisions issued by any party at the university.
Article (17)	The president, department director, deans, and directors are responsible for executing the provisions of these foundations.

Combating Smoking Foundations at the German Jordanian University

Article (1)	These foundations shall be named “Foundations for Combating Smoking at the German Jordanian University,” and shall be effective as of the date of their issue by the university president.
Article (2)	The following words wherever mentioned in these criteria shall have the following meanings: University: The German Jordanian University. President: University President. Law: Public Health Law no. 47 for the year 2008 and its amendments.
Article (3)	The university is considered a smoke free area. This area includes all university buildings and amenities on and outside the university campus, including cars and buses owned and rented by the university. This smoke free campaign shall happen gradually through stages and over a period of three years as follows: First Stage: Smoking is prohibited in all covered and closed university buildings and amenities, including university cars and buses. Excluded from this staged are uncovered areas. Second Stage: Smoking is prohibited inside the university campus whether in cover or closed areas excluding some specific areas designated as smoking areas.
Article (4)	The university shall provide the appropriate atmosphere for a smoke free environment through media, seminars, lectures, scientific researches, and therefore fortifying a positive and scientific outlook to combat smoking and amend all the related regulations and actively implement the fines stipulated by the public health law.
Article (5)	Smoking by any academic staff or administrative staff or student or guest in prohibited smoking areas is considered against the public health law and therefore shall be fined a fine specified by the public health law amounting to JD 15.
Article (6)	Repeated violation in prohibited areas more than twice is considered a violation against the university laws and regulations. As a result, the academic staff, administrative staff, employees, students violating shall be subject to the disciplinary regulations for this matter with a minimum punishment of a first warning in case the violation is repeated for the third time and a second warning in case the violations is repeated for a fourth time and final warning in case the violation is repeated for the fifth time.

Article (7)	The academic staff, employees, and students at the university campus and at all schools shall be made aware of the harms of smoking and of the fine incurred upon violation. Furthermore, warning and instruction signs shall be placed in visible areas.
Article (8)	Employees responsible for monitoring violators are: A- Student Affairs employee. B- University security. C- Employees regulating the surveillance cameras at the university. D- Any employee assigned by the president.
Article (9)	General Rules: A- Each student accepted at the university shall sign a pledge that commits him or her to smoke only in designated smoking areas. B- Encouraging students and employees to share articles and spread awareness slogans about the harms of smoking in additions to creating exhibitions and posters. C- Coordination and cooperation with the Ministry of Health, Combating Smoking Association, and any institutions or similar party to increase the awareness on the harms of smoking. D- A small clinic specialized in combating smoking shall be established and shall be financially supported by international and local donor organizations. E- Awarding those who quit smoking. F- Making sure through tender announcements that the suppliers abide to the criteria for combating smoking at the university. G- Selling cigarettes at the university is strictly prohibited. H-These foundations shall be shared on all available social media such as emails more than once during the semester.
Article (10)	The university president, deans, and department and center directors are responsible for executing these foundations.

**Road Safety Center of Excellence Instructions
at the German Jordanian University Issued in accordance with Article (7) of
the Universities Law No. (20) for the year 2009 and its Amendments**

Article (1)	The following instructions shall be named Road Safety Center of Excellence Instructions and shall be effective as of the day of their approval.
Article (2)	The following words wherever mentioned in these instructions shall have the specific meanings below unless indicated otherwise: Kingdom: The Hashemite Kingdom of Jordan. University: The German Jordanian University. Council: Deans Council. President: University President. Center: Road Safety Center of Excellence. Center Council: Road Safety Center Council of Excellence. Council President: Center Council President. Director: Center Director. Agreement: Any agreement or memorandum of understanding (MoU) that aims to execute a study or training task or consultation task held by the center in cooperation with any other party.
Article (3)	A- The center is considered one of the university's units and is subject to all the university laws and regulations in which its headquarters shall be at the School of Architecture and Built Environment. B- The center is administratively and academically under the president's supervision, whereby the president is authorized to delegate one of his or her vices to take on this matter.
Article (4)	The center aims to offer all the services to the local, regional, and international communities involved in road safety whereby the center shall take on the following duties and tasks: A- Preparing all the statistics pertaining to road accidents endured by the university's students and staff within the university's premises, including the university's campus in Madaba, Darat Othman Bdeir, the Graduate School of Business Administration, Consultation and Training Center. Furthermore, to work on finding solutions and suggestions to minimize these accidents in

	addition to establishing a data base of statistics regarding local, regional, and international accidents while comparing them. B- Following-up and improving student and staff transportation to the university and encouraging them to use the university transportation network in coordination with the services department. C- Offering education for those working in the field of road safety at the university through training courses, workshops, and training diploma in addition to holding regional and international scientific conferences. D- Preparing and executing awareness campaigns for all road users to minimize road traffics and integrate university students in designing campaigns, executing them, and evaluating their results. E- Enhancing cooperation and interaction with academic institutions, government institutions, and civil community institutions to achieve safety for all road users through establishing a comprehensive team for scientific research and impellent the outcomes of theses researches by local and international concerned parties. F- Seeking to obtain projects and consultations in the field of the center's work.
Article (5)	A- The center shall have a council named Road Safety Center of Excellence Council headed by the president or his or her delegate with the membership of the following: 1- Center Director as a member and Treasurer. 2-Four members working at the university who are involved with the center's work and are chosen by the president provided that the Dean of Architecture and Built Environment is one of these members. 3-Three experts in the center's field of work represented by one of the following parties: * Municipality of Greater Amman, Hikmat for Road Safety, Central Road Administration, Jordanian Road Institute and Transport Ministry. B- The council president chooses his or her vice from one of the council members. C- Membership to the center's council shall be two years subject to renewal.

Article (6)	A-The center’s council shall meet at least once every three months or when deemed necessary by an invitation from its president. B-The legal quorum is comprised of the presence of the majority of members whereby the council president or his or her vice is one of them. C-The center’s council shall make decisions based on the a majority vote by present members and in case the votes are a tie then the council president’s vote shall be the casting vote.
Article (7)	The center council shall take on the following tasks and powers: A- Approval of the center’s work plan. B- Discussion of the center’s annual project and proposing it to the Deans Council. D- Approval of agreements and contracts conducted by the center with institutions involved with the center’s work. E- Specifying the pricing policies and mechanisms. F- Providing all facilities that support and advance the center. G- Reviewing any other topics approved by the council’s president.
Article (8)	A-The council’s president shall take on the delegated powers as per the instructions and shall especially exercise the following tasks: 1-Heading the council’s meetings. 2-Providing all necessities to enable the center in achieving its goals. 3-Signing contracts and agreements after their approval. B- In case of the absence of the council’s president, the president is authorized to delegate one of the council’s members with the council president’s tasks and powers. C-The council president’s is authorized to delegate the director or any employee at the center in written form with some of his or her powers and tasks mentioned in these instructions.
Article (9)	A- The center’s director is appointed by a president’s decision for a period of two years subject to renewal and his or her services end as of their end of service date or his or her resignation or transfer.

	B- The director of the center should be: 1-Academic staff member at the university. 2-Exhibits required competence in the center's field of work. C- The director is responsible for administering the center's affairs to ensure the flow of work and shall have the following tasks: 1- Administering the center's affairs and supervise the execution of the center council's decisions. 2- Representing the center at parties closely related to the center's field of work inside and outside the Kingdom. 3- Preparing the center's annual project and present it to the council for discussion. 4- Contacting concerned parties inside and outside the Kingdom to activate the center's work. 5- Proposing the center's work plans, programs, and supervise their executions as per the center's goals. 6- Preparing contract drafts and agreements between the center and beneficiary parties. 7- Preparing the lists of scientific competences at and outside the university capable of providing services to beneficiary parties. 8- Presenting an annual report to the council about the center's works at the end of each year in addition to any other reports required by the center's work or requested by the council. 9- Suggesting pricing policies and mechanisms for all offered services by the center and then proposing it to the council with by a feasibility study. 10- Issuing of bulletins and an electronic page about the center's works and different activities and then marketing them through social media outlets. 11- Preparing financial clearances pertaining to training courses and studies in coordination with the finance department at the university.

	12- Recommending to the president the staff and employees at the center's financial reward payments as per the regulations and laws the university. 13- Any other work assigned by the president. D- The center's director shall prepare the hierarchy of the center and present it to the president after it is approved by the center's council and the university's council. Moreover, amendments on this hierarchy shall be done, after approval by the president, by the center's council and according to the best interest of the center and university. E- The appointment of employees and consultants at the center shall be done at the center as per the university's regulations and hiring criteria followed whether permanent or temporary appointment in any of the projects. F- The center's director is authorized with the president and deans council's approval to appoint a consultant to work in any of the projects or files in exchange for a reward payment specified by the president.
Article (10)	A private account shall be opened for the center at the finance department entitled "Road Safety Center of Excellence." All revenues from the center shall be deposited in this account together with all its expenses as per the financial regulation followed at the university.
Article (11)	The center's revenues shall comprise of: A- All training and rehabilitation courses and workshop fees after deduction direct costs. B- Consultation revenues. C- Donations and grants after the approval of specialized parties. D- Any other revenues in line with the center's goals.
Article (12)	The finance department at the university shall manage the books and accounting records necessary to control the center's financial affairs.
Article (13)	The following are assigned to perform consultation, studies and training courses: A- Academic staff members and other employees at the university, who are always the priority.

	B- Those with experiences not found or rare at the university whom the director deems necessary to contract for the center.
Article (14)	For paying rewards for personnel assigned to perform consultations, studies and training courses, the followed “Regulations for Counting and Disbursing of Revenues to Academic Staff Members in Exchange for Work in Training or Consultation” shall be implemented.
Article (15)	The center has the right to appoint research assistants from the university students in research projects through the student work program and shall reward them according to the university regulations and laws.
Article (16)	The president, based on a recommendation of the center’s director, shall approve the training courses on the basis of non-profit, if these courses revenues are less than their costs for the purpose of marketing or students or civil society services.
Article (17)	The center and the finance department shall coordinate to assign a finance employee to receive enrollment fees of courses and deposit it in the center’s account. Furthermore, the finance department shall follow-up on center’s financial transactions.
Article (18)	A petty expenses advancement shall be paid on behalf of the director or his delegate to be spent on the center’s activities and in accordance with the financial regulations and laws followed at the university.
Article (19)	The council shall decide on cases that are not covered by an article in these instructions.
Article (20)	The deans council, the president, center’s council, and the director are responsible for executing these instructions.

**German Language Center Foundation
at the German Jordanian University
Issued according to Deans Council Resolution No. (383/2018/2019) on
(22/7/2019)**

Article (1)	These foundations are called the "Foundations of the German Language Center at the German-Jordanian University" and shall come into force as of the date of their issue.
Article (2)	The following words and expressions shall have the meanings assigned below, unless the context indicates otherwise: The University: The German Jordanian University The President: University President The Council: University Deans Council The Center: The German Language Center at the University The Council of the Center: The Council of the German Language Center at the University. The Director: The Director of the German Language Center at the University.
Article (3)	A. The Center shall be affiliated with the University and shall abide by all the laws, regulations and instructions in force at the University. B. The Center shall be administratively and academically bound by the President and the President can delegate his powers in this regard to any of his deputies.
Article (4)	The Center shall work to achieve the objectives of the University through: A. Teaching German language courses from the University, School and Major requirements included in study plans. B. Teaching the German language qualifying program offered by the University to new students before the beginning of each academic year. C. Conducting German language placement tests for students. D. Offering German language courses for University and non-university staff according to the need and availability of lecturers.
Article (5)	A. The President shall appoint a faculty member from the School of Applied Humanities and Languages or the full-time lecturers working in the Center as the Director of the Center for a period of two years, with the potential for renewal. His service shall be terminated by the end of his term of service, resignation, appointment of a new manager or his transfer. B. The Director shall undertake the following tasks: 1- Preparing the drafts of the agreements and memorandums of understanding to be concluded between the University and other parties regarding the work of the Center. 2- Cooperating with relevant parties from within and outside the University in order to assist the Center in achieving its objectives.

	3- Directly supervising of the Center's work and its daily activities. 4- Preparing the teaching load of each lecturer in the Center at the beginning of each semester and sending it to the Admission and Registration Department. 5- Proposing the plans and programs of the Center and supervising their implementation. 6- Proposing the Center's policies and submitting them to the Council of the Center. 7- Preparing the draft budget of the Center and submitting it to the Council of the Center for discussion. 8- Distributing the publications and advertisements explaining the Center's activities and its role in accordance with the University's common identity. 9- Preparing the forms of financial clearance in accordance with the services offered by the Center in cooperation with the Finance Department. 10- Issuing warnings to students and giving them a failure degree in the case of non-compliance with the appropriate behavior in the classroom. 11- Developing the curriculum plan and the supervision of all levels of German language courses from the first to the sixth. 12- Performing any task or work assigned to him by the President. C-The Deputy Director of the Center shall undertake the functions and tasks assigned to him by the Director of the Center and exercise the powers delegated to him. The Director of the Center shall choose one of his deputies to carry out his duties and exercise his powers in his absence.
Article (6)	The President may assign any of the full-time lecturers in the Center some administrative tasks in return for reducing their teaching load according to the recommendation of the Director and for one academic year with the potential of renewal.
Article (7)	The Center may offer specialized courses in German language, hold German language placement tests and issue certificates in this regard.
Article (8)	A. The Center shall have a Council called "Council of the German Language Center" headed by the President of the University or his authorized representative and shall consist of the following members: 1- Director of the Center. 2- Deputy Director of the Center. 3 - Dean of the School of Applied Humanities and Languages. 4- The Director of the Finance Department or one of his assistants. 5- Director of Admission and Registration Department. 6- Director of Quality Assurance Department. 7. At least one person from outside the University, preferably a member of the network of German universities with experience in the field of work of the Center and named by the Vice President for International Affairs.

	B. The Chairman of the Council may choose one of the employees of the Center to act as the Secretary of the Council. C. The membership of the Council of the Center shall be for two years, renewable with the approval of the President.
Article (9)	The Council shall meet at least once per semester or when summoned by the President of the Council.
Article (10)	The Council shall assume the following functions and powers: 1. Approving the internal foundations of the Center's work. 2. Approving the Center's work plan. 3 - Discussing the draft budget of the Center and submitting it to the Deans Council for approval. 4- Making recommendations to the University President for the approval of the agreements and memorandums of understanding. 5- Making recommendations for the approval of the organizational structure of the Center. 6. Approving the financial bases of the Center's activities and submitting them to the President for approval.
Article (11)	A. The Center's income is credited to the German Language Center Trust. Payment shall be made from the account in accordance with the applicable financial regulations of the University and the instructions issued thereunder. B. The savings realized as a result of the Center's work at the end of each year are transferred to the University's revenues.
Article (12)	The Financial Department of the University shall keep the books and accounting records necessary to control the financial affairs of the Center.
Article (13)	The provisions of the Academic Staff Regulations and Administrative Staff Regulations of the University shall apply to the appointees in the Center, unless explicitly mentioned otherwise in these foundations.
Article (14)	The following qualifications and skills are required as a condition for teaching at the Center: A - Mastering German language skills at the native speaker level. B- Mastering German language skills at the C1 level as a minimum for non-native speakers, with a minimum of 16 Daf certification, or a C1 certificate from the Goethe-Institute, or an OSD C1 certificate. C- Priority shall be given to the appointment of graduates of the Master's Program at the University or to those with experience in teaching the language.
Article (15)	The teaching load of full-time lecturers at the center is 18 hours of actual teaching per week. Lecturers may be assigned a partial load.

Article (16)	The Center offers courses in German as part of its undergraduate programs as follows: - German language 1 with 9 actual teaching hours per week - German language 2 with 9 actual teaching hours per week - German language 3 with 6 actual teaching hours per week - German language 4 with 6 actual teaching hours per week - German language 5 with 9 actual teaching hours per week - German language 6 with 9 actual teaching hours per week
Article (17)	The Center conducts a German Language Test that is recognized according to the international standards of B1 level for University students. The Goethe-Institute establishes the test based on a cooperation agreement between the University and the Institute.
Article (18)	The Deans Council, the University President, the Director of the Center and the Director of the Financial Department are responsible for implementing these principles and foundations.

**Archiving and Destroying some of the Contents of the Admission
and Registration Department Files Foundations
at the German Jordanian University**

Article (1)	These foundations are called “Foundations for archiving and destroying some of the contents of the files of the Admission and Registration Department at the German Jordanian University”
Article (2)	For the purposes of applying these principles, the contents and files of students include the following: Section One: 1. Enrollment application. 2. Proof of the student’s identity and nationality. 3. High school diploma or equivalent. 4. Pledges and affidavits signed by the student or his guardian. 5. Germany year documents. 6. The decision of the Deans' Council to grant the student his graduation. 7. A copy of the student’s transcript on the date of the Deans Council’s decision to graduate him or when the file is archived. 8. A copy of the clearance certificate, if any. 9. Local training document, if any. 10. Copies of financial receipts issued by the financial department at the university, if any. 11. Copies of notices of transfers or financial deposits, if any. Section Two: 1. Placement tests. 2. Academic warnings and disciplinary decisions. 3. Correspondence to the Year of Germany Committee, the Office of International Relations, the Liaison Office with Industry, the Student Cases Committee, the Deanship of Student Affairs, and the decisions of the Deans Council relating to special cases.

	4. Sick excuses and medical reports. 5. Incoming and outgoing mail files containing routine correspondence. 6. Any documents or certificates submitted by the student other than those mentioned in the first or second sections.
Article (3)	For applying these foundations, all contents of student files in the first and second sections are subject to electronic archiving as per the rules.
Article (4)	A- For the purpose of applying these foundations, all documents contained in the second section of students' files are subject to destruction after being archived electronically as follows: 1. Placement tests. 2. Academic warnings and disciplinary decisions. 3. Correspondence to the Year of Germany Committee, the Office of International Relations, the Liaison Office with Industry, the Student Cases Committee and the Deanship of Student Affairs. 4. Sick excuses and medical reports. 5. Incoming and outgoing mail files containing routine correspondence. 6. Any documents or certificates submitted by the student other than those mentioned in the first section. B - The missing files or the files of students who have withdrawn or non-graduates who have been dismissed will be destroyed after they are archived electronically.
Article (5)	The rest of the contents of the student files contained in the first section of these foundations, or any documents not mentioned here, shall not be destroyed despite their being archived electronically.
Article (6)	After 90 days of the date of the Deans 'Council's decision to graduate the student, the director of the department submits a report to the

	president of the university that includes details of the contents of the students' files that are subject to destruction and specified in these foundations, along with his recommendations regarding what should be destroyed.
Article (7)	1. In each case, the destruction is carried out according to a committee formed by the university president with members from the university employees, consisting of a representative of the Department of Admission and Registration, a representative of the Financial Department, and a representative from the Deanship of Student Affairs. 2. The university president chooses a rapporteur from among the members of the committee. 3 - The committee may seek the opinions of experts or specialists or whomever it deems appropriate in this regard when considering the destruction process.
Article (8)	The director may recommend to the university president to delay destroying any document if he thinks that the interest requires keeping it for a longer period.
Article (9)	In all cases, the destruction committee must observe the following before deciding on the issue of destruction and in coordination with the relevant authorities: - 1. That all necessary information and documents have been filed electronically and in coordination with the destruction committee, or have been emptied or (archived) by the available methods and that this is confirmed by a written certificate from the Admission and Registration Department. 2. Not to destroy any contents around which disputes have arisen or there have been lawsuits, objections or grievances that have not been decided upon by the competent references.
Article (10)	The destruction committee organizes a destruction report, which includes details of the documents, forms, financial records,

	correspondence, reinforcements and documents that have been destroyed. Copies of the minutes are distributed to those concerned through the university administration, and each member keeps a copy of the minutes.
Article (11)	The President of the University and the Director of the Admission and Registration Department are responsible for implementing these foundations.
Article (12)	The university president decides in cases that are not covered by a text in these foundations.

Innovation, Technology Transfer and Entrepreneurship Bylaws at the German Jordanian University

Article 1	The following words and phrases, wherever they occur in these bylaws, shall have the meaning stated alongside each one of them unless the context indicates otherwise: The Kingdom The Hashemite Kingdom of Jordan. The University The German Jordanian University (GJU). The Deans' Council The German Jordanian University Deans' Council. President The German Jordanian University President. The Deanship Deanship of Innovation, Technology Transfer and Entrepreneurship at the German Jordanian University The Council The Council of Innovation, Technology Transfer and Entrepreneurship. The Dean The dean of Innovation, Technology Transfer and Entrepreneurship. The Industry Entities that are operating in the public or private sectors in any field. Industrial Links Any contact, interaction or liaison between the University and the Industry Entrepreneurship Establishing start-up businesses described by initiative and venture and devoting the necessary resources to develop them. Dual Study Track A concept of university education based on the integration of the theoretical side with practical application in companies linked to agreements with the University in which the student trains on the practical side during practical classes.

Article 2	The Deanship shall organize and support the matters and activities of innovation, technology transfer and entrepreneurship in the University through all financial and human means as required by these bylaws.
Article 3	The Deanship aims to fulfil the University's goals by: 1. Nurturing innovation and entrepreneurship among students and employees in partnership with the industrial sector in the Kingdom. 2. Fostering and coordinating activities leading to knowledge development in the field of innovation, technology transfer and entrepreneurship. 3. Guiding to the acquisition of projects and funding from national and international sources in the field of innovation, technology transfer and entrepreneurship. 4. Supporting research, publications, conferences and workshops on innovation, technology transfer and entrepreneurship in coordination with the Deanship of Scientific Research and other related parties in the University and outside the University. 5. Assisting in launching spin-offs companies and providing incubation, acceleration and commercialization services, guiding to secure funding, connecting entrepreneurs with the entrepreneurship ecosystem outside the University. 6. Providing a workspace for University staff and students entrepreneurs at the available incubation space, arranging trainings and participation in competitions and events related to entrepreneurship. 7. Establishing and supporting industrial relations in Jordan and Germany 8. Coordinating the implementation Dual Study tracks with Schools and other departments in the University 9. Raising the employability of the students during and upon the completion of their studies.

Article 4	A. A Council with the name of “the Council of Innovation, Technology Transfer and Entrepreneurship” is to be established at the University chaired by the Dean and has the following members: 1. Vice deans at the Deanship. 2. Dean assistants at the Deanship. 3. Dean of Scientific Research. 4. Two Deans of schools that offer Dual Study tracks. 5. Three representatives from the industry, whose expertise are in the area of innovation, technology transfer and/or entrepreneurship. 6. One representative from a German university, whose expertise in the area of innovation, technology transfer and/or entrepreneurship. 7. One students representative. B. The members in items 4, 5, 6 and 7 of Paragraph A of this article are appointed by the Deans’ Council upon the recommendation of the President, based on the advice of the Dean for two years, renewable only once for another two years. C. In case any member position became unoccupied, for any reason, a substitute would be appointed for the remaining term following the same procedure to fill the position. D. The Dean elects one of the Deanship’s employees to act as the Council secretary.
Article 5	A. The Council is to hold its meetings at least once every month, or whenever the need arises upon an invitation from the Dean. B. The quorum shall be in the presence of the majority of the members where the Chair shall be one of them. C. The Council shall take its decisions by a majority of the members present. If the votes are equal, the casting vote will be that of the Chair.

Article 6	The Council is to assume the following tasks and responsibilities: 1. Discussing the Deanship's strategic plan and operational policies and procedures proposed by the Dean then submitting them to the Deans' Council for approval. 2. Proposing and reviewing the organizational structure of the Deanship and submitting it to the Deans' Council for endorsement. 3. Discussing the annual budget draft of the innovation, technology transfer and entrepreneurship and submitting it to the Deans' Council for endorsement. 4. Discussing and approving the annual report and financial statements of the Deanship and submitting them to the President. 5. Approving agreements, contracts and MOUs related to the function of the Deanship and submitting them to the President for signature. 6. Identifying the mechanisms and policies for incubation services at the Deanship. 7. Providing all that would support and promote the innovation, technology transfer, entrepreneurship and students' employability. 8. Establishing a policy regarding any potential conflict of interest in relation to the work of the Deanship. 9. Considering any other matters presented by the Dean and discussing miscellaneous issues.
Article 7	A. The Dean is expected to run the day-to-day affairs of the Deanship at a level that ensures the best possible operations and function of the Deanship, and in line with the Jordanian Universities Laws and all relevant regulations and instructions. B. The Dean is entitled to hold all tasks, duties and responsibilities as per the Deanship's bylaws, which include, but are not limited to: 1. Applying all laws, regulations, instructions and bylaws including those related to innovation, technology transfer and entrepreneurship. 2. Executing the Council's decisions and suggestions 3. Proposing the Deanship's strategic plan and operational policies and procedures and submitting them to the Council. 4. Suggesting the organizational structure of the Deanship and submitting it to the Council.

	5. Proposing the annual budget draft of the innovation, technology transfer and entrepreneurship and submitting it to the Council. 6. Preparing an annual report at the end of each academic year on overall activities related to innovation, technology transfer and entrepreneurship and presenting it to the Council. 7. Presenting and suggesting agreements, contracts and MOUs related to the function of the Deanship and submitting them to the Council. 8. Designing the mechanisms and policies for incubation services at the Deanship and submitting them to the Council. 9. Proposing a policy regarding the potential conflicting interests and submitting it to the Council. 10. Approaching parties and counterpart institutions and establishing contacts outside the University according to the scope of the Deanship 11. Any other activities assigned by the Council or the President. C. The Dean may delegate, in writing, some of the entitled tasks, duties and responsibilities as per the Deanship's bylaws to the vice dean.
Article 8	The Deanship's financial resources consist of the following: 1. The amount in the University's annual budget allocated to the Deanship, at least 1% of the University's annual budget within the appropriations designated for the purpose of scientific research and innovation, in accordance with Article 25 of the Universities Law No.18 for the year 2018. 2. Income from business investment, incubated projects, Deanship's various activities and services and income from Intellectual Properties rights. 3. Donations and grants after the approval of the competent authorities.
Article 9	A. The Deanship's earned income is to be deposited in an account under the title: "GERMAN JORDANIAN UNIVERSITY/ Deanship of Innovation, Technology Transfer and Entrepreneurship".

	B. All transactions of withdrawals and deposits are to be in accordance with the University relevant financial instructions and regulations. C. The Deanship's financial records are maintained by the University's Finance Department and subject to the University's internal audit and control measures.
Article 10	The President, the Council and the Dean shall take the necessary steps to ensure that there is no apparent conflict of interest among the parties inside or outside the Deanship that may influence their judgments.
Article 11	A. Pursuant to the provisions of these bylaws, the issued instructions and decisions that are worked by in the University before the enforcement of this bylaws remain valid until it is canceled or replaced by other. B. The Deanship is considered as successor for Office for Industrial Links, Innovation, Technology Transfer, and Intellectual Property Office, and Darat Othman Bdeir for Innovation and Entrepreneurship that are dissolved.
Article 12	The Deans' Council shall decide in any issue or dispute not specified in these bylaws.
Article 13	The President and the Dean are responsible for the implementation of the provisions of these bylaws.
Article 14	These bylaws are effective as of the date of approving them by the Deans' Council until the relevant Regulation and Instructions are issued.

**The Bylaws of Incubating Entrepreneurial Projects at the
German Jordanian University**
and shall come into force from the date of the Dean's Council decision no.
(173/2022/2023) dated 17/5/2023

Article 1	The following words and expressions shall have the meanings assigned to them unless the context indicates otherwise: <table border="0"> <tr> <td data-bbox="360 562 669 611">The Kingdom:</td><td data-bbox="669 562 1451 611">The Hashemite Kingdom of Jordan.</td></tr> <tr> <td data-bbox="360 636 669 684">The University:</td><td data-bbox="669 636 1451 684">The German Jordanian University.</td></tr> <tr> <td data-bbox="360 709 669 758">The President:</td><td data-bbox="669 709 1451 758">The President of the University.</td></tr> <tr> <td data-bbox="360 783 669 856">The Deanship:</td><td data-bbox="669 783 1451 856">The Deanship of Innovation, Technology Transfer and Entrepreneurship at the German Jordanian University.</td></tr> <tr> <td data-bbox="360 882 669 982">The Dean:</td><td data-bbox="669 882 1451 982">The Dean of Innovation, technology transfer and Entrepreneurship.</td></tr> <tr> <td data-bbox="360 1008 669 1081">The Bylaws:</td><td data-bbox="669 1008 1451 1081">These bylaws which determine the work of the incubator, the incubation process, and any amendments to it.</td></tr> <tr> <td data-bbox="360 1106 669 1207">The Council:</td><td data-bbox="669 1106 1451 1207">The Council of Innovation, Technology Transfer and Entrepreneurship.</td></tr> <tr> <td data-bbox="360 1291 669 1680">The Incubator:</td><td data-bbox="669 1291 1451 1680">Entrepreneurship and innovation business incubator at the university, which aims to support the establishment and development of entrepreneurial and start-up projects, by providing a package of services and resources, such as workspaces, shared offices, business development services, consulting, guidance and training services. Providing services for research and networking with sources of funding and investment, and these services are provided within a specific period of time.</td></tr> <tr> <td data-bbox="360 1759 669 1890">The Innovation:</td><td data-bbox="669 1759 1451 1890">Creating new value (at the global, and/or regional, and/or local level) in a new way that leads to a product or manufacturing method, or both, in any of the technical</td></tr> </table>	The Kingdom:	The Hashemite Kingdom of Jordan.	The University:	The German Jordanian University.	The President:	The President of the University.	The Deanship:	The Deanship of Innovation, Technology Transfer and Entrepreneurship at the German Jordanian University.	The Dean:	The Dean of Innovation, technology transfer and Entrepreneurship.	The Bylaws:	These bylaws which determine the work of the incubator, the incubation process, and any amendments to it.	The Council:	The Council of Innovation, Technology Transfer and Entrepreneurship.	The Incubator:	Entrepreneurship and innovation business incubator at the university, which aims to support the establishment and development of entrepreneurial and start-up projects, by providing a package of services and resources, such as workspaces, shared offices, business development services, consulting, guidance and training services. Providing services for research and networking with sources of funding and investment, and these services are provided within a specific period of time.	The Innovation:	Creating new value (at the global, and/or regional, and/or local level) in a new way that leads to a product or manufacturing method, or both, in any of the technical
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		fields that results in (either cost reduction, and/or new products, and/or new services, and/or new revenues, and/or service improvement, and/or new operations, and/or societal impact).
	Leadership:	Establishing start-up businesses characterized by initiative and risk and utilizing the necessary resources to develop them.
	The Incubated Project:	The project that has been approved for incubation in the incubator.
	The Incubation Period:	The overall period of the incubation of the incubated project.
	The Principal Entrepreneur:	The applicant for incubation, who is responsible for coordinating with the Deanship in order to achieve the objectives of the incubated project.
	The Co-Entrepreneur:	The person who participates in the establishment of a project that has been approved to be incubated in the incubator.
	The Incubation Request:	The application submitted for approval of incubation in the incubator, according to the form approved by the Deanship.
	The Agreement:	The agreement between the university and the principal entrepreneur and the co-entrepreneurs upon completion of all requirements, and after the issuance of the approval for incubation, in accordance with the regulations, instructions and bylaws in force at the university.
	The industry:	Any organization that provides a product or service from the private or public sector.

	The Committee: The Startup:	A technical committee of specialists in evaluating entrepreneurial projects, formed by the Council, in accordance with the regulations, instructions and bylaws in force at the university. The company that emerges from the registration of an incubated project, and it is in the first stage of starting its commercial activity and is established by the principal entrepreneur.
	The meaning of Innovation has been modified based on the decision of the Deans' Council no. (180/2022/2023) dated 21/5/2023 Meaning before modification: The ability to find and employ creative ideas; in order to solve an existing problem or provide a new service.	
Article 2	By a decision of the Dean's Council upon the recommendation of the Council, the application of all or any of the provisions of these bylaws may be excluded to any of the incubated projects.	
Article 3	A. A business incubator shall be established at the university in the Deanship of Innovation, Technology Transfer and Entrepreneurship. B. The headquarters of the incubator shall be within the campus of the Deanship, and the Deanship may open one or more branches of the incubator inside and/or outside the campus. C. The incubator's mission includes: 1. Encouraging entrepreneurs and innovators to unleash their creative energies by incubating them, providing them with the necessary support to develop their ideas and products, and encouraging them to establish startups for them in accordance with the relevant laws, provided that the startup is located within the university. 2. Qualifying specialized human cadres in the field of developing entrepreneurial projects. 3. Strengthening the relationship with national and international business incubators and participating in national and international entrepreneurial competitions. 4. Enhancing the relationship between the university and the industry and working on attracting venture and investment capital. 5. Providing incubation and consulting services to independent and externally supported companies, in accordance with the provisions of these bylaws.	

	6. Contribute to supporting training activities and exploring creative ideas.
Article 4	The incubation program through the incubator aims to provide the following (Not financially exchangeable): A. Providing a suitable place for the work of the incubated project within the incubator. B. Providing the necessary basic equipment, based on the incubated project's needs and the incubator's capabilities. C. Facilitate the use of the incubator's facilities, laboratories and equipment and coordinate the use of other services at the university, such as engineering workshops, laboratories, and various facilities, according to the capabilities of the incubator. D. Providing technical, legal, financial and marketing consultations. E. Organizing training courses and workshops about innovation and entrepreneurship. F. Providing possible facilities for the registration of startups emanating from the incubator. G. Any other possible services that contribute to the capabilities and growth of the start up.
Article 5	The above services may be held on campus and/or through virtual platforms, as determined by the Deanship.
Article 6	Conditions of the incubated project: A. To be consistent with the objectives and mission of the incubator. B. It does not include activities that are illegal or contrary to the values of the University, including but not limited to businesses that harm others, put them at risk, or create unhealthy habits. C. To be innovative and meet the standards and requirements stipulated in these bylaws.
Article 7	A. The Deanship receives incubation requests in the following ways: 1. Direct requests through the Deanship. 2. Through a call for applications announced by the Deanship. 3. Through a special competition to attract entrepreneurial projects in general or specific fields. B. Projects funded from outside the university can be incubated partially or completely, based on an agreement for this purpose between the university and the party funding the project, upon the recommendation of the Council and the approval of the President.

Article 8	The principal entrepreneur submits to the Deanship, according to the forms approved by the Council, an incubation request, including all the necessary information and attachments, which clarify: A. The innovative idea of the project, based on a preliminary survey of published patents or similar products, highlighting points of difference and distinction. B. Study the market need, and the possibility of developing, manufacturing and marketing the product. C. A statement of the necessary procedures to guarantee the intellectual property rights of the founders of the company. D. Proposed incubation period. E. The required budget for financial and non-financial resources. F. Project team information. G. The expected date of registration of the startup. H. Proposal for the distribution of shares and profits.
Article 9	A. The incubated project team shall include at least one of the following categories: 1. University students or graduates. 2. Faculty members or full-time lecturers at the university. 3. Members of the administrative staff or teaching and research assistants at the university. B. The project team shall not include non-Jordanian non-residents in the Kingdom, or in Germany, except in exceptional cases approved by the President upon the recommendation of the Council. C. The Deanship has the right to request additional information about the incubated project, the startup, the project team, the current and future competitive elements of the proposed project, or any additional information that the Deanship deems necessary to evaluate the project.
Article 10	The committee formed by the Council shall undertake the following tasks: A. Studying the incubation requests and recommending the approved projects to the Council. B. Recommending the incubation period, the amount of financial allocations, and any other resources and requirements for each of the projects that are approved for incubation. C. Following up on the progress of work in the incubated projects and submitting periodic reports to the Council. D. Recommending to the Council to extend the incubation period and increase the financial allocations. E. Any other tasks determined by the Dean or the Council.

Article 11	A. The members of the Council, the employees of the Deanship and the University, and any party related to the business incubator are obligated to sign an undertaking or confidentiality and non-disclosure agreement to protect the intellectual property rights of the owners of the proposed or incubated projects. B. If there is a need to consult specialists at the university or outside it in matters related to incubating innovative projects, the Deanship shall take the necessary measures to protect the intellectual property rights of their owners, in accordance with the directives of the Council.
Article 12	A. Incubation requests are subject to initial evaluation by the Committee according to the following criteria: 1. Originality and distinction of the idea (30%) 2. Feasibility and marketability (20%) 3. Qualifications of the project team and their suitability (20%) 4. Product prototype availability (20%) 5. Quality of presentation of the project in front of the committee (10%) B. The Committee recommends projects that are qualified for incubation to the Council for approval. C. If the project is supported by an external funding source, the project may be incubated based on the recommendation of the Council and the approval of the President without the need to evaluate it initially.
Article 13	A. The Council shall study the recommendations of the Committee and may seek the opinion of external experts with competence in the field of the proposed project, if needed. B. The Council shall recommend the incubation of projects that it deems appropriate to the President for approval. C. The Dean informs the project team of the outcome of the request and the date of the start of the incubation process if the project incubation is accepted.
Article 14	The University and the project team in the approved incubated project sign an agreement defining the rights and obligations of both parties, according to the incubation agreement form approved by the Council.
Article 15	A. Entrepreneurs undertake not to commit or attempt to commit any act, action or procedure that contradicts public regulation, work ethics, morals and social norms in force, or that constitute or may constitute a crime, violation and/or crime in the Kingdom. B. The project team shall not use any University facilities without the written consent of the Dean. C. The project team is responsible for handling the project waste, tools and any costs that the university may incur in settling this.
Article 16	A. The Council shall determine the incubation period for a single project with a period not exceeding 12 months.

	B. In special cases, the Council may, upon justifications approved by it, extend the incubation period for a period not exceeding 6 months.
Article 17	The incubation program consists of three phases, and the Council determines the appropriate stage for each project, as follows: A. <u>The first incubation phase includes:</u> 1. Training the project team in the first two months of incubation on developing the project idea to keep pace with market requirements, forming the appropriate project team, modern marketing methods, developing team skills to present the project idea, the basics of financial management, developing a project business plan, exploring financing methods, networking and linking with investors and entrepreneurs. 2. After the training, the project team submits an action plan aimed at reaching a marketable product, identifying the main stages of project completion, and presenting it to the committee for evaluation. 3. The Committee shall recommend the eligibility of any project for the second incubation phase to the Council. B. <u>The second incubation phase includes:</u> 1. Appointing a mentor from the university staff or from outside, through the Council, to guide and follow up the incubated project team. 2. Providing a space in the incubator that includes the use of its facilities, and the university's facilities, including engineering workshops, laboratories, and consulting services with an estimated value not exceeding five thousand Jordanian dinars for each incubated project. 3. Providing financial support to the project team in a manner not exceeding twenty thousand Jordanian dinars, distributed in phases, according to the achievements achieved in accordance with the work plan, based on technical reports on the percentage of achievement of the project approved by the Council. 4. Disbursements from financial support allocations for the incubated project include: - Materials and consumables for the project. - Project-related devices that are not available or are not offered at the university. - Transportation and travel expenses to participate in competitions and pioneering exhibitions. - Allowance for the services of assistants and consultants. - Expenses for the design and manufacture of a product prototype. - Marketing expenses.

	- Startup registration expenses. - Expenses for registering a patent. - Other expenses approved by the Council. 5. Notwithstanding the provisions of paragraph (3) of this paragraph, the allocations of financial support for the incubated project for the purposes of patent registration may be increased if the allocations allocated for the project are insufficient, with the approval of the President, upon a recommendation from the Council. 6. The committee evaluates the results of the second incubation phase, to recommend to the Council the qualification of suitable projects for the third incubation phase, and the Council submits its recommendation to the President in this regard. 7. The Deanship, in coordination with the concerned parties at the university, may determine the costs of using the incubator, and the services it provides, including the use of the facilities of the university, and shall be approved by the Council and the President. <u>C. The third incubation phase includes:</u> 1. The Deanship coordinates with its business accelerators, investors, industrialists and venture capitalists to discuss the possibility of supporting and investing in incubated projects. 2. The Deanship coordinates with the incubated project team to provide additional investment support in the project or startup by incubating the project within a special agreement prepared for that.
Article 18	The Deanship shall provide financial allocations as agreed upon, according to the incubation agreement, as indicated in Article (18) from these bylaws, provided that the financial allocations for this purpose are available within the budget of the university.
Article 19	Each incubated project is subject to a quarterly periodic review for evaluation by the Deanship and the Council, to consider whether the incubated project remains in the incubator, or requests specific changes, or exits the incubation program due to lack of progress.
Article 20	A. The Council may cancel the incubation of the incubated project for any of the following reasons: 1. Poor performance and achievement in the incubated project. 2. Violating any of the terms of the agreement, university policies, plans, legislation, or these bylaws. 3. Change in the incubated project team without prior approval from the Deanship.

	4. Change in the ownership of the startup without prior approval from the Deanship. 5. A change in the profile of the incubated project/startup, its promoters, managers, shareholders, products, or business plan, without prior approval from the Deanship. 6. Any other reason that the Council may find justified the leave of the incubated project/startup. B. The Council's decision to exit and cancel the incubated project/startup shall be final, and no party may appeal against it.
Article 21	A. No entrepreneur may participate in more than one incubated project at the same time. B. The principal entrepreneur is obligated to submit periodic technical and financial reports to the Deanship, supported by the necessary documents to explain the progress of work in the incubated project.
Article 22	A. The Council may approve that the project budget includes transportation allowance for members of the incubated project team who are not university students or employees, not exceeding (80) eighty dinars per month per member, with a maximum of (240) dinars per month for the project team. B. Mentors of incubated projects teams or those who participate in it do not receive any remuneration from the incubator.
Article 23	The Council recommends to the President the approval to proceed with the necessary legal and regulatory procedures for registering startups from incubated projects.
Article 24	The share of the university in startups emanating from the incubator shall be as follows: A. If the incubation period is exclusively supported by the incubator, the share of the university shall be from 4% to 7% of the equity in the company and the ratio is determined by a recommendation from the Council and the approval of the president. B. If the incubated project receives external support during the incubation period under a formal agreement with the University, the share of the University from any startup emanating from the project shall be specified in that agreement.
Article 25	A. The principal entrepreneur shall disclose any registered property rights, or under registration, to the incubated project team or startup company, when submitting the incubation application. B. If the incubated project team or the startup company emanating from the incubator wishes to benefit from one of the patents registered under the name of the university in part or in whole, the university can grant it a license to use it, based on an agreement between the university and the project team or startup company.
Article 26	After the end of the incubation period, the startup company emanating from the incubator may, with the approval of the President and the recommendation of the

	Council, lease space in the incubator or the university, under a lease contract whose terms are determined at its time, in accordance with the regulations and instructions.
Article 27	A. The University does not guarantee the success or feasibility of the technology, services and facilities provided to incubated projects or startups. B. The university does not guarantee the success of the incubated project or startup. C. The University and any person it represents shall not be liable for any acts, errors or liabilities of a third party, as a result of the incubation of the project or startup. In the event of any such event, the incubating project team shall do whatever is required to keep the University or any person representing the University and/or authorized by the University protected from any loss or legal claims, including any claims for any damage arising, or any penalty resulting from any act or mistake of the project, the startup and/or the main entrepreneur or any of the project team. D. The name, logo, or reference to the University, its property or its employees shall not be used for commercial benefits without the prior written consent of the University. E. The incubated project or startup team is solely responsible for making all decisions and actions related to their business, and they shall comply with all applicable laws and regulations.
Article 28	Starting the incubation process means that the project team accepts these bylaws and any amendments that may occur to them.
Article 29	The President shall decide on cases not provided for on these bylaws.
Article 30	These bylaws cancel any previous decisions that contradict their provisions.
Article 31	The President and the Dean are responsible for implementing the provisions of these bylaws.
Article 32	For any inquiries that may arise regarding the interpretation of these bylaws or for any legal disputes arising therefrom, the parties submit to the jurisdiction of the Hashemite Kingdom of Jordan.

**The E-Learning and Academic Performance Development Center bylaws
at the German Jordanian University Issued under Article (7) of the Jordanian
Universities Law No. (18) of 2018 and its amendments approved by the Deans’
Council’s decision no. (365/2020/2021) dated 3/10/2021**

Article 1	These bylaws are called the bylaws of the E-Learning and Academic Performance Development Center, and shall be implemented by the date of their approval.
Article 2	The following words, wherever mentioned in these bylaws, shall have the below meanings assigned to them, unless the context indicates otherwise: The kingdom: The Hashemite Kingdom of Jordan The university: German Jordanian University The council: Deans Council The president: The President of the University The center: The E-Learning and Academic Performance Development Center Center council: The council of the E-Learning and Academic Performance Development Center Head of the council: Head of the Center Council The director: The director of the center The agreement: Any agreement or memorandum of understanding aims to execute a study or a training or consultation held by the Center jointly or in cooperation with another party.
Article3	A- The center is considered a unit of the university, and the university’s regulations and instructions shall be applied to it, and it is located on the university campus. B - The center is administratively and academically linked to the president, and the president may delegate his powers in this regard to any of his deputies.
Article 4	The center aims to provide all services to the university and the local, regional and international community related to e-learning and blended learning. In addition, developing the academic performance of the university’s faculty members. The center undertakes the following tasks and duties: A- Working with the schools and academic departments at the university with the aim of creating, introducing and developing e-learning programs (online learning programs). B- Working with the schools and academic departments at the university in order to offer and develop online and blended courses that are offered within the blended learning programs. C- Managing the systems and developing digital content, including online and embedded courses and e-learning programs, so that they are compatible with accreditation standards.

	D- Ensuring the quality of digital learning content design so that it is compatible with accreditation and quality standards locally and internationally. e- Developing the necessary mechanisms to ensure the continuous improvement of digital learning content, including online and blended courses and e-learning programs, by keeping up with the modern technology used in this field and developing the capabilities of the academic staff to use it. F- Working with the Information Systems and Technology Center to provide technical support for the development and use of digital learning content, including electronic and blended courses and e-learning programs. G- Applying the best practices and teaching methods used in the field of e-learning and blended learning, and working to keep up with these practices and methods at the university. H- Building the capabilities of the academic staff in the field of online and blended learning and the use of related systems through holding training courses and workshops. i- Working with the schools and academic departments at the university to develop the academic performance of faculty members, including applied education. j- Providing technical support and consultations for research projects related to e-learning and blended learning based on the instructions and mechanisms followed at the university, through both the Deanship of Scientific Research and the Consultation and Training Center. K- Seeking to obtain projects and consultations in the field of the center's work in cooperation with the Consultation and Training Center.
Article 5	A- The center shall have a council called the "Council of the E-Learning and Academic Performance Development Center" headed by the president or his representative and the membership of each of the following: 1- Director of the Center 2- Three deans of the schools at the university nominated by the president upon the recommendation of the deans' council 3- Two directors of centers at the university nominated by the president 4- Two experts and specialists in the field of e-learning from outside the university, nominated by the president based on the placement of the director of the center b- The head of the council chooses a deputy from one of the council members C- The president, upon the recommendation of the director of the center, chooses one of the center's employees to take over the secretariat of the center's council D- The membership of the Center Council is for two years, subject to renewal
Article 6	a- The center's council meets at least once every four months, or whenever the need arises based on an invitation from its president.

	B - The quorum is legal in the presence of the majority of the members, so that one of them is the head of the council or the deputy of one of them. C- The center council takes its decisions by the majority of the present members, and if the votes are equal, the vote of the president shall be the casting vote.
Article 7	The Council of the Center over takes the following duties and powers: A- Approval of the center's work plan. b- Discussing the center's draft budget and submitting it to the Deans' Council. C- Discussing and approving the annual report. D- Approving the agreements and contracts concluded by the Center with the institutions related to the work of the Center. e- Provide everything that would support and advance the center. F- Considering any other issues approved by the council chairman.
Article 8	a. The head of the Council shall over take the powers entrusted to him under these bylaws and shall, in particular, exercise the following tasks: 1- Heading council meetings. 2- Providing the necessary requirements to enable the center to achieve its objectives. 3- Signing agreements and contracts after their approval. B. The head of the Council may delegate in writing the Director or any employee of the Center some of his powers and duties set forth in these bylaws.
Article 9	a. One of the faculty member at the university is appointed as the director of the center by a decision of the president for a renewable period of two years, and his service ends with the end of his service period, his resignation or his transfer. B. The director of the center shall be responsible for managing the affairs of the center in a manner that ensures the smooth running of work therein. He is also entrusted with the following tasks: 1- Managing the affairs of the center and supervising the implementation of the decisions of the center council. 2-Representing the center with the authorities related to its work inside and outside the Kingdom. 3-Preparing the center's budget draft and submitting it to the Council for discussion. 4-Contacting the concerned authorities inside and outside the Kingdom to activate the center's work. 5-Proposing the center's work plans and programs and supervising their implementation in accordance with the center's objectives.

	6-Preparing draft contracts and agreements between the center and the beneficiaries. 7-Preparing lists of scientific competencies at the university and abroad that are able to provide services to the beneficiaries. 8- Submitting an annual report to the Council on the Center's activities at the end of each year, in addition to any other reports required by the Center's work or requested by the Council. 10- Proposing pricing mechanisms and policies for all services provided by the Center and submitting them to the Board, supported by a feasibility study. 10- Issuing releases and the web page about the center's work and activities and marketing them through various means of communication. 11- Preparing financial clearances related to the studies and training courses in coordination with the financial department at the university. 12- The president recommends the rewards of the employees and workers in the center and according to the university's regulations and instructions. 13- Any other work assigned to him by the President. c. The director of the center is responsible for preparing the organizational structure of the center and submitting it to the president after it is approved by the center council for approval and approval by the university council. D. The process of appointing employees or consultants in the center shall be in accordance with the university's instructions and the applicable basis for appointment, whether the appointment is permanent or temporary for one of the projects. H. The director of the center, with the approval of the president and the deans council, has the right to appoint a consultant to work on one of the projects or files in return for a remuneration determined by the president.
Article 10	At the Financial Department a special account for the center shall be open under the name "E-Learning and Academic Performance Development Center" in which its revenues are deposited and its expenses are disbursed in accordance with the financial system in force at the university.
Article 11	The revenues of the center shall be from: A-Net fees for training and qualification courses and workshops after deducting their direct costs. b- Consulting proceeds. C- Donations and gifts after obtaining the approval of the competent authorities. d- Any other revenues consistent with the objectives of the center. E- The amount that the university allocates annually in its budget to run the center's work.
Article 12	The University's Financial Department is responsible for keeping the books and accounting records necessary to control the financial affairs of the center.
Article 13	Assigning to carry out services, consultations, studies and training courses in the center:

	A- Faculty members and other university employees, and they shall always have priority. B- those who have rare experiences from outside the university, if the university does not have similar experience from whom the director of the center sees the need to agree with them.
Article 14	For the purposes of disbursing rewards to those charged to carry out services, consultations, studies and training courses, shall the "Instructions for calculating and distributing faculty members' income from work in training and consulting" be applied.
Article 15	The center has the right to appoint a number of university students to help fulfill the services provided by the center within the student employment program and the graduate student scholarship program, and rewards are paid to them according to the university's regulations and instructions.
Article 16	Coordination is made between the center and the financial department to assign a financial employee to collect the participation fees in the courses and deposit them in the center's account, and the financial department is responsible for following up on the center's financial transactions.
Article 17	The Council decides on cases that are not provided in these bylaws.
Article 18	The Council, the University President, the Center Council, and the Director are responsible for implementing these bylaws.

The International Projects Bylaws at the German Jordanian University

Article (1)	These bylaws shall be called “Bylaws of the International Projects at the German Jordanian University” and shall be effective as of the date of its issuance by the Dean’s Council.
Article (2)	The following words and phrases, wherever appearing in these bylaws, shall have the meanings assigned thereto unless the context indicates otherwise: The university: The German Jordanian University. The president: The President of the University. The office: International Projects office. The director: The director of the office. The project: Internationally funded projects in addition to projects assigned to the office by the president. Principal Investigator (PI): a GJU staff member who is assigned as the project coordinator and responsible for managing the project from the development of the initial concept until the project closure. The member: Team member assigned to the project.
Structure and Functions of the International Projects Office	
Article (3)	A. The president holds a managerial and academic power over the office whereby he may delegate such powers to any of his vice presidents. The office shall be responsible for supporting the projects funded by non-Jordanian agencies. B. The office shall be responsible of the following: 1. Raise awareness of the funding opportunities and funding agencies requirements, conditions, and application deadlines. 2. Support networking and communications with potential partners and funding agencies. 3. Help interested university faculty and staff in applying for funds and provide all requested support to increase proposal success. 4. Facilitate the project team tasks inside and outside the university, follow up on completing the project transactions, raise all critical points the office is aware of and assist to obtain the legal and administrative consultations when required. 5. Conduct and coordinate all financial, and administrative project tasks, according to agreed and allocated project administration and technical budget. 6. Document all financial, administrative, and technical information including the technical/scientific reports, in addition to all approvals and decisions made by the funding agencies and partners related to amendment of project budget and the university role in the project.

	7. Prepare reports related to the projects, grant amounts, and any other related statistical information.
Project Team and PI Responsibilities	
Article (4)	A. The core project team should be defined in the submitted proposal, where the PI and Co-PI(s), if applicable, are identified including any representation of the PI in the absence of PI. B. The PI may assign any team member to the project according to the GJU instructions as well as the applicable funding agency guidelines. C. Work on project activities must not interfere with the university employees' responsibilities and duties. D. Academic faculty members working on projects may reduce their teaching load in coordination with their department head and dean and upon the approval of the president, providing that the university is reimbursed from the project funds. E. Academic faculty members, with teaching overload during the academic and summer semesters, may work up to 12 working days per month on projects. F. Team members from outside the university may be assigned to the project to carry out specific tasks if deemed necessary by the PI. G. The PI must be fully employed at the university. H. In case of termination of service or unpaid leave of any member of the project team from the university, their appointment on the project shall be terminated as of the date of termination of service. If this member is the project's PI, then a new PI is assigned by the president after consultation with the project's core team. I. The PI shall be responsible for the following: 1. To implement the project and achieving its objectives with the project team. 2. To directly coordinate and follow up on all project activities, reports and meetings with the project team and the relevant schools and departments at the university for proper project management and implementation, while keeping the office informed for their record. 3. To follow up and coordinate with the project partners to ensure the progress of work according to the university's instructions, the project agreement, and the guidelines of the funding agency. 4. To submit project progress reports to the funding agency or partners on a timely manner according to the project timeline and provide the office with a copy of the reports for documentation purposes. 5. To provide the office with any decisions made by the funding agency related to the progress of the project implementation, duration, budget amendment, or any other issues related to the university's role in the project. The office shall forward these decisions to the president or any other relevant parties if required.

	6. To immediately inform the office of any circumstances that are preventing the successful implementation of project activities, in order to take the appropriate action.
Paragraph (E) of Article (4) was modified based on the Deans' Council Decision no. (41/2022/2023) dated on November 6 th , 2022	
Article (5)	In case of any reported failure to implement the project in accordance with the project agreement and the funding agency guidelines, the president may appoint a committee to investigate the cause of the problem and to determine responsibility and any corrective measures.
Intellectual Property Rights	
Article (6)	The effective intellectual property legislations and decisions at the university are applicable on the project, unless the project requires applying the funding agency instructions if available.
Applying for External Funding	
Article (7)	The following procedure shall be followed to apply for funding new project: A. The PI and project team shall develop the project's proposal and budget using the application forms provided by of the funding agency. B. If the project has to be implemented in an academic unit at the university, then the PI shall obtain a prior endorsement from this unit on the project's proposal, and the office may recommend endorsement from any necessary parties. C. The PI must provide the office with a project summary that includes project title, summary of activities, the foreseen obligations on the university, project partners and funding agency program. D. The PI shall review the funding agency program guidelines and raise any specific eligibility concern to the office for support and recommended resolution. E. The office shall obtain legal and financial consultation, as needed, to ensure that the university can adhere to the funding agency program regulations and procedures, taking into consideration the application deadline. F. The office shall forward the final project's proposal to the president for approval at least one week before the application deadline.
Article (8)	The following procedure shall be followed once a proposal has been accepted and funded: A. The PI shall inform the office of the acceptance to fund the project by the funding agency. B. The office shall obtain financial and legal consultations from any relevant party to ensure that the university can adhere to the contractual or partnership agreements, as needed.

	C. The office shall proceed with signing of any required agreements by the president. D. The office shall keep record of all projects related activities and documents according to its bylaws in addition to any guidelines provided by the project's funding agency. E. The office shall inform all relevant university schools, departments, and relevant parties of the start of the project and provide them with any needed documents and guidelines, to facilitate project implementation.
Project Implementation Procedures	
Article (9)	New project team members, from university or outside university, can be assigned according to the following procedure: A. The PI shall submit the assignment request to the office in a standard form prepared by the office that includes: the assignment period and the role. B. The assignment request must be approved, as appropriate, by the member's direct supervisor and the PI. C. The office shall review the assignment request form for completeness. D. The office shall forward the request to the president for final approval.
Article (10)	A. All purchases, cash advance payments and procurements are subject to the university regulations, instructions and procedures as well as the guidelines of the funding agency. B. The office cannot approve any project payment if it exceeds the related budget line or if the amount is not available or if the working period on the project has ended. C. (10%) of the staff costs of the university staff to be on hold until the finding agency approved the final project financial report and close the project.
Article (C) of paragraph (10) has been modified based on the Dean's Council Decision no. (41/2022/2023)	
Article (11)	A. The following procedure is followed for member's travel as part of project activities 1. The member shall submit the travel request to the office using the form provided by the office. The request should be approved and signed by the PI, as well as the dean or the member's direct supervisor. 2. The office shall review the request according to the project's agreement, the guidelines of the funding agency, and the project's budget, then forward it to the president for approval. 3. Travel advances may be granted based on university financial instructions. 4. The member shall provide all required supporting documents within two weeks from the date of return.

	B. Academic staff travel is permitted for project activities during the academic semester, as long as travel does not interfere with academic responsibilities and is coordinated with the academic department. C. The University shall not cover any travel and stay costs for international project activities without prior approval by the president.
Project Budget and Finances	
Article (12)	A. Each project shall have a detailed budget in accordance with the funding agency guidelines and procedures. B. All project funds shall be transferred to a dedicated account or sub-account under the supervision of the Finance Department in a currency agreed upon with the funding agency or main partner to minimize exchange rate losses. C. Any required amendment to the project's budget must be approved by the funding agency or main partner, as appropriate, and the PI shall keep the office informed for its perusal. D. If the funding agency claimed refunds from the university for any ineligible or not acceptable costs; the university shall cover this amount from the staff costs paid to the member, or university employees who caused this failure, in accordance to Article (5) of these bylaws. E. When the project is closed, the exchange rate loses if happened is to be paid from the staff costs of the university staff in coordination with the PI and with the approval of the president and in case of exchange rate profit it will be transferred to the university account after closing the project and approving the final financial report.
Paragraph (E) of article (12) has been added based on the Deans' Council decision no. (41/2022/2023) dated on November 6th, 2022	
Article (13)	<u>Finance Department Responsibilities</u> A. The finance department oversees, manages, and keeps record of all financial transactions according to the project's budget. B. The finance department is responsible for the maintaining and archiving of all original receipts, invoices, and other financial documents. C. The finance department shall raise any financial concern related to a project to the office. D. The finance department must adhere to the funding agency guidelines regarding the methods of payment, disbursement and required reinforcements.

	E. Cross check faculty member's monthly reward from all projects, which should not exceed the faculty member's monthly gross salary from the university. F. The finance department shall be the sole entity responsible for preparing and approving of official financial reports of the project before submitting them to the president for approval. G. The finance department must make all necessary documents available to the external auditor for expenditure verification, based on the request of the funding agency. H. The finance department shall keep a project dedicated electronic drive for all project related financial documents as well as a dedicated email address related for all financial related project communications.
Article (14)	A. If the funding agency requires that the university financially contributes to the project, then the approval of the president, based on a Scientific Research Council recommendation, must be obtained by the PI before submitting the application to the funding agency, in accordance with Article (19) of the Instructions for Supporting Scientific Research, where the instructions of the Complementary fund shall be applied. B. If no university funds are available for a project's co-financing, then university non-cash (in-kind contribution) may be used for co-financing based on the president approval.
Article (15)	A. If the indirect expenses are not defined by the funding agency, they are defined as the budgeted funds that are not directly attributable to a cost object. B. 10% of the University's share in the Project budget shall be allocated as income to the University to cover the indirect costs of the Project when the Project proposal is submitted for its support, except the funding agencies that do not allow this according to their regulations and guidelines. C. Indirect cost budget shall be used to cover unforeseen costs not covered under any budget line necessary to meet project objectives initiated by the PI and approved by the president. D. If the indirect cost budget is not fully used by the end of the project, funds may be transferred to a university dedicated account.
Article (16)	A. Staff remuneration guidelines, rates and procedures of the funding agency or the partnership agreement shall be followed. B. If the funding agency and the partnership agreement do not specify staff remuneration guidelines or procedures, then the daily rate for members shall be calculated based on their average university's gross salary scale and remuneration. C. For university students, the maximum number of working hours and rates are in accordance with the university instructions.

Article (17)	The procedure for disbursing staff remuneration is as follows: A. The PI shall submit a staff payment request to the office using the forms provided by the funding agency if available, otherwise, using the forms provided by the office, including the details of the working period, number of working days, tasks performed, the requested amount and any other information required by the funding agency. B. Payments are subject to deductions based on the effective Income Tax legislations. C. The office shall review the request according to member's appointment decision, the project's agreement, the guidelines of the funding agency, the project's budget, and the university instructions, before forwarding the staff payment request to the Finance Department.
Article (18)	The president could decide, based on the recommendation from the PI, on covering ineligible costs from the university dedicated account.
Article (19)	The president, the PI, the director, the director of Finance Department, the director of the Human Resources Department and the director of the Supplies Department are responsible for implementation of these bylaws.
Article (20)	The president shall decide on cases that are not covered in these bylaws.
Article (21)	These bylaws cancel any previous decisions that manage the international projects if there are any contradict.

Students and Academic Degrees

Awarding Degrees and Certificates Regulation at the German Jordanian University Regulation No. (72) Of 2008

Article (1)	This Regulation shall be called (The Regulation of Awarding Degrees and Certificates at the German Jordanian University of 2008), and is applicable from the date of publication in the Official Gazette.
Article (2)	The following words and expressions, wherever appearing in this Regulation, shall have the meaning assigned thereto unless the context indicates otherwise: University: German Jordanian University Council: Deans council School: Any School at the University. Center: Any scientific Center at the University. Institute: Any scientific Institute of the University.
Article (3)	The University awards the following degrees: A. University first degree (Bachelor). B. University second degree (Master). C. University third degree (PhD). D. Honorary PhD Degree. E. Any other scientific or honorary Degree or other certificates upon the approval of the Council.
Article (4)	A. Requirements and conditions of awarding scientific Degrees, Certificates and their related field Majors shall be determined in pursuant to the Instructions released by the Council. B. Requirements and conditions of awarding honorary Degrees shall be determined in pursuant to the Instructions issued by the Council.

Article (5)	A. Undergraduate Degrees (Bachelor) and Certificates shall be awarded based on a decision of the Council based on the recommendation of the concerned School, the Council of the Center, or the concerned Institute of the University as the case may be. B. Second degree (Masters) and third degree (PhD) and Certificates shall be awarded based on a decision of the council upon the recommendation of the Graduate Studies Council and the recommendation of the School Council, Council of the Center, or the concerned Institute of the University. C. Honorary Degrees shall be awarded based on a decision of the Council with the recommendation of the President of the University.

**The Award of the (First) Bachelor Degree Instructions
by the German Jordanian University, Issued by the German Jordanian University
Deans Council, In Accordance with Paragraph (A) of Article (4) of the Regulation
for the Award of the Academic Degrees and Certificates No. (72) For the year 2008**

Article (1)	These instructions shall be called: 'Instructions for the Award of the (First) Bachelor's Degree by the German Jordanian University' and are to come into operation effective the first semester of the academic year 2014/2015
Article (2)	The following words and expressions, wherever appearing in these instructions, shall have the meaning assigned thereto unless the context indicates otherwise: The University: The German Jordanian University The President: President of the German Jordanian University School: Any of the German Jordanian University operating Schools Department: Any of the German Jordanian University operating Departments Dean: Dean of the School in which the student is studying Council: The Deans Council at the German Jordanian University Bachelor's Degree: The First Academic Degree offered by the German Jordanian University Final Exam: The Final Exam for any course offered at the German Jordanian University Test: Any Test administered during the semester Student: Any male or female student registered for the award of the Bachelor's Degree at the German Jordanian University Partner University: Any university that has signed an academic-agreement to exchange students with the German Jordanian University. Full Time Study: studying in the Regular or International Program.
Article (3)	These Instructions are to be applied to all students registered at the various Schools for the award of the Bachelor's Degree at the German Jordanian University.

Study Plan	
Article (4)	A. The President is to form yearly a committee named: ‘The Study Plan Committee’ under his chairmanship or whoever he delegates and the membership of the following: ▪ The Dean of Graduate Studies ▪ The Dean of one of the School nominated by the President ▪ The Assistant to the President for Accreditation and Quality Assurance 4. The Director of the Admission and Registration Department 5. The Concerned Dean of School 6. The Concerned Chairman of Department B. The main task of this committee is to oversee all issues pertaining to the study plans for the different majors offered by the Schools and submitting it to the Deans Council for endorsement C. The Deans Council is to endorse all the requirements for the award of the Bachelor’s Degree including the study plans offered by the Schools according to the recommendations of the Departments Councils, Schools, and Councils and the Study Plan Committee.
Article (5)	The Study Plan stipulates the number of credit hours to be successfully passed in order to be awarded a bachelor’s degree, in addition to the following information: A. ‘University Requirements’ courses. B. ‘School Requirements’ courses. C. Courses required for the major.
Article (6)	A. Study Plans are to be designed within the framework of the credit hour scheme adopted by the University. B. Each course carries three credit hours, however, some study plans may include courses that carry a more or less credit hours. C. Credit hours for each course in the study plan are assessed as follows:

	▪ Calculating one credit hour for each 16 theoretical lectures, at least, where the duration of each lecture is 50 minutes. ▪ Calculating one credit hour for each 16 practical lectures or field work, where the duration of each lecture is two to three hours. ▪ Calculating one credit hour for each 16 organized encounters where the duration of each encounter for symposium, research and graduation work is not less than one hour. 4. <u>The School of Languages/ The School of Applied Humanities and Languages</u> stipulates the number of lectures for each credit hour according to the recommendation of the School Council and the decision of the Deans Council. D. The standard period for study is determined for each study plan based on the anticipated students' workload in courses, which consists of attendance, self-study and examination calculated according to the European Credit Transfer and Accumulation System (ECTS), where each credit point corresponds to 30 hours of student workload, unless the respective study plan expressly defines it differently.
Paragraph (D) was added to article (6) according to the Deans' Council decision no. (206/2021/2022) dated on 30/5/2022	
Article (7)	A. Each Department prepares a Study Plan Guide' for each major proposing the courses the student should register for each semester and is handed to him upon joining the University. Each Department prepares a course portfolio for each course offered in the Study Plan which includes course goals and objectives, course description, learning outcomes, and students' evaluation methods according to a special form prepared for this purpose. B. Each course is assigned a code composed of letters and numbers to specify the major, the level of the course, the field and sequence of the course within the study plan.

Article (8)	A. Each course within any study plan is classified into four or five levels representing the years of study (depending on the school) and is organized in an ascending order. B. Prerequisites or co-requisites, if any, are to be shown clearly next to the concerned course. C. The numbers of credit hours that the course carries, the lecture hours as well as lab hours or weekly practical hours, are to be shown clearly next to each course within the study plan.
Placement Tests	
Article (9)	A. All students are to sit for English and Arabic placement tests once only at the time of admission at the university; the results of these tests determine whether students have to register English99 or Arabic99 as pre-courses (university requirements) respectively the language level in which the student should register in higher English courses according to specific measures determined by the responsible department. Students of majors which require Math101 in their study plans are to sit for a math placement test once only at the time of admission at the university; the result of this test determines whether the students have to register Math99 as pre-course (program requirement). If students fail any of the placement tests, they must register the corresponding pre-course in their first semester. If students fail the pre-course, they must repeat it in the following semester they are registering for. pre-courses will be prerequisites to register for all second-year courses (200-level courses) according to their study plans. Students will not be allowed to take courses and pre-courses which are their prerequisites in the same semester, and the Director of the Admission and Registrations Department will cancel the students' registrations and their grades in such courses. B. A student can sit for a German language proficiency test after being accepted at the university or during his/ her studies, provided it is approved by the responsible department.

	C. The Deans Council may approve extra placement tests for any of the courses in the study plans. D. The Dean of the responsible School is to form committees to carry out placement tests in various departments; these committees should outline the procedures needed to carry out the tests and determine the results whether outstanding, pass or fail. The placement tests should be held during the last weeks before the beginning of the first or second semesters of the academic year.
Paragraph (A) from article (9) was amended based on the Deans' Council decision no. (209/2021/2022) dated 30/5/2022	
Duration of Study	
Article (10)	A. The maximum duration of study for the Bachelor's is eight years for Engineering majors, and the Design and Visual Communication and seven years for all other majors offered at the German Jordanian University. B. In order to calculate the study duration for a student who withdrew from the university and restored or the student who has changed his/her major, one semester is deducted from the maximum number of graduation years for every (15) credit hours counted for the student from the study plan of his/her new major.
Article (11)	A. The academic year is divided into two compulsory academic semesters, the first/fall semester, and second/spring semester. The duration of each semester is sixteen weeks. There is also an optional summer semester with duration of eight weeks. B. The summer semester is optional for the academic staff and the students, and the University is not obliged to offer certain courses if there are no appropriate means to do so.
Article (12)	Students are classified as second year or third year or fourth year or fifth year students if they successfully studied (35) or (70) or (105) or (140) credit hours of their study plans consecutively.

Study Load	
Article (13)	A. The minimum number of credit hours that a student at a bachelor's level should register for during the first/fall and second/spring semesters is (12) credit hours, while the maximum is (18) credit hours. B. The maximum number of credit hours that a student at the Bachelor's level should register for during the summer semester is (10) credit hours. C. Despite what was mentioned in paragraphs (A) and (B) of this article, the maximum number of credit hours registered by the student may exceed three credit hours in any semester except for the first semester of the first year, if his grade is very good or more, or If he is registered for any of the German language requirements or if he is expected to graduate. D. Despite what was mentioned in paragraph (A) from this article, the student's study load may be less than the minimum specified load in the following cases: 1. In the semester he/she is expected to graduate. 2. In justified cases and with the approval of the concerned dean, provided that the study load is not less than (9) nine credit hours. 3. In justified cases and with the approval of the president if the study load is less than nine hours. E. The Director of the Admission and Registration Department in coordination with the concerned Dean, should cancel any course for any student whose study load exceeds the allowed maximum load in any semester as determined per these Regulations. He should inform the concerned Dean of this decision, in writing, within a period that does not exceed the end of the third week of the semester in question. In this case,

	the student will be reimbursed for the fees paid for the cancelled course (s). F. If the student is expected to finish all the classes required in the study plan in his last semester at the university before going to Germany, except the courses designated to be studied in Germany and the graduation project courses, then he/she can be treated as if he/she is in his graduation semester when it comes to the study load mentioned in the paragraphs of this article, and the alternative/substitute courses mentioned in article (37) of these regulations.
Article (13) of these instructions was amended based on the decision of the deans' council number (74/2022/2023) dated 30/1/2023. <u>Old Text:</u> A. The minimum number of credit hours that a student at a Bachelor's level should register for during the first/fall and second/spring semesters is (12) credit hours, while the maximum is (21) credit hours. B. The maximum number of credit hours that a student at the Bachelor's level should register for during the summer semester is (10) credit hours. C. In contrary to what is mentioned in paragraphs (A) and (B) of this article, the number of credit hours registered by a student who is expected to graduate may exceed the maximum number of credit hours allowed, by (3) credit hours in the first and second semesters and by (2) credit hours in the summer semester, with the approval of the responsible dean. D. The student's study load may be less than the minimum specified in paragraph (A) of this article in the following cases: 1. In the graduation semester 2. The previous approval of the concerned Dean provided that the student's study load is no less than (9) credit hours. 3. The following courses are considered as part of the study load: English language courses level (98) and (99), Arabic language course level (99) and Mathematics level (99). E. The Director of the Admission and Registration Department should cancel any course for any student whose study load exceeds the allowed maximum load in any semester as determined per these Regulations. He should inform the concerned Dean of this decision, in	

writing, within a period that does not exceed the end of the third week of the semester in question. In this case, the student will not be reimbursed for the fees paid for the additional course(s).

F. If the student is expected to finish all the classes required in the study plan in his last semester at the university before going to Germany, except the courses designated to be studied in Germany, then he/she can be treated as if he/she is in his graduation semester when it comes to the study load mentioned in the paragraphs of this article, and the alternative/substitute courses mentioned in article (39) of these regulations.

Attendance

Article (14)	A. Attendance is compulsory for ~~by~~ all students in all registered ~~for~~ courses whether theoretical or practical. The instructor of the relevant course is to record the students' attendance or absence in each B. A student is not permitted to be absent from more than 15% of the total number of credit hours assigned for each course (i.e. six lectures for a course that is being taught three times a week with a duration of one hour per lecture; four for a course that is being taught two times a week with a duration of one and a half hours per lecture, and two lectures for a course that is being taught once a week). C. If a student is absent for more than 15% of the total number of credit hours assigned to any course, without submitting evidence that his absence was due to health or other compelling reasons acceptable by the Dean of the respective School, the course instructor is to deprive him from sitting for all subsequent exams including the final exam. In this case, his grade will be the grade accumulated for the course work during the semester, if it is more than (35%), or the lowest grade that can be assigned to the course which is the university zero (35%), unless he manages to withdraw from the course during the permissible withdrawal period. The Dean of the respective School should duly inform the Director of the Admissions and Registration Department, so that the deprivation is registered before the beginning of the final exams.

	D. If a student is absents for more than 20% of the total number of credit hours assigned for any course, but manages to submit evidence that his absence was due to health or other compelling unforeseen reasons acceptable by the Dean of the respective School, then he is to be considered withdrawn from the course. The Dean of the respective School should duly inform the Director of the Admission and Registration Department, so that the withdrawal from the course is registered in the student's transcript. Students who represent the Kingdom or the University in official activities are to be allowed to exceed the absence limit by no more than 25% of the credit hours assigned for any course as long as the student provides an excuse within one week after the activity is over. Otherwise, the instructions stated in article (28) of these regulations, concerning the add and drop procedures are to be applied. E. All health excuses should be supported by a medical report, issued by the University's doctor or certified by him. The report should be submitted to the Course Instructor before the absence, or as soon as the sick student recovers. In unforeseen circumstances, the excuse could be submitted as soon as these circumstances have ended.

Exams, Grades, and Averages	
Article (15)	A. The course instructor is to prepare a detailed study plan in relation to the course he is teaching that includes the course goals and objectives, course learning outcomes, course content, methodology of instruction, assessment procedure, references to be consulted, etc. This plan is to be distributed amongst students during the first week of the commencement of the academic semester. B. The course instructor is responsible for preparing all exams, ~~to~~ correcting exam answer sheets, ~~to~~ double checking correction, and ~~to~~ having the students' grades correctly entered to the computerized system prepared for this and finally approved by the instructor, ~~and~~ the chairman of the department and then the concerned dean.

	C. The department council is to nominate a course coordinator for courses with multiple sections.
Article (16)	A. The student's final grade for each course consists of grades assigned for course work during the semester, plus the final exam grades B. The final grade is to be recorded out of 100 (without fractions). Except courses that require the assignment of 'Pass', or 'Fail' grades only.
Article (17)	A. Sixty per cent of the total grade for a course is assigned for course work which includes at least one mid-term exam to be conducted during the eighth or ninth week of the semester, and during the fourth week of the summer semester, provided that the course instructor informs the students at least one week before of the date of the exam Other course work that could be assigned 20% of the final grade might be given to the students provided it is clearly mentioned in the course's study plan. B. Forty per cent of the total grade for a course is assigned for the final exam. The final exam is to be comprehensive and in writing. However, part of the final exam may be oral with a maximum of 10% of the grade. C. Different distributions for the semester work may be accepted after the approval of the school's council.
Article (18)	A. Papers of the semester exams are to be returned to students after they have been duly corrected within a period that does not exceed one week from the date of the exam. B. Students should be informed about the total grade out of sixty per cent for the semester course work before the due date of the final exam. A copy of the students' results should be submitted to the chairman of the department. C. Papers of the final exam together with the premier answers are to be kept in the office of the chairman of the department for one academic semester. Thereafter, the papers may be dispensed with. D. The results of the final exams should be known to students after a maximum of (72) hours from the date of the final exam E. A copy of the final grades is to be presented to the Admissions and Registration department provided that they bear the signature of the course instructor, the chairman of the department and the concerned dean.

Article (19)	A. A student may ask for the revision of his grade in the final exam of any course within two weeks after the last day of final exams. He has to apply to the dean of the school where the course is offered, and accordingly the dean should form a committee from the academic staff for the major, to revise the exam paper according to the premier answers submitted by the instructor of the course. If due to unforeseen reasons the student is unable to file his grade revision application during the specified period the dean is authorized to consider the revision thereon. B. The student has to pay a non-refundable fee of (5) JD for each grade revision application C. The student is to attach the receipt to the grade revision form he submits submitted to the dean concerned with the revision of the final exam mark. D. The concerned dean should inform of the revision of the final exam grade within a period of one week from the date of submitting the revision application. E. Amendment of any grade after four three weeks from the date of announcing the results of the course should only be affected following a Deans Council decision.
Article (20)	A. A student who is absents from a semester exam should submit a valid excuse to the instructor of the course within three days from the date that the excuse has ended. If the excuse is accepted the instructor then is to proceed with necessary arrangements for a make-up exam for the student. B. A student who is absents himself from the final an announced exam of a course will get to take an (I= (Incomplete) grade for that course. In this case, he should submit a valid or justifiable excuse to the Dean of the School to which offers the course is affiliated within a period that does not exceed 3 days from the date of the last final exam or the date of the end of the excuse. The concerned dean should study and examine all submitted excuses. He should inform the respective head of department and the Director of the Department of Admissions and Registration department of the decision made, whether to accept of refuse the excuse, on the relevant form prepared by the Department of Admissions and

	Registration department within a period that does not exceed one week from for the date of the last final exam. The formed committee is entitled to look into all other justifiable excuses. All unjustifiable cases or unaccepted excuses are to receive zero (0) in that exam . C. In the event that If the excuse submitted by the student is acceptable, Chairman of then the head of the respective department should inform the course instructor accordingly with a view in order to arrange a make-up exam for the student during the following dates: ▪ The student must sit for the make-up exam during the first two weeks of the semester that comes after the semester in which the student missed the exam or during the second week of the summer semester. ▪ A student who has a final warning three days of the semester that comes after the semester in which the student received the incomplete grade. D. The course instructor should conduct the make-up exam and fill the form for grade completion, prepared by the Admissions and Registration department, in typing or clear hand-writing to be approved It by the dean of the respective school. E. If the excuse which prevented the student from taking the exam is over but the student does not manage to sit for the make-up exam, as mentioned in paragraph (C) of this article, then the student is to receive a (zero) in the final exam which he failed to take. F. Taking into consideration the provisions of these regulations, the GPA is comprised of the average of all the grades for all the courses that the student studied and managed to either pass or fail until the time of calculation. If the student receives an incomplete grade in one or more courses, his GPA is to be calculated after receiving the results of the make-up exams of the relevant courses. In this case, the GPA is considered in a retroactive manner from the date the student obtained the incomplete grade if he is to be under probation or dismissed.

	G. For the purpose of implementing the provisions of this article, a student who got an approval to postpone his studies, should sit for the make-up exams on the specified dates. Otherwise, he will receive a zero for that exam(s) he did not sit for.										
Article (21)	A. The minimum passing grade of any course is 50%, while the minimum grade assigned to a course is 35% (which is the university zero) ~~B.~~ The semester and cumulative averages are given the following values: <table border="1"> <thead> <tr> <th>Grade out of 100</th><th>Merit</th></tr> </thead> <tbody> <tr> <td>- 84% - 100%</td><td>Excellent</td></tr> <tr> <td>76% to less than 84%</td><td>Very good</td></tr> <tr> <td>- 68% to less than 76%</td><td>Good</td></tr> <tr> <td>60% to less than 68%</td><td>Satisfactory</td></tr> </tbody> </table>	Grade out of 100	Merit	- 84% - 100%	Excellent	76% to less than 84%	Very good	- 68% to less than 76%	Good	60% to less than 68%	Satisfactory
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Article (22)	A. The semester average consists of the passing or failing grades obtained by the student for all the courses he registered for during that semester. B. The cumulative average consists of the passing or failing grades obtained by the student for all the courses he registered for until the time of calculation taking into consideration the provisions of Article (25) of these regulations ~~C.~~ The semester and the cumulative averages are calculated by multiplying the obtained grade in each course by the number of credit hours assigned to that course, adding it all up and then dividing the total on the total number of credit hours. D. The percentage of both the semester and the cumulative averages are to be recorded to the nearest one decimal.										
Academic Probations and Dismissal											
Article (23)	Academic Probation										

	~~A.~~ A student is to be placed on academic probation if his GPA in any semester is less than 60% with the exception of the very first semester he joins the University, or the very first semester he transfers to a new major. B. The student is expected to rectify the matter two academic semesters after the semester during which he was placed on probation. The summer semester is not considered an academic semester when it comes to placing students on probation or dismissing them from the University or the major.
	Dismissal from Specialization/ Program
Article (24)	<u>First: Dismissal from the major</u> A. A student who fails to remove himself from the probation during the time limit specified in Paragraph (b) of Article (23) is to be dismissed from his major. However, engineering students who have completed (110) credit hours, or students in other majors who have completed (90) credit hours, out of the total number of credit hours assigned to their study plans are to be exempted from being dismissed. B. The student who has been dismissed from his major, under paragraph (A) of this article section is allowed to transfer, for one time only, to another major specialization, in accordance with to the rules abided by in these with pertinent regulations, provided However, this procedure stipulates that the duration of the student's study at the University does not exceed the maximum allowed time what was mentioned in article (10) of these regulations. C. It is the responsibility of The Director of the Department of Admissions and Registration department is to inform the student or the funding party if he has a scholarship by mail or email, that he has been placed on probation or that he has been dismissed from his program of specialization. If the student is on scholarship, the funding party should be duly notified as per the address affixed in the student's record which is kept within the records of the Deanship of student Affairs. <u>Second: Complete Dismissal from the University</u>

	A student is completely dismissed from the University in the following cases: A. A student is to be completely dismissed from the University If the student obtained a GPA of less than (50%) in any academic semester he registered for; with the exception of the very first semester of the first academic year in the major he was accepted in or the major he transferred to. he joins the University. Or the very first semester he transfers to a new program of specialization. B. Any If the student who fails to fulfill all the requirements for the award of the Bachelor's Degree within the specified time limit specified in as per pertinent these instructions is to be completely dismissed from the University. However, a student who has obtained a GPA of 60% or above and his graduation is pending on the paherssing of just one course he has already studied but failed, then he is allowed an extension for a further semester to rectify his academic standing. C. If the student got who violates the Student Code of Conduct and decision calling for his a final dismissal from the University has been made by a specialized council according to the instructions for the students' code of conduct. Is to be completely dismissed from the University. D. If the student was is to be completely dismissed from the University if he is being dismissed for the second time from his major the specialization program he has opted for. Third: Accepting back the dismissed student A student who was previously academically dismissed from the university maybe be accepted again at the University only if he applies as a new student enrolling in a new major and as he will be treated as a new student freshman without counting taking into consideration any of the courses he took before.

Repeated Courses and Courses Studied at Other Universities	
Article (25)	A. The student is obliged to repeat any compulsory ‘Obligatory’ course which he failed. B. The student who fails in an elective ‘Elective’ course may repeat the same course or opt for another course in accordance with his study plan and in this case the newly obtained grade will be calculated in his GPA while the previously obtained grade will be taken out of his GPA, while it is still kept in his transcript. C. The student has the right to repeat any compulsory or elective ‘Obligatory’ or ‘Elective’ course he studied and in this case only the newly obtained grade he obtained in the repeated course will be calculated in computed within his GPA, while the previously obtained grade will be taken out, but it will still be while the previously obtained grade is kept in the transcript. D. A The student may take some courses at any another Jordanian public university recognized or at any other foreign university accredited by the Jordanian Ministry of Higher Education and Scientific Research provided that he had obtained the prior written consent approval of the Chairman of his respective head of the department for the courses he intends to study and had provided a detailed course description for these courses and was approved by the concerned dean of the school upon the recommendation of the concerned head of the department provided that the number of credit hours studied at another university do not exceed (6) credit hours. Had Chairman as well as Director of the Department of Admissions and Registration with certified transcript for the courses he has studied, the content and description of each course and grades he obtained. E. If a student repeats and successfully passes a course that he failed at another university, a ‘pass’ mark is recorded in his transcript but this does not cancel the repeated course the failed mark form his transcript while the previously obtained grade is not calculated which is computed in his GPA.

	F. The student who studies takes a courses at another university should submit a request to the head of his department asking for the equivalency of these courses duly filled-in ‘Equivalence Application’ from Chairman of his respective Department along with a certified copy of the transcript with the grades for these courses transcript and other course details no later than the end of the first week of the following semester. G. The courses which the student studies take at other partner universities are considered the same as the ones he studies at the University. H. In order to graduate at the University, the student has to spend one full academic year of studying and training in Germany according to the following rules: 1. The academic year is divided into two semesters, the first semester for studying at one of the partner universities, and the second semester for training in German companies or industries. 2. The student will get an equivalency for the courses studied at the partner universities, provided it does not exceed (21) credit hours. 3. The training semester will be equal to (12) credit hours. I. These instructions should be read together with the rules issued by the Deans Council concerning the German Year. The Deans Council should decide upon the cases when the student is unable to find training in Germany or unable to travel to Germany. J. A graduating student may study up to six credit hours at another Jordanian public university during the last semester of his graduation provided that the approval of the Chairman of his respective Department has been obtained. K. When student takes a course at another university but fails, the failing courses to be treated on equal footing with his study plan at the German-Jordanian University in terms of the acceptance of this course as pre-requisite for another course he needs to study.

Article (26)	The student It is not permitted for a student to register for a course and its prerequisite in the same semester if he/she had registered for the prerequisite before but failed or if the student's graduation in that semester is dependent on that courses unless he/she has obtained the approval of the school. Language courses are excluded from the university, school and major requirements are excluded (excluding courses at the School of Languages) the language school majors). Otherwise In any other case, the director of the Admission and Registration department will cancel the student's registration and his/her grades in that course.
Article (27)	The maximum and minimum number limit of registered students in some courses, the nature of which require that, is to be determined according to in respect of each offered course, depending, of course on the nature of the course and following decisions made by the President.
Add and Drop	
Article (28)	A. The student may drop and add a courses during the drop and add period stipulated by the Department of Admissions and Registrations department each semester, which should does not exceed the first week of the first and second commencement of the fall semesters and the Second/ spring semester, and the first three days of the commencement of the summer semester. Dropped courses are not to be shown on the student's academic record, and the money if paid for the courses will be reserved for the next semester. B. The student may completely withdraw from a course he registered for, without getting any reimbursement for the money paid for the course, – without any financial obligation- during the drop period announced on the academic calendar, and a week before the final exams start. Final's date. In this case, the course will be shown on the student's academic record with a note he obtains a (W= Withdrawn) grade and this course will is not to be calculated in the credit hours the student studied whether pass or fail and for graduation requirements. This withdrawal should not reduce the number of credit hours registered by the student to less than

	(9) credit hours. Computed within the courses he studies as part of his study plan. The course cannot determine his status as (passing or failing or even completing requirements for graduation). In this case if In case the student did does not completely withdraw during the assigned time limit, then he will be responsible for the course and the course instructor will put he cannot withdraw thereafter and the course and its grade on the students transcript. are to be computed within his study plan. However, the drop process should be no means reduce the minimum number of credit hours that the student at the Bachelor's level should take in accordance with pertinent regulations. C. In contrast with what was stated in paragraph 'B' of this article, if the student may withdrew from all the courses he registered for at any one the semester, then In this case, he is considered as to have postponed his studies. This postponed semester is to be considered as part of the postponement time allowed to the student according to these regulations, and should comply with rules stipulated in article (29) of these regulations. Registration is to be cancelled for in respect of a student if he was whose academic record shows a decision for his temporary dismissed from the University according to a decision issued by the Students' Disciplinary Council. The penalty period is to be considered as a postponement of study for the in respect of that student.
Article (29)	A. The students or their parents are to be fully reimbursed for the tuition fees they have paid in the following cases: conditions: ▪ The student passed away during the semester. ▪ The student's proves evidence that his health condition does not allow him to continue proceed with his studies at the University as attested by an approved medical report from the University's doctor approved by an accredited medical committee and the consent of the concerned dean.

	▪ The paid tuition fees are for the semester that follows the semester on which the student was has been completely dismissed from the University. B. The tuition fees are reserved for the student's tuition fee if his health condition does not allow him to continue his studies at the University as attested by an approved medical report from the University's doctor and the consent of the concerned dean. for the semester are refunded in case his/her medical state forbids him/her from continuing his/her studies in that semester, that is according to a certified report by the university's doctor and with the approval of the responsible dean. C. If a freshman/ newly registered student withdraws from the University and transfers to another public Jordanian university and he informs the University Administration of this transfer, in writing, then the credit hour tuition fees are reimbursed according to the following: as follows: ▪ Full reimbursement amounting to 100% of the credit hour tuition fees he paid for students who withdraw till before the beginning of the academic semester. ▪ Reimbursement amounting to 50% of the credit hour tuition fees for students who withdraw during the first week of the academic semester. ▪ No reimbursement is to be made after the end of the first week of the academic semester. ▪ In the above mentioned three cases, the student should obtain a clearance from the University he is transferring from. D. The Deans Council is to make decisions in respect of exceptional cases that have not been included or specified in the provisions of this article. These regulations.
Postponement of Study, discontinuity and withdrawal from the University	

Article (30)	A. A new freshman student or newly transferred to the University student is not eligible to postpone his study unless he has spent one academic semester, at least, at the University. He has joined or transferred to. B. The student is to notify the Dean of his respective School through the head of his department of his intention to postpone his studies, during a period that does not exceed 7 days from the commencement of the fall or spring/ first or second semesters. The Dean is expected to communicate his decision to the Director of the Department of Admissions and Registration department, and the Dean of Student Affairs, the head Chairman of the concerned department, the student's advisor, and any other concerned party. However, if for unforeseen and urgent cases the student fails to submit his petition within the time limit specified in paragraph (A) of this article section, the Dean of the respective School is entitled to examine the matter with view to making take an appropriate decision and informing all the concerned parties duly and accordingly. C. The student is allowed to postpone his study for no more than four academic semesters be they consecutive or intermittent. He/she can postpone for a period of (6) semesters if he/she is enrolled in a training programs internships that are correspondent to his/her studies provided that the student had obtained a previous approval from the concerned responsible dean, regarding the training programs he/she is going to enroll in. D. The postponed semester(s) or the temporary dismissal from the University are not to be considered when calculating the maximum duration of study at the University, as per Article (10) of these regulations, or for the removal of the academic probation, as per paragraph (B) of Article (23) of these regulations. in respect of any student. E. If a student does not complete his registration as a regular student for one academic semester and did not also if he/she fails to obtain the written

	approval of the concerned Dean to postpone his study, then he will lose his right to a seat at the University. F. If a student loses his right to a seat at the University as per paragraph (E) of this article, section, he could has the right to file a petition to the application with the University President requesting him to regain his seat. If his application has been accepted and he has been reinstated into his previous major specialization, his academic record will be kept for him. However, if he is reinstated into admitted to another major, specialization, then the provisions of article (35) of these instructions are to be applied. G. The University President is authorized to reinstate any student who lost his/her regain the seat to any student who has lost this right due to unforeseen circumstances/absence. In this case, the period of disruption from study is to be considered as postponement. H. If the student exceeds the postponement registration period that has been approved then the student loses his seat in the university. The student can reapply to the university, and if in case he/she is accepted in the same major department then his/her academic record will be is kept. If the student is accepted in another major department in the university then the provisions instructions mentioned in article (35) of these instructions will be applied. In both cases, the student is treated as a new student in terms of the tuition fees. I. If the student wishes to withdraw from the University then he/she must apply on the designated withdrawal form and submit it to the Admission and Registration department. In this case, a note stating “withdrew from the university’ is fixed to his/her file. The director of the Admission and Registration department is to notify the concerned ~~related~~ parties in the University and outside. If the student wishes to enroll again in the University then he/she must submit a new application form, and if he/she is accepted in the same major, then his/her academic record will be kept. If the student is accepted in another major then the provisions mentioned in article (35) of these instructions will be applied. In both cases, the student is treated as a new student in terms of the tuition fees,

	taking into consideration what is stated in article (10) of these regulations. J. The student's academic record transcript will not be is not taken into consideration for the purposes of continuing studies in the university if the student he/she has discontinued his/her studies for 4 consecutive years or more.
Transferring to the University from Other Universities	
Article (31)	A. A Students are is allowed to transfer from other universities to the University provided that there are is vacancies for them from him in the program he opts for and according to provided that he fulfills the following conditions: ▪ The student fulfills all requirements for admission to the University. ▪ The student is transferring from an accredited university or university college or institute that offers the Bachelor's degree or from an accredited Community College and is recognized by the Jordanian Ministry of Higher Education and Scientific Research.
Article (32)	The University President is to form a committee named: 'Students Admission and Transfer Committee,' under his chairmanship or whoever he delegates and the membership of one of the Vise-Presidents. One of the Faculties Deans the Dean of Students Affairs, the Dean of Graduate Studies, Assistant to the President for Admission and Registration, the Director of the Department of Admissions and Registration department, and two members of the academic staff chosen yearly by the Deans Council.
Article (33)	A. The tasks duties of the Students Admission and Transfer Committee are is as follows: 1. The Student Admission and Transfer Committee is to look into Submitting recommendations to the Deans Council with the lists of all the new students applying for admission or and transferring to the University

	from other universities and to submit its recommendations/ decisions to the Deans' Council for subsequent approval/ ratification. 2. Submitting recommendations to the Deans Council with the lists of all the students who want to change their major irrespective of the reasons. 3. Submitting recommendations to the Deans Council with the lists of students who want to join the University as special studies students. B. Applications for transfer to the University are to be submitted to the Department of Admissions and Registration department before the beginning of the first week of the fall semester and second/ spring first or second semesters on relevant forms that have been designed for that purpose. C. The Students Admission and Transfer Committee is to issue its decision within by a period that does not exceed the end of the first week of the semester that follows the submission of the transfer application. D. The Committee's decisions will be enforced after they are approved by the Deans Council.
Article (34)	A. Once a student's application for transfer has been accepted, equivalent courses to those that he has studied at the previous university can be computed within his study plan at the University can be calculated for him, he is transferring to, provided that it he does not exceed (42) transfer more than 60 credit hours. B. The grade in any course that could be equalized for the transferring student intends to transfer should not be less than (60%) or (D+). At the same time, the number of credit hours assigned to the course studied in the previous university by the University should be equal to or more than the number of credit hours assigned to the same equivalent course offered by the German- Jordanian University. A 'pass' grade is recorded for in respect of each equalized course, for graduation purposes, but the grades of these courses are not to be calculated computed within the student's cumulative average. Each (15) credit hours are to be calculated computed as one academic semester and are to be taken into consideration when

	calculating the maximum duration of study for the Bachelor's degree. as PR pertinent regulations.
Transferring from One Major to another within the University	
Article (35)	Applications for transfer from one major ~~program~~ to another within the University ~~are~~ should be filled on the relevant forms that have been designed for that purpose and handed to the Admissions and Registration department within a period that does not exceed eight weeks from the commencement of the first or second semesters, or two weeks from the commencement of the summer semester. The Students Admission and Transfer Committee determines whether to accept these applications or not during a period which does not exceed twelve weeks from the beginning of the first or second semesters and four weeks from the beginning of the summer semester pursuant to the following ~~terms and~~ conditions: A. The student must have studied for at least two semesters at the University and passed at least 30 credit hours. B. There are available places in the major that the student wants to transfer to, provided that these places will be filled based on the differentiation between the students' GPAs at the University. C. A student can transfer from a major with a higher admission average to a major with a lower admission average. D. A student can transfer from a major with a lower admission average to a major with a higher admission average if the student's average in the Secondary Certificate was acceptable in the major he is transferring to during the year the student sat for the Secondary Certificate or during the year he applied to. Alternatively, this transfer is possible if the student has successfully completed (30) credit hours or more at the University and his GPA ~~is~~ was ~~above~~ 76% or above. E. A transferring student is to receive a new ID number. The Admissions and Registration department is to calculate the courses that the student previously studied and successfully passed and are within his new study

	plan, and grades thereof are to be calculated within his cumulative average. F. In order to calculate the maximum duration of study for a bachelor's degree for the student who changed his major, one semester should be deducted for each (15) credit hours calculated for the student in his new study plan. G. Taking into consideration the provisions of Article (10) of these regulations, the student is to keep his complete academic record for the major he was previously accepted in if he returns to it after being dismissed from the major he transferred to. The courses he has already studied and passed in the major he was dismissed from and are part of the study plan of his previously accepted in major will be calculated for him. H. A student who voluntarily transfers to another major specialization program or who has been obliged to transfer due to his dismissal from a previous program is to be treated as a new student in terms of academic probation, postponement of study, and tuition fees. Nevertheless the student who was dismissed from his major will have to comply with the instructions for the academic probation and dismissal starting from the first semester in his new major. I. A student who has been admitted to the University under the bridging program to one major could not change his major unless the major he intends to transfer to complies with the bridging regulations. and files an application for transfer to another major program should fulfill the conditions that the major program he intends to transfer to stipulate.
Transferring from One Program of Study to another within the University	
Special Studies Students	
Article (36)	The following category of persons may register for some courses offered by the University as Special Studies for one academic semester or more: A. Students attending other universities inside or outside Jordan. B. Persons who seek to enhance their scientific knowledge and culture in certain majors.

	C. To be able to register at the University in Special Studies, places should be available in the courses required- D. Students are accepted in Special Studies by the Deans Council decision upon recommendation of the Students Admission and Transfer Committee. E. A student registered in the Special Studies program shall have a temporary ID, and shall be given a University email. F. A Special Studies student shall have a limited access to University services and facilities, whereby he is only allowed to have access to the library and some students' activities. G. Pertinent instructions stated in the Instructions of the Student Affairs in relation to attendance, exams, grades, and disciplinary measures included in Deanship of Student Affairs instructions shall apply to Special Studies students. H. Upon the request of a Special Studies student he is to be provided with a document showing all the courses he has studied at the University, stating that it is a Special Studies program. I. Any Special Studies student must get a clearance certificate before getting any document from the University. J. Should a Special Studies student be accepted at ~~into~~ the University according to the acceptance instructions, the courses which he took and passed during the Special Studies program shall be calculated provided that these courses are in the study plan of the major he has been accepted to and that no more than a year has passed since he has taken them. K. Students who have been dismissed from their major for academic reasons may apply for Special Studies by a Deans Council decision upon a recommendation of the Students Admission and Transfer Committee. Should the student be able to raise his cumulative average

	to past 60% during two academic semesters, he may return to his regular studies.
Alternative Courses	
Article (37)	a- If a student would be unable to graduate in a given semester unless he took one (or two) courses from the School or Department requirements and was unable to register in these courses because they are not offered in that semester or because of a conflict in his schedule that cannot be solved, then the Dean upon a recommendation from the head of department may approve of the student taking an alternative course (or two) that are of the same level and from the same School/Department in the same given semester. The Head of the Admissions and Registration department must be notified in writing before the end of the add and drop period for that semester. b- If a student would be unable to graduate in a given semester due to being unable to pass one (or two) courses from the School or Department requirements and has already failed these courses then the Dean upon a recommendation from the head of department may approve of the student taking an alternative course (or two) that are of the same level and from the same School/Department in the same given semester The Head of Admissions and Registration Department must be notified in writing before the end of the add and drop period for that semester. c- If a student would be unable to graduate in a given semester unless he took one course from the University requirements, except the language courses, and was unable to register in this course because it is not offered in that semester or because of a conflict in his schedule that cannot be solved, then the President, upon the recommendation of the Dean, may approve of the student taking an alternative course in the same given semester. The Head of Admissions and Registration Department must be notified ~~of this~~ in writing before the end of the add and drop period for that semester.

	d- In all cases, a student may not take more than two alternative courses. e- If a student was unable to fulfill the graduation requirements in a given semester and has already passed the alternative courses, then it shall be calculated in the coming semester if the student's graduation has been postponed for whatever reason.
Equivalent Courses	
Article (38)	A student may take any course offered by the University or any other university (according to the Article (25) of these Instructions as an equivalent course upon the approval of the Dean of his School, provided that the following conditions apply: - a- The number of credit hours of the equivalent course is the same as the number of credit hours of the original course. - b- The content of the equivalent course is no less than 70% similar to the content of the original course. - c- A higher number of equivalent courses may be calculated credited should the Study Plans in the University change, in accordance with tables approved by the concerned Dean.
Award of the Bachelor's Degree	
Article (39)	A. The Bachelor's degree is awarded after fulfilling the following requirements: 1. Successfully passing all courses listed in the study plan. 2. Obtaining a cumulative average of no less than 60%. 3. That the student is enrolled in the University for the last academic semester of his studies. 4. Not exceeding the maximum years for graduating that are stated in these Regulations. 5. Students who are enrolled in Partner Universities are considered enrolled in the University. B. Everyone who fulfills the requirements set forth in paragraph (A) shall obtain from the university a certified transcript, an attested certificate, and the

	diploma supplement, after completing the clearance procedures from the university.
Paragraph (B) was added to article (39) based on the Deans' Council decision no. (206/2021/2022) dated on 30/5/2022	
Studying Another Bachelor's Program	
Article (40)	It is permissible to calculate credit hours that the student has completed during his regular studies and that has obtained him a Bachelor's Degree in a certain major as part of the requirements of obtaining another Bachelor's Degree in another major, provided that the number of the calculated credit hours does not exceed (50%) of the credit hours in the Study Plan of the student's new major, that no more than seven years have elapsed since the student obtained his first Bachelor's Degree, and that the admission conditions in public universities were taken into consideration when accepting the student. In all cases, the study period for the new Bachelor's Degree should be no less than four academic semesters. Each (15) credit hours are to be calculated as one academic semester if included in the new study plan and are to be deducted when calculating the maximum number of years for graduating as per the new Study Plan.
General Provisions	
Article (41)	A. The Academic Departments shall undertake the responsibility of offering courses, keeping track of the academic progress of their students, and making sure that the students fulfill the requirements for graduation. B. The Dean of the concerned School shall undertake the responsibility of offering courses that do not belong to a specific department, and distributing these courses among faculty members in coordination with the concerned department heads.
Article (42)	Interdisciplinary courses shall be offered in coordination with the concerned heads of academic departments within the same or different School.
Article (43)	Students who have successfully passed all courses listed in their study plans and fulfilled all the requirements needed to obtain a Bachelor's degree at the

	University with a cumulative average of no less than 60% are not allowed to take further courses unless a decision is made by the Deans Council.
Article (44)	a- A student may register extra courses that are not listed in his ~~the~~ study plan with prior approval of the Dean of his School. The marks for these courses will neither be calculated in the student's semester average nor cumulative average, but the credit hours shall be calculated when calculating the maximum number of credit hours that could be registered for that semester. A note stating that this course is not within the study plan of the student must be written next to the course. b- If the student transfers to another major, and has studied courses from outside his first study plan, and these courses are now within the courses in his new study plan, then the grades of these courses, if the student passed them, shall be calculated in the student's average. c- Despite what is stated in paragraph (A) of this Article, the student may register extra courses from the elective requirements, whereby the highest grade obtained shall be calculated for the student when calculating the cumulative average for graduation. The credit hours shall be calculated when calculating the maximum number of credit hours that could be registered for that semester.
Article (45)	It is not permissible for students to be enrolled ~~in two majors~~ to obtain two Bachelor's Degrees at the same time at the University.
Article (46)	It is not permissible for a student to protest that he had not been aware of these Instructions, or that he had not been informed or did not have access to the University's publications or announcements whether on advertisement boards or via email.
Article (47)	The student who is expected to graduate must fill out a special form together with his academic advisor within four weeks from the start of either the first or second semesters or two week from the start of the summer semester of each academic year. The concerned department should confirm that the student in question has completed the requirements needed for graduation by

	coordinating with the concerned registrar in the Admission and Registration department.
Article (48)	To be eligible for graduation, the student should obtain ~~his~~ a clearance form from the University beforehand.
Article (49)	The Deans Council should decide on the cases that are not mentioned in these Instructions or any issue that may result from their implementation.
Article (50)	The President, the Deans of Schools, the Heads of Departments, the Head of the Admission and Registration department shall be responsible for the execution of these Instructions.
Article (51)	Taking into consideration the acquired rights of students, the previous Instructions for Awarding a Bachelor's Degree are annulled before implementing the execution of these Instructions and any decisions issued pursuant to the previous Instructions that contravene with these Regulations.

Instructions for Granting Master's Degree at the German Jordanian University

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

Based on the Deans' Council decision no (155/2022/2023) dated 11/4/2023

Article (1)	These instructions are called the instructions for granting Master's degree at the German Jordanian University and shall come into force as of the beginning of the first semester of the academic year 2022/2023.
Article (2)	The following words and phrases wherever mentioned in these instructions shall have the meanings assigned to them below unless the context indicates otherwise: The university: The German Jordanian University. The President: The President of the University. The Deanship: The Deanship of Graduate Studies at the University. The Dean: The Dean of Graduate Studies at the University. The school: Any of the faculties at the University. The Department: Any academic department that offers master's programs. The Council: The Council of Graduate Studies at the University. The Department Committee: The Graduate Studies Committee in the department. The School Committee: The Graduate Studies Committee in the school. The Program: The Master's program at the university. The Supervisor: The supervisor of the master thesis of the student. The student: The Master's student. The Remedial Course: Any course of the lower level than the Master's level requested for the purposes of meeting the knowledge base of the Master's program.
Master's Programs	
Article (3)	A. To obtain a master's degree at the university, a minimum of (33) credit hours is required, depending on the study plan for each program.

	B. Each study plan shall have an indicative guideline indicating the standard duration of the study, based on the study load of the student including attending lectures, self-study, and preparing for exams in each course of the study plan, calculated according to the European system for transferring and crediting the academic load (ECTS: European Credit Transfer and Accumulation System), so that each credit point is equivalent to 30 hours of study load for the student, or according to what is indicated in the study plan. C. The study plan of each program consists of the following: First: Master's program / Thesis Track, which includes: 1. Compulsory courses with a minimum of (15) credit hours. 2. Elective courses with a maximum of (9) credit hours. 3. Thesis of (9) credit hours. Second: Master's Program / Comprehensive Exam Track, which includes: 1. Compulsory courses with a minimum of (24) credit hours. 2. Elective courses with a maximum of (9) credit hours. 3. Pass the comprehensive exam in the major. D. In addition to what is stated in these instructions, the instructions of the Higher Education Council and all its decisions related to granting master's degrees shall be considered and are conditions that must be fulfilled in order to graduate and obtain a degree in both tracks.
Article (4)	A. When offering courses called "Studies" or "Special Topics" or the like within study plans, only one course can be recognized even if the subjects differ. B. The student may, with the approval of the Dean based on a placement from the school committee, and a recommendation from the department committee, take only one master's course from another masters' programs that is related to the student's main study plan, and shall be counted as an elective course.
Acceptance	
Article (5)	At the beginning of each academic year, the council determines, upon the placement of the school council, and the recommendation of the department council, the following: A. The number of students who shall be admitted to each program. B. The appropriate scientific degree, and the appropriate majors, to enroll in master's programs.

	C. The minimum number of students accepted to any of the Master's programs.
Article (6)	A. Applications for admission to master's programs shall be submitted during the period specified by the council, and all necessary supporting documents shall be attached to the applications. B. The Dean issues the lists of names of the admitted students to the master's programs, upon the placement of the school council and the recommendation of the department council.
Article (7)	The admission requirements for each program shall be mentioned in detail in its study plan, and these include the following: A. The student must have a bachelor's degree with a GPA of good (or equivalent) from a recognized university or a higher diploma degree with a grade of at least very good (or equivalent). B. The student's undergraduate study shall be a regular study. C. The student's major must be among the accepted majors in the program the student wishes to join, according to paragraph (b) of Article (5). D. The total number of hours that the student shall study to obtain a master's degree plus the number of hours studied to obtain a bachelor's degree shall be equivalent to at least 300 ECTS points according to the Polish system. E. The student must have proven successful in the Foreign Language Proficiency Test (English: TOEFL, IELTS) in accordance with the decisions of the Higher Education Council. For programs that require German, the student shall pass the German language proficiency test (TestDaF or OnSet: Level B2). F. Upon a proposal from the department committee and the recommendation from the school committee, the placement from the Council, and the decision from the Deans Council, adding other criteria to the differentiation can apply, such as conducting a competitive exam for applicant students, so that its percentage in the differentiation does not exceed (20%). G. Conduct a personal interview for the applicant students.
Article (8)	A. In the event that the student fails to meet the English language requirement and does not achieve the required mark for the major the student wishes to study, the student must join a qualifying program at the university of (6) credit hours and obtain the mark required to the major the student wishes to study, during the first semester of the student enrollment in the program. The mark of the qualifying program shall not be calculated within the student's cumulative average.

	B. It is not permissible to register for any other courses simultaneously with the qualifying program, nor may this semester be within the maximum or minimum limit for obtaining a master's degree referred to in Article (11). C. In the event that the student fails to succeed in the qualifying program, the student's admission to the program shall be considered canceled.
Article (9)	A. The department committee may determine for the student, upon acceptance, to study no more than (9) credit hours, as remedial courses from the bachelor's level, and these courses shall be included on the admission form. B. The remedial hours shall not be calculated from the approved hours required to obtain a master's degree, and their marks shall not be included in the student's cumulative average, and a result of (pass) (fail) shall be credited. C. The student must pass the remedial courses by the end of the second semester of joining the program at a maximum, and the summer semester shall not be counted as a semester for this purpose. If the student does not pass it within the specified period, the student's admission shall be considered canceled.
Article (10)	A student who has withdrawn from the university may be re-admitted within the two years consecutively to the student's withdrawal from the university, and all the courses the student studied at the university shall be counted for the student except for thesis hours. All the semesters the student studied at the university shall be counted within the maximum limit for obtaining the master's degree referred to in Paragraph (b) of Article (11).
Duration of study and academic load	
Article (11)	A. The academic year consists of two semesters, each of which lasts (16) weeks, and studying during the summer semester is optional, in accordance with the instructions and standards of general accreditation for graduate programs, and the decisions of the Higher Education Council. B. The duration of study spent by the student registered to obtain a master's degree shall not be less than (3) semesters. C. The maximum duration of study to obtain a master's degree is (6) semesters, which can be extended to two semesters, with the approval of the council, the placement of the school committee, and the recommendation of the department committee. 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.

Article (12)	A. The minimum study load for the student in the regular semester shall be (6) credit hours and the maximum shall be (12) credit hours. B. The maximum number of hours studied by the student in the summer semester is (6) credit hours. C. In special cases, with the approval of the dean, and a recommendation from the school committee, and the department committee, the minimum or maximum limits may exceed by (3) credit hours.
Transition, transfer, equivalence, and recognition of courses	
Article (13)	A. A 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 concerned department council to which the program refers. B. It is permissible to calculate no more than (15) credit hours, except for the thesis hours from the courses studied in the program from which the student transferred, provided that the mark of each course shall be not less than (very good), and the marks of these courses shall be included in the new cumulative average. C. One semester shall be deducted from the maximum study period for the student for every (6-15) credit hours recognized for the student in the program the he is transferring to.
Article (14)	A. The 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 department Council. B. The courses that the student studied at another university and wishes to be recognized are required to be equivalent in content, level, and number of credit hours to a course or courses in the study plan established at the university, and that the student grade in each of them should not be less than (very good), or (B), or their equivalent, and that no more than (3) years have passed since the student passed in it. C. The number of recognized hours shall not exceed (12) credit hours, and these courses shall not be included in the student's new cumulative average. D. It is not permissible to count the hours of the thesis registered at the university from which the student is transferred from.

	E. One semester shall be deducted from the maximum study period for a student for every (6-12) credit hours the student studied at the university he/she is transferring from, and it is recognized for the student in the program he/she is transferring to.
Article (15)	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 excluded from paragraph (c) of Article (14), and the student shall abide by the conditions contained in the memorandum of understanding or agreement regarding these programs. B. A student enrolled in a master's program that contains focused (minor) majors may transfer from one minor to another at the university once. C. It is permissible to recognize all common courses between the majors from which the student is transferring from and the one to which the student is transferred to mentioned in paragraphs (a) and paragraph (b) of this article, except for the thesis hours, and they shall be included in the student's cumulative average.
Article (16)	The student may transfer only once from one track to another within the program with the approval of the dean, based on the placement of the school committee, and the recommendation of the department committee, and when applying for a transfer, the following is required: A. The student shall not have spent more than (5) semesters in the thesis track, in the event the student transfers from the thesis track to the comprehensive exam track. B. The student shall not have spent more than two semesters in the comprehensive exam track, and the student's GPA shall not be less than very good and a supervisor for the thesis shall be determined, in the event the student transfers from the comprehensive exam track to the thesis track.
Article (17)	In special and justified cases, and after the approval of the dean based on a placement from the dean of the concerned school, and a 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 lectures hours during this period shall be not less than the total number of lectures hours in the regular semester.

Article (18)	Subject to the provisions of paragraph (b) of Article (14), a student may study no more than (6) credit hours in a similar program at another university, provided that: A. The prior approval from the dean based on a placement from the school committee, and recommendation from the department committee. B. The student shall not have recognized courses from another university. C. To be registered or postponed at the university. D. In the event that the student postponed, one semester of the maximum duration of the student's study period is deducted in exchange for (6) credit hours studied at another university and has been recognized for the student within the study plan.										
Article (19)	A. In addition to the hours mentioned in Article (18), the student may study a semester not exceeding (9) credit hours in a similar program at one of the German partner universities, provided that: 1. A prior approval of the dean based on a 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 German partner universities shall be registered at the university. B. In the event that there are joint programs with a German university, other semesters may be studied at the partner German university, according to the terms of the memorandum of understanding.										
Grades and exams											
Article (20)	A. The passing score in each course of the Master's program shall be 70%, including remedial courses. B. The student's general average shall be determined according to the cumulative average, according to the following table: <table border="1" data-bbox="581 1455 1226 1808"> <thead> <tr> <th>Score</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 Honor's grade</td></tr> </tbody> </table> C. The minimum GPA for obtaining a master's degree is (very good).	Score	Average	70 – less than 76	Good	76 – less than 84	Very good	84 – less than 92	Excellent	92 – 100	Excellent with Honor's grade
Score	Average										
70 – less than 76	Good										
76 – less than 84	Very good										
84 – less than 92	Excellent										
92 – 100	Excellent with Honor's grade										

	D. The result of (pass), or (fail), shall be monitored for remedial courses, the comprehensive exam, and the thesis.
Article (21)	A. The student may, for the purposes of raising the cumulative average, re-study no more than (6) credit hours, which the student has succeeded throughout the duration of study, and the later mark shall be recognized for the student, and the former mark shall not be included in the student's cumulative average, and it remains visible in the student's academic record. B. If the student fails at an elective course the student may re-study it, or study another elective course, according to the plan, and in this case, the mark of the former course shall not be included in the student's cumulative average, and remains visible in the student's academic record.
Article (22)	A. The student can submit a request to the dean 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. B. The department committee reviews the grade in the presence of the course instructor, and the dean approves the result of the revision, based on the placement of the school committee, no later than the end of the second week of the semester following the semester in which the student submitted the revision request.
Article (23)	The distribution of marks for master's courses shall be as follows: A. Allocating (60%) of the course mark for semester works. B. Allocating (40%) of the course mark to the final exam. 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 courses' marks that are predominantly practical or research may be approved.
Monitoring and dismissal	
Article (24)	The student shall be placed under probation by obtaining an academic warning, if the student's cumulative average is less than very good in any semester, and the student must remove the probation status within a maximum period of two semesters after that semester.
Article (25)	The student shall be dismissed from the master's program in the following cases: A. If the student fails in two or more courses in the same semester.

	B. If the student fails in three or more courses of the study plan during the study period. C. If the student fails the same course three times. D. If the student's cumulative average is less than (very good) at the end of the two consecutive semesters following the probation. E. If the student's cumulative average is less than (70%) in any semester. F. If the student is unable to successfully complete the requirements for obtaining the required academic degree within the time period allowed in these instructions. G. If the student fails the comprehensive exam twice. H. If the student fails the thesis defense. I. If the department committee submits a report to the dean, based on a report from the student's supervisor, stating the student's non-compliance, or inability to write the thesis. J. If the student commits a violation that requires his/her dismissal according to the regulations and instructions in force at the university, then the student is not entitled to join any other program.
Article (26)	The Council may, upon a placement of the school committee and the recommendation of the department committee, allow a student who has been dismissed due to any of the cases referred to in paragraphs (h) and (i) of Article (25) to continue in the program with the aim of obtaining a higher diploma in the field according to the following conditions: A. The student's cumulative average, upon dismissal, shall not be less than (very good). B. To complete the requirements for obtaining a higher diploma within the two semesters following his dismissal from the program, as a maximum. C. The maximum period for obtaining a higher diploma shall be consistent with the maximum period for obtaining a master's degree referred to in Paragraph (c) of Article (11). D. A student dismissed from the program, who has a continued registration status for granting a higher diploma, may not be awarded a master's degree, regardless of the student's cumulative average.

Article (27)	Subject to the provisions of Article (26) of these Instructions, a student dismissed from the program shall not be allowed to return to the same program.
Perseverance	
Article (28)	A. If the student's absence exceeds (25%) of the total hours scheduled for any course, the student shall not be allowed to sit for the final exam, and the student shall be considered withdrawn from that course, by a decision of the dean based on the placement of the course instructor. B. If the student is absent from the announced final exam with an excuse accepted by the dean after consulting the course instructor, a mark of (incomplete) shall be recorded for the student, and the student and instructor shall be notified about this, for the purposes of conducting a make-up exam no later than the end of the second week of the semester in which the student is enrolled in the study. C. The excuse due to illness 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 excuse's demise. D. If the student is not able to remove (incomplete) results, the marks obtained from the semester work shall be credited for the student.
Withdrawal	
Article (29)	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) regarding the courses from which the student withdraws shall be recorded in the student's academic record. B. The number of registered hours for 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. C. If the student's absence exceeds (25%) of the scheduled hours in each of the courses registered in the semester with an excuse accepted by the council, then the student shall be considered as withdrawn from all the courses, and default postponed for that semester. D. The student may withdraw from all enrolled courses in the semester with the approval of the dean based on a placement from the school committee, and a recommendation from the department committee, provided that the

	withdrawal request shall be submitted within the period mentioned in paragraph (a) of this article, and in this case, the student shall be considered default postponed for that semester. E. A student is not allowed to withdraw from the first semester of his/her enrollment in the program, otherwise the student shall be deemed to lost-seat at the university. 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 final exams.
Article (30)	A. If a student withdraws from any course during the add/drop period, the fees of the student shall be allocated, and if the student withdraws thereafter, the full credit hour fees for that course will be deducted. B. If a new student or a student enrolled in a semester withdraws from the university and informs the university in writing, the fees of the credit hours for which the student is enrolled shall be allocated according to the following mechanism: 1. The full credit hours fees shall be allocated to students who withdraw before the start of the study. 2. (50%) of the credit hours fees shall be allocated to students who withdraw during the first week of study. 3. No amount of fees will be allocated for students who withdraw after the end of the first week of study. C. The fees of credit hours registered in the semester shall be refunded to the student or his/her family by a decision of the Deans Council in any of the following cases: 1. The death of the student during that semester. 2. If the student's health condition does not allow the 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. D. The fees of the credit hours registered in the semester shall be allocated to the student if his/her health condition does not allow to continue his/her studies in a semester, by a decision of the Deans Council based on a report approved by the university doctor. E. University services allowance or semester fees are not credited or refunded.

	F. In any case, the hour fees shall not be refunded until the completion of the clearance approved by the university.
Postponement	
Article (31)	A. The student may, with the approval of the dean postpone his/her studies for two semesters in his study duration, and these semesters shall not be counted within the maximum period for obtaining the degree, and the summer semesters shall not be counted for this purpose. B. Students who are postponing their studies must have spent at least one semester in the program in which they are enrolled. C. The postponement request shall be submitted to the dean before the start of study, and if the student is in the stage of preparing the thesis, the dean shall seek the opinion of the supervisor. 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 counted within the maximum limit for obtaining a master's degree referred to in paragraph (c) of Article (11) shall not be counted.
Interruption	
Article (32)	A. If the study begins in any semester, and the student is not registered or postponed for that semester, the student shall be deemed to have dropped out of study and lost his/her seat, and the student's 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. B. A student may not interrupt the study with an acceptable excuse for more than two consecutive semesters
Article (33)	A. If a student drops out of studies for one semester or more without an acceptable excuse as stated above, his registration at the university is canceled and he/she is considered to have lost his seat, and the student has to submit a new application for admission. B. If the student is accepted in his previous major, he will keep his full academic record. C. In the event that the study plan in force upon the student's return differs from the plan on which he studied, or if he/she is accepted in another major, one semester is

	deducted from the maximum study period for every (6-12) credit hours of the courses that are calculated for the student. D. The period of interruption from studies may not exceed two years.
Supervision	
Article (34)	A. The student must apply for the appointment of a supervisor for his/her thesis during the first semester of joining the program on the thesis track. B. If the student submits a request for transfer from the comprehensive exam track to the thesis track in accordance with the provisions of Article (16) of these instructions, the student shall attach a request to appoint a supervisor for his thesis with the transfer request. C. The Council shall issue a decision approving the appointment of the supervisor, based on a placement from the School Committee, and a recommendation from the Department Committee.
Article (35)	A. The student cannot submit the thesis (Proposal) before obtaining approval for the request to appoint a supervisor for his thesis. B. The student shall submit the research project subject of his thesis before the end of the second semester of joining the program. C. The student who transferred to the thesis track shall submit to the department concerned the research project subject of the thesis before the end of the consecutive semester of his/her transfer to the thesis track. D. The student is eligible with the approval of the Dean, a placement from the School Committee, a recommendation from the Department Committee, and a suggestion from the supervisor, to be granted an additional semester to submit the research project subject of the thesis. E. If the student is unable to submit research project subject of the thesis within the time period specified in this article, the student is considered withdrawn from the program or shall be transferred to the comprehensive exam track, upon his/her request, and with the approval of the Dean, and a placement from the School Committee, and a recommendation from the Department Committee, taking into account the provisions of Article (16) of these instructions.
Article (36)	A. The student presents the research project subject of the thesis to the department committee and defends it in the presence of the supervisor, and the graduate students are allowed to attend.

	B. The Council shall issue a decision approving the title of the thesis and its research project, based on a placement from the School Committee, and a recommendation from the Department Committee. C. The student cannot register the credit hours of the thesis before or during the semester in which the student assigns a supervisor for his/her thesis, or if the student's GPA is less than (very good). D. The credit hours of the thesis shall be registered upon the approval of the Dean, based on the recommendation of the main supervisor.
Article (37)	The main Supervisor shall: A. Be a faculty member at the university or one of the German partner universities. B. Be a full-professor or an associate professor and has two published research papers or been accepted for publication in referee and classified scientific journals, or refereed books in the field of specialization, in the last (5) years. C. An assistant professor could supervise master's theses, provided that he/she has published two research papers or are accepted for publication in scientific journals that are tested and classified, or books in the field of specialization in the last (3) years.
Article (38)	The Dean may nominate a co-supervisor from the faculty of the university or one of the German partner universities if he/she holds a PhD, upon the placement of the school committee, the recommendation of the department committee, and a suggestion from the supervisor. In special and justified cases, the co-supervisor may be from another university.
Article (39)	A. The maximum number of theses supervised by a faculty member at the university as a main supervisor at the same time shall be according to the academic rank; (6) theses for full- professor, (4) theses for associate professor, and two (2) theses for assistant professor. B. The maximum number of theses in which a faculty member is a co-supervisor at the same time shall be according to the academic rank; (6) theses for full- professor, (4) theses for associate professor, and (2) theses for assistant professor.
Article (40)	A. The load for the single supervisor shall be counted for each thesis supervised with (1) credit hour per semester, starting from the beginning of the semester following the semester in which he/she is assigned as a supervisor, and shall

	not exceed more than three semesters, and in the event that there is a co-supervisor, the credit hour shall be equally divided between both of them. B. The maximum supervision load for a faculty member at the same time according to the academic rank shall be (6) credit hours for a full- professor, (6) credit hours for an associate professor, and (3) credit hours for an assistant professor.
Article (41)	A. It is permissible, for justified reasons, to change the supervisor without changing the research project subject of a thesis, subject to the approval of the student's current supervisor, in the same manner in which the current supervisor was appointed, and in this case the load of the new supervisor shall be deducted from what was calculated for the previous supervisor. B. It is permissible, for justified reasons, to change the supervisor and the research project subject of the thesis, subject to the approval of the student's supervisor, or to change the research project subject of the thesis only, in the same manner in which he/she was appointed, or in the same manner that the research project subject of the thesis was approved no later than the end of the fourth semester of the student's enrollment in the program, and the grade of (withdrawn) shall be recorded for all hours of the thesis that the student registered before changing the research project subject of the thesis. C. With the approval of the Dean, a placement from the School Council, and a recommendation from the Department Committee, based on a suggestion from the supervisor, and justified reasons, the title of the research project subject of the thesis may be modified. D. The Council shall decide on any disputes between the supervisor and the student.
Article (42)	The Council, based on a placement from the School Committee and a recommendation from the Department Committee, approves that the faculty member who has a sabbatical leave, deputation, secondment, or unpaid leave, or whose service at the university has ended, continues to supervise the student's thesis, or participate in supervision.
Thesis	
Article (43)	A. The student prepares the thesis under the supervision of the supervisor and the co-supervisor if any, and after completing its preparation, the supervisor shall prepare a report on the scientific and linguistic readiness of the thesis and its application to scientific integrity.

	B. The quotation percentage in the thesis shall not exceed (30%) using the citation detection software approved at the university. C. The student grants the university in writing the right to use the thesis in whole or in part, for the purposes of research and scientific exchange.
Article (44)	A. The master's thesis shall be written in English or German for majors that requires that. B. Two abstracts shall be attached to the thesis, one in the language of the thesis, and the other in Arabic so that none of the abstracts exceed more than (350) words. C. The abstracts shall include no more than (10) Key Words for the purposes of thesis indexing.
Article (45)	A. The cover of the thesis shall be according to the form prepared by the Deanship of Graduate Studies, and shall include the following: 1. 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. Thesis title. 6. The name of the applicant as officially registered at the university. 7. The following statement: <i>A Thesis Submitted in Partial Fulfillment of the Requirements for the Degree of Master of Science/Arts in the German Jordanian University</i> 8. Name of the supervisor, and co-supervisor, if any. 9. Date of defense. B. The title page shall be according to the form prepared by the Deanship of Graduate Studies, and shall include the following: 1. 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. Thesis title. 6. The name of the applicant as officially registered at the university. 7. The following statement: <i>A Thesis Submitted in Partial Fulfillment of the Requirements for the Degree of Master of Science/Arts in the German Jordanian University</i>

	8. Name of the supervisor, and co-supervisor, if any. 9. Names of the defense committee. 10. Date of defense.
Article (46)	A. The thesis shall be printed on A4 paper. B. The thesis shall be written in (Times New Roman) font, and the font size shall be (12 points) for Latin characters, and (14 points) for Arabic characters. C. Leaving a space and a half between the two lines. D. Leaving a margin of (3.5) cm on the left of the page, and each of the other margins shall be (2.5) cm. E. The program follows one method in organizing the parts of the thesis, according to the methods of scientific research, developing footnotes, and fixing references and indexes, according to models prepared and distributed by the school committee to graduate students. F. If the thesis contains maps, images, tables or any other data or drawings, the materials used shall be of a type to remain in good condition and be identical in all copies of the message.
Article (47)	A. The student shall hand in two hard copies of the thesis at the Deanship of Graduate Studies, signed by the members of the defense committee after making the amendments requested, and they shall be bound according to the specifications of the university library. B. One copy shall be sent to the school and one copy shall be sent to the university library. C. The student shall hand in to the Deanship two soft copies of the thesis, written data, and programs, etc., on two computer disks integrated with the specifications requested by it, and one of the copies shall be sent to the university library, and the handing-in shall be duly documented. D. The student and the supervisor submit an acknowledgment that the content of the hard copies and soft copies are identical. E. The Deanship, in coordination with the University Library, publishes university theses on the library's website, and they may be published on a local, regional or international database, in agreement with one of the publishers.
Thesis Defense	
Article (48)	A. The dean of the faculty addresses the dean to proceed with the defense procedures, based on the placement of the faculty committee and the

	recommendation of the department committee, with an electronic copy of the thesis attached. B. The dean nominates an external referee, and a copy of the thesis is sent to him/her, with the names of the student and the supervisor anonymous; for the purposes of expressing his opinion in writing regarding its validity for discussion, according to the form prepared by the Deanship for this purpose, provided that the referee is one of the specialists in the subject of the scientific thesis, and one who holds the rank of professor, and that the period of arbitration does not exceed (4) weeks. C. In light of the external referee's report, and after consulting the supervisor's opinion, the dean issues a decision specifying the date of the defense and the members of the defense committee. D. The thesis shall be delivered to the defense committee members (4) weeks prior to the date of defense. H. If the external referee expresses an opinion that the thesis is not valid for discussion, the thesis is returned to the student, and he has the right to submit it again in the next semester.
Article (49)	The defense committee shall consist of: A. Supervisor / head. B. Co-supervisor (if applicable). 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 field of the subject of the thesis.
Article (50)	The thesis defense shall be as follow: A. The student shall present a summary of the thesis 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: 1. Passed without amendments.

	2. Passed with minor amendments, and in this case, the student shall amend the thesis 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, and in this case the student must amend the thesis within a period not exceeding four months from the date of the defense and re-defend it, and the student shall be considered passed, if the defense committee approves the thesis, otherwise the student is considered as failed. 4. Fail In this case, the Council considers, based on a placement from the School Committee, and a recommendation from the Department Council, to grant the student a higher diploma in postgraduate studies. C. The decision of the defense committee is approved by the council. D. The defense shall take place in the presence of the head of the department in which the thesis was prepared, and a proctor with the rank of full professor selected by the dean, and each of them shall prepare a report on the progress of the defense to be submitted to the Deanship. E. The deadline for discussing master's theses is the end of week (14) in either the first and second semesters or the end of week (5) in the summer semester.
Article (51)	A. The student shall defense the master's thesis during the three semesters following the semester in which the research project subject of the thesis gets approved, and if the student is unable to deem accordingly, the student is considered as failed in the thesis. B. With the approval of the Council, the placement of the School Committee, the recommendation of the Department Committee, and justified reasons, the deadline for the thesis defense may be extended for a fourth semester. C. The student cannot discuss the master's thesis in the semester in which the student receives the approval of his research project, and the defense can take place in the following semester. D. The student under probation cannot discuss the master's thesis.
Article (52)	A. The student's graduation from the thesis track requires proof of sending a research paper prepared by the student through the research he carried out with his/her supervisor to a specialized international scientific journal with classification, and indexed in one of the following international databases: • Web of Science (Clarivate) • Scopus • EBSCO • EconLit • ERA

	B. Considering that all specifications of that journal are followed, the student is required to prove that his/her research paper has been accepted for review (under review) in the journal. C. The requirement to send a research paper for publication in a specialized international scientific journal may be replaced by the publication (or acceptance of publication) of a scientific paper in the proceedings of a specialized international conference, taking into account following all the specifications of that conference.
Comprehensive Exam	
Article (53)	The comprehensive exam is of a comprehensive and integrative nature in order to measure the student's ability to link the various basic and advanced concepts that he/she has acquired from various knowledge fields and use them in solving scientific and applied problems in his/her field of specialization.
Article (54)	A. The comprehensive exam committee shall be formed from faculty members specialized in the subject of the exam, to develop questions and correct answers, provided that the dean decides to form the committee based on a placement from the School Committee, and a recommendation from the Department Committee. B. The process of preparing and correcting the comprehensive exam shall be limited to faculty members specialized in the subject of the exam, who hold academic ranks not less than associate professors from the university staff.
Article (55)	With regard to the comprehensive exam, the Department Committee shall undertake the following: A. Organizing the exam and managing its affairs. B. Determining the areas covered by the comprehensive exam and proposing the necessary references and readings. C. Recommending the results of the comprehensive exam to the School Committee to review and recommend its results to the Dean for approval.
Article (56)	The duration of the comprehensive exam shall be (4) hours, and the exam shall be held during the first three weeks of the beginning of each semester, including the summer semester.

Article (57)	A. The student applies for the comprehensive exam after completing the required courses, provided that his/her cumulative average is not less than (very good). B. If the student fails the comprehensive exam, the student can sit for the exam only for a second time on the date of the next exam, and if the student fails it, he/she will be awarded a higher diploma in graduate studies. C. The student's result in the comprehensive exam shall be recorded in his transcript with the words (pass) or (fail) every time the student submits to the exam.
Article (58)	If the student fails the comprehensive exam, the Council may extend the maximum limit for obtaining a master's degree for one semester, for the purposes of re-qualifying for the comprehensive examination.
Granting Master's Degree	
Article (59)	A. The master's degree shall be granted by a decision of the Deans Council, based on a placement from the Council and a recommendation from the two councils: the school and the department, and on their scheduled dates. B. The minimum overall grade for a student according to the cumulative average for obtaining a master's degree shall be (very good). C. Whoever completes the requirements for obtaining a master's degree obtains from the university a certified transcript, an attested certificate, and a diploma supplement, after completing the clearance procedures from the university.
Granting Higher Diploma	
Article (60)	A. Subject to the provisions of Article (11) of these Instructions, the granting of a higher diploma certificate to students enrolled in one of the master's programs/thesis tracks shall be considered in one of the following cases: 1. If eight semesters have passed since the start of the regular study in the program, and the student is unable to defend the thesis, noting that the summer semester shall not be considered a semester for this purpose. 2. If the student fails in the defense of the thesis. 3. If the School Committee, based on the recommendation of the Department Committee, submits a written report based on a report from the student's supervisor stating the student's inability to write the thesis.

	B. A higher diploma certificate for students enrolled in one of the master's programs / comprehensive exam track in one of the following cases: 1. If eight semesters have passed since his enrollment in the program, and the student was not able to take and pass the comprehensive exam, noting that the summer semester shall not be considered a semester for this purpose. 2. If the student fails the comprehensive exam twice.
Article (61)	A. To grant a higher diploma to the student (thesis track), the student shall study all compulsory and elective courses, pass them, and obtain at least a cumulative average (very good). B. To grant a higher diploma to the student (comprehensive exam track), the student shall study all compulsory courses, pass them, and obtain at least a cumulative average (very good).
Article (62)	A. The Higher Diploma shall be granted by a decision of the Deans Council, based on a placement from the Council, and a recommendation from the two councils: school and department, and on their scheduled dates. B. The minimum overall grade for the student according to the cumulative average for obtaining the higher diploma shall be (very good). C. Whoever completes the requirements for obtaining a higher diploma degree obtains from the university a certified transcript, an attested certificate, and a diploma supplement, after completing the clearance procedures from the university.
Teaching Assistant Grants and Research Assistant Grants	
Article (63)	The University Council approves the allocation of an annual amount in its budget for grants and rewards for its graduate students, based on a placement of the Council from the recommendations of all councils and departments.
Article (64)	The grants mentioned in these Instructions shall consist of: 1. Teaching Assistant Grant. 2. Scientific Research Assistant Grant.
Article (65)	The conditions to be met to apply for the grant are as follow: A. Average:

	1. The applicant's cumulative GPA shall not be less than (excellent) for graduate studies students at the university, and the student shall not have been enrolled in the university for more than two semesters, except for the summer semester. 2. The cumulative average of the bachelor's degree for the applicant from the new students applying for admission to graduate programs at the university shall not be less than (excellent). B. The student shall not have been subject to any disciplinary penalty. C. The student shall not be committed to any other party. D. The student shall not receive any other grant from the University. E. The student shall not receive any other grant from outside the university, under which the student receives a financial reward, and performs other tasks, except for studying at the university. F. The student shall commit to study full-time, and to commit to work at the university, and carry out the tasks assigned to him/her for the entire duration of the grant.
Teaching Assistant Grant	
Article (66)	The Teaching Assistant Grant is a grant provided by the University to outstanding students who are willing to work as teaching assistants in the academic departments at the university, according to the student's major and experience, and the duration of the grant shall be two years, including the two summer semesters, and the grant includes the following: A. Credit hour fees for the student with a maximum of (9) credit hours for the study semester and (6) credit hours for the summer semester, and the number of hours of the study plan as a maximum. B. A reward of (480) JD per month subject to regulations and instructions.
Article (67)	Subject to the provisions of Article (65) of these Instructions, teaching assistant grants could be provided to new students from the first semester of their enrollment in the program, provided that their cumulative average in the bachelor's degree shall not be less than (excellent), and priority shall be 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.
Article (68)	A. The student awarded the Teaching Assistant Grant is obligated to work in an academic department as a teaching assistant, part-time (30 hours per

	week) of which (9-12) hours in teaching, or supervising laboratories during the semester, including the summer semester. B. The tasks assigned to the grant student include correcting semester work, participating in the proctoring of exams for undergraduate students, and contributing to the development of leadership and innovation at the university. C. The grant shall be renewed based on a performance report from the department head and the faculty dean submitted to the deanship two weeks before the start of the study in the semester following the grant semester. D. Notwithstanding the provisions of this Article, the President may assign the teaching assistant to perform any other tasks.
Article (69)	A. Schools shall provide the Deanship with the number of teaching assistant 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 recommendation shall be sent to the President of the University for approval according to the allocations allocated for grants in the budget. B. The Deanship announces grants for all master's students at the university, and students applying for admission to any of the master's programs at the university, three months before the start of the academic year. C. The applications for grants shall be submitted to the Deanship. D. The Council issues a decision approving the names of the candidates for the grant, based on a placement from the School Council, and a recommendation from the Department Council incubating the grant.
Scientific Research Assistant Grant	
Article (70)	The Scientific Research Assistant Grant is a grant provided by the university to outstanding students to work, as research assistants in research projects carried out by researchers from faculty members at the university, according to the student's specialization and experience, and the duration of the grant shall be one year (12) months, and the grant shall include the following: 1. Credit hour fees for the student with a maximum of (9) credit hours for the semester, (6) credit hours for the summer semester, and the number of hours of the study plan as a maximum. 2. A reward of (480) JD per month subject to regulations and instructions.

Article (71)	The student awarded the Scientific Research Assistant Grant shall be committed to working on a part-time research project (30) hours per week.
Article (72)	A. The Deanship of Scientific Research shall provide 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. B. The Deanship shall announce the research assistant vacancies for all master's students at the university, and students applying for admission to any of the master's programs at the university. C. Applications for the grants shall be submitted to the Deanship. D. The Dean shall issue a decision approving the names of the candidates for the grant, based on the recommendation of the main author in the research project, and the placement of the Dean of Scientific Research. E. The grant shall be renewed each semester 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 semester. F. The grant allowance shall be issued monthly according to the regulations and instructions.
Article (73)	A. The student applying for either grant must provide a financial guarantee specified by the Financial Department, equivalent to the value of the grant for a one-semester fee of (9) credit hours + (4) months' reward. B. If it is decided to suspend the grant during the semester and before the student completes the tasks assigned to him/her in that semester for any of the reasons stipulated in Article (75), the financial guarantee becomes a right of the University.
Article (74)	The student who receives either grant shall bear the credit hour fees for the courses from which the student withdraws or fails.
Article (75)	The grant shall be suspended by a decision of the Dean in any of the following cases: A. If the student who receives a grant (teaching assistant) does not commit to the teaching tasks or any other tasks assigned to him/her, or he/she showed incompetence, upon a placement from the School Council, and a recommendation from the Department Council incubating the grant. B. If the student who receives a grant (scientific research assistant) does not commit to the tasks assigned to him/her or he/she showed incompetence, upon the

	placement of the first author, and the recommendation of the Dean of Scientific Research at the university. C. The cumulative GPA of the grant recipient is lower than (excellent) for two consecutive semesters or (very good) in any semester. D. Postponing study or withdrawing from the university. E. The student receives a disciplinary penalty of a warning level or higher. G. Canceling the student's registration or dismissing the student from the program or from the university. H. The student commits to working outside the university.
	Academic misconduct
Article (76)	The university may cancel the awarded master's degree in the event that it is proven that serious scientific misconduct has occurred committed by the student, which includes any of the following: A. Prove of cheating or scientific plagiarism in the master's thesis. B. Prove of cheating in the comprehensive exam. C. Prove of falsification of data in the master's thesis. D. Prove that a third party wrote parts of the thesis. E. Prove that a third party has carried out any work related to the thesis without the consent of the supervisor.
Article (77)	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. B. If, based on the report of the verification committee, the Council deems the evidence conclusive and is convinced of the reasons for the cancellation of the grade, the Council shall submit its recommendation to the Deans Council for study and take the appropriate decision. C. Degree cancellation procedures must begin within (3) months of the Deanship receiving documented evidence of fatal scientific misconduct.
Article (78)	In the event of scientific misconduct committed by the student in any of the course work the student is studying at the university, the student shall be considered as failed in that course.

Article (79)	If any scientific papers extracted from the master's thesis are published, the student's name shall appear as the main researcher affiliated with the university, in addition to the name of the supervisor and the co-supervisor (If any), and in the event of failure, it is considered scientific misconduct for which the violating party is responsible.
Alternative Course and Equivalent Course	
Article (80)	If the possibility of a student's graduation on a compulsory course is interrupted because it is not offered, or because of a conflict that cannot be resolved in his study program, the Dean, based on a placement from the Department Committee, may approve that the student study another alternative course of the same level, provided that he/she notifies the Director of Admission and Registration this in writing, before the end of the add/drop period for that semester.
Article (81)	A. The student may, with the approval of the Dean, and a placement from 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 its content is similar to the content of the original course by no less than (80%). B. A larger number of equivalent courses may be calculated in the event of changing the study plan of the program, according to schedules approved by the Dean based on a placement from the School Council, and a recommendation from the Department Committee.
General Provisions	
Article (82)	The Council shall determine the minimum number of students enrolled in each of the courses offered in the program.
Article (83)	A. These instructions shall be applied on students admitted after the first semester 2022-2023. B. The Deans Council shall decide on cases not provided for in these instructions.
Article (84)	The President, the Dean, and the Director of Admissions and Registration are responsible for carrying out these instructions.

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	The following terms and phrases have the meanings specified below, unless the context indicates otherwise: The University: The German Jordanian University. The President: The President of the University. The Deanship: The Deanship of Graduate Studies at the University. The Dean: The Dean of Graduate Studies at the University. The school: Any of the University’s schools. The Department: Any academic department offering Higher Diploma programs. The Council: The Graduate Studies Council at the University. The Department Committee: The Graduate Studies Committee in the department. The School Committee: The Graduate Studies Committee in the school. The Program: The Higher Diploma program at the University. The Student: A Higher Diploma student. The Remedial Course: Any course at a level lower than the Higher Diploma, required to meet the knowledge base for the Higher Diploma program.
	Higher Diploma Programs
Article 3	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. 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. C. Each program’s study plan consists of: 1. Compulsory courses at least 15 credit hours. 2. Elective courses a maximum of 9 credit hours. 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.
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.

	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.
	Admission
Article 5	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: A. The number of students to be admitted to each program. B. The appropriate academic degree and majors required for admission to Higher Diploma programs. C. The minimum number of students to be admitted to any of the Higher Diploma programs.
Article 6	A. Applications for admission to Higher Diploma programs must be submitted during the period specified by the Council, accompanied by all necessary supporting documents. 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.
Article 7	The admission requirements for each program are detailed in its study plan and include: A. The student must hold a bachelor's degree from a recognized university, in accordance with the general policy for accepting students effective in Jordanian universities.. B. The student undergraduate's study must be regular study, with the exception of administrative, economic, humanities, and social sciences majors. C. The student's major must fall within the acceptable majors for the program they wish to join, as outlined in Article (5) paragraph (b). 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. D. 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. E. 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. F. A personal interview for applicants to be conducted.
Article (7) of these instructions has been modified in the decision of the deans' council no. (99/2024/2025) dated 22/1/2025. The old text: A. The student must hold a bachelor's degree with at least a "Good" grade (or equivalent) from a recognized university. B. Paragraph (B) was deleted "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.” C. Paragraph (C) has become (B) in which the old paragraph was “The student's undergraduate study must be regular study.	
Article 8	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. 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). C. If the student fails the preparatory program, their admission to the program is automatically canceled.
Article 9	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. 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.” 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.
Article 10	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)
Study Duration and Load	
Article 11	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. B. The minimum study duration required for the Higher Diploma is two semesters. 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. D. The summer semester does not count towards the minimum or maximum duration of study, nor for probation or warning purposes
Article 12	A. The minimum workload for a regular semester is 6 credit hours, and the maximum is 9 credit hours. B. The maximum number of credit hours for the summer semester is 6 credit hours.

	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.
	Transfer, Equivalency, and Course Calculation
Article 13	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. 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. C. One semester is deducted from the maximum study duration for each 6-12 credit hours counted in the new program.
Article 14	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. 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. C. The number of credit hours transferred cannot exceed 9 credit hours, and these courses do not affect the student's new GPA. 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.
Article 15	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. B. A student enrolled in a Higher Diploma program with focused majors (Sub) may transfer from one major to another within the University once. 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.
Article 16	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.
Article 17	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: A. Prior approval from the Dean based on the placement of the School Committee and a recommendation from the Department Committee. B. The student must not have had courses from another university counted towards their degree.

	C. The student must be currently enrolled or postponed at the university. 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.										
Article 18	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: 1. Prior approval from the Dean based on the placement of the School Committee and the recommendation of the Department Committee. 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. 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.										
	Grades and Examinations										
Article 19	A. A passing grade for each course in the high diploma program is 70%, including remedial courses. B. The student's overall grade is determined based on the cumulative GPA, according to the following table: <table border="1" data-bbox="633 940 1133 1163"> <tr> <th>Grade</th><th>Rating</th></tr> <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> </table> C. The minimum cumulative GPA required to earn the high diploma is (Good). D. Remedial courses are graded as either (Pass) or (Fail).	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										
84_Less than 92	Excellent										
92_100	Excellent with Honors										
Article 20	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. 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.										
Article 21	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. 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.										

Article 22	Grade Distribution for High Diploma Courses: A. 60% of the course grade is allocated to the semester's coursework. B. 40% of the course grade is allocated to the final exam. 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.
	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. 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. F. A student may permanently withdraw from the program, provided the final withdrawal request is submitted at least two weeks before the final exams.
Article 28	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. 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: 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. 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: 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. 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. E. No refund or credit is given for university services or semester fees. F. Under no circumstances are fees for credit hours refunded without completing the university's clearance process.
	Postponement
Article 29	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. B. A student requesting postponement must have completed at least one semester in the program they are enrolled in.

	C. The postponement request must be submitted to the Dean before the start of the semester. 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).
	Interruption
Article 30	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. B. A student may not interrupt their studies with an acceptable excuse for more than two consecutive semesters.
Article 31	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. 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. D. The period of interruption may not exceed two years.
	Awarding the High Diploma Degree
Article 32	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. B. The minimum overall grade required for obtaining the higher diploma degree, based on the cumulative GPA, is (Good). 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.
	Academic Misconduct
Article 33	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.
	Alternative and Equivalent Courses
Article 34	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.
Article 35	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. 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.

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)	The following words and expressions shall have the meanings assigned to unless the context indicates otherwise: The University: The German Jordanian University The President: The President of the University The Deanship: The Deanship of Graduate Studies at the University The Dean: The Dean of Graduate Studies at the University The School: Any of the schools of the University The Department: Any academic department that offers doctoral programs. The Council: The Council of Graduate Studies at the University The Department Committee: The Graduate Studies Committee in the department The School Committee: The Graduate Studies Committee in the School The Program: PhD program at the university The Supervisor: The supervisor of the doctoral dissertation of the student. The Student: PhD student

	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.
Doctoral Programs	
Article (3)	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. 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. C. The study plan for each program consists of the following: 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. 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.
	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. 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.
Acceptance	

Article (5)	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: A. The number of students admitted to each program. B. The appropriate degree, and the appropriate majors, for admission to doctoral programs. C. The minimum number of students admitted to any of the doctoral programs.
Article (6)	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. 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.
Article (7)	It shall be mentioned in detail the admission requirements for each program in its study plan, which include: 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). B. The study track of the student at the bachelor's and master's levels shall be regular. 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). 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. 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). 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%). G. Conduct a personal interview for applicants.
Article (8)	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. 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). C. In the event that the student fails to succeed in the qualifying program, his/her admission to the program shall be considered canceled.
Article (9)	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. 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). 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.
Article (10)	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).
Duration of study and academic load	
Article (11)	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. B. The duration of study spent by the student registered to obtain a doctoral degree shall not be less than (4) semesters. 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. 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.
Article (12)	A. The minimum study load in the regular semester shall be (6) credit hours, and the maximum (12) credit hours. B. The maximum number of hours studied by the student in the summer semester shall be (6) credit hours. 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.
Transfer, changing track, equivalency, and recognition of courses	
Article (13)	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. 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. C. One semester shall be deducted from the maximum duration of study for each (6-12) credit hours studied in the program from which the student transfers, and recognized for the student in the program to which he/she transferred.
Article (14)	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. 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. 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. D. The hours of the dissertation registered at the university from which the student is transferring shall not be counted. 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.
Article (15)	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. 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.

	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.
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)	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: 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)	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: 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)

- A. The passing grade in each course of the Ph.D. program is (70%), including remedial courses.
- B. The general grade of a student is determined according to the cumulative average, according to the following table:

Grade	Average
70 – less than 76	Good
76 – less than 84	Very good
84 – less than 92	Excellent
92 – 100	Excellent with honors

- C. The minimum GPA for obtaining a Ph.D. degree is (Very Good).
- D. Result (pass) or (fail) shall be recorded for remedial courses, for the cognitive proficiency exam, and for the dissertation.

Article (20)

- 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.
- 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.

Article (21)

- 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.
- 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.

Article (22)	The distribution of grades for doctoral courses is as follows: A. (60%) of the course grade shall be allocated to semester work B. (40%) of the course grade shall be allocated to the final exam 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.
Cognitive Proficiency Test	
Article (23)	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. B. The cognitive proficiency exam is held in the field of specialization and related knowledge, as the exam aims to measure the following: 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 C. The cognitive proficiency exam consists of two papers in two days, each takes at least (3) hours. 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.
Article (24)	The Department Committee shall: 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)	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. B. The student is given a grade of (pass) or (fail) in the cognitive proficiency exam every time the student takes the exam. 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.
Monitoring and dismissal	
Article (26)	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.
Article (27)	The student gets dismissed from the doctoral program in the following cases: 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 university, then the student is not entitled to enroll in any other program.
Article (28)	A student who has been dismissed from a program is not allowed to return to the program from which he was dismissed.
Continuity	
Article (29)	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. 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. 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. D. If the student is unable to remove the (incomplete) result, the grade obtained from the semester work will be assigned to the student.
Withdrawal	
Article (30)	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.

	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. 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 accepted by the Council, the student shall be considered withdrawn from all courses and duly postponed from that semester. 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. 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. 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.
Article (31)	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. 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: 2. The full credit hour fees shall be reallocated to students who withdraw before the start of the study 3. (50%) of the credit hour fees shall be reallocated to students who withdraw during the first week of study 4. No amount of fees shall be reallocated to students who withdraw after the end of the first week of study 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: 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. D. University services allowance or semester fees are not allocated or refunded. E. In any case, the fees of credit hours shall not be reallocated until the completion of the clearance approved by the university.
Postponement	
Article (32)	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. B. Those who postpone their studies shall have spent at least one semester in the program in which they are enrolled. 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. 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).
Interruption	
Article (33)	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. B. A student may not interrupt the study with an acceptable excuse for more than two consecutive semesters.

Article (34)	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. B. If the student is accepted in his/her previous major the student keeps his/her full academic record. 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. D. The period of interruption from the study shall not exceed two years.
Supervision	
Article (35)	A. The student shall apply for the appointment of a supervisor for his/her dissertation during the first semester of joining the program. 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.
Article (36)	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. 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. 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. 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.
Article (37)	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.

	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. 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). D. Dissertation hours shall be recorded with the approval of the Dean, based on the recommendation of the main supervisor.
Article (38)	The main supervisor shall meet the following conditions: A. To be a faculty member at the university or at one of the German partner universities. 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.
Article (39)	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.
Article (40)	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. 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.
Article (41)	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.

	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.
Article (42)	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. 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. 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. D. The Council shall decide on any disputes between the supervisor and the student.
Article (43)	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.
Dissertation	
Article (44)	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. B. The percentage of citations in the dissertation shall not exceed (30%) using the citation detection software approved at the university. 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.
Article (45)	A. The doctoral dissertation shall be written in English, or in German (for majors that require it). 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. C. The abstracts shall not include more than (10) keywords, for the purposes of indexing.
Article (46)	A. cover of the dissertation shall be according to a form prepared by the Deanship of Graduate Studies and includes the following: 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. B. The title page shall be according to a form prepared by the Deanship of Graduate Studies, which includes the following: 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. Names of the discussion committee. 10. Date of discussion.
Article (47)	A. The dissertation shall be submitted as a hard copy on A4 measuring paper. 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. C. Applying a space and a half between the two lines. D. Applying a margin of (3.5) cm on the left of the page and each of the other margins is (2.5) cm. 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. 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.
Article (48)	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. B. One copy shall be sent to the school and one copy to the university library. 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. D. The student and the supervisor submit an acknowledgment that the content of the hard copies and electronic copies are identical.

	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.
Dissertation Defense	
Article (49)	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)	The defense committee consists of: 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)	The dissertation defense shall be as follows: 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: 1. Pass without modifications. 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. C. The decision of the defense committee is adopted by the Council. 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. 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.
Article (52)	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)	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 specialized international scientific journal with classification, and indexed in one of the following international databases: • Web of Science (Clarivate) • Scopus
Awarding a PhD	
Article (54)	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. B. The minimum overall grade for the student as per the GPA for the doctoral degree shall be very good. 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.
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)	The grants mentioned in these Instructions shall consist of: A. Teaching Assistance Grant. B. Scientific Research Assistance Grant.
Article (57)	The conditions to be met to apply for the grants shall be as follows: A. Average

	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. 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). B. The student shall not have been subjected to any disciplinary sanction. C. The student shall not be committed to any other party. D. The student shall not be a recipient of any other grant from the university. 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. 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.
Teaching Assistance Grant	
Article (58)	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: 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. B. A reward of (600) dinars per month subject to regulations and instructions.
Article (59)	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.

Article (60)	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 supervising laboratories during the semester, including the summer semester. 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. 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. D. Despite what is stated in this article, the President may assign the teaching assistant to perform any other tasks.
Article (61)	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. 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. C. Applications for grants shall be submitted to the Deanship. D. The Council shall issue a decision approving the names of the candidates for the grant based on the placement from the School Committee and the recommendation from the Council of the Department incubating the grant.
Scientific Research Assistance Grant	
Article (62)	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:

	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. 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)	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. 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. C. Applications for grants shall be submitted to the Deanship. 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. 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. F. The grant shall be paid monthly according to the regulations and instructions.
Article (65)	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). 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.
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)	A. The grant shall be suspended by a decision of the Dean in any of the following cases: B. If the student who received the (Teaching Assistance Grant) does not comply with the teaching tasks or any other tasks assigned to 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. 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. 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. E. Postponing studies or withdrawing from the university. F. The student receives a disciplinary penalty of a warning level or higher. G. Canceling the registration of the student, or dismissing him/her from the program or from the university. H. The student commit to work outside the university.
Scientific misconduct	
Article (68)	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: B. Proven fraud or scientific plagiarism in the doctoral dissertation C. Proven falsification of data in the doctoral dissertation D. It is proven that a third party wrote parts of the dissertation E. It is proven that a third party has carried out any work related to the dissertation without the consent of the supervisor.
Article (69)	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. 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. 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)	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%). 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.
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.

Students' Evaluation of Teaching Bylaws
Issued by the Deans' Council in decision no. (47/2024/2025) dated
19/11/2024 and shall come into force as from its date

Article 1	Definitions: The University: The German Jordanian University. Council: The University Deans' Council. The President: The President of the University. The Dean: The Dean of the Faculty that offers the courses that are subject to evaluation. The Committee: The committee responsible for administering the evaluation formed by a decision from the Council and according to these principles. The Evaluation: Students' Evaluation of Teaching (SET) according to these bylaws.
Article 2	<u>Objective of the bylaws:</u> These bylaws aim to clarify the mechanism for dealing with the process of student evaluation of teaching (SET) at the university, encourage students to participate in the assessment, increase participation rates, raise the level of neutrality of the student, and protect the confidentiality and freedom of opinion so that the evaluation achieves its goals.
Article 3	<u>Composition of the Committee:</u> A. A committee called the Teaching Evaluation Committee shall be formed by a decision of the Council at the beginning of each academic year, headed by the President or one of his/her deputies, with the membership of two deans, the director of the Center of E-Learning and Academic Performance Improvement, a representative of students, and the functions of the secretariat shall be assumed by one of the employees of the Accreditation and Quality Department designated by the director of the department. The committee is responsible for implementing the teaching evaluation policies and procedures in force at the university, proposing their development,

	considering any topics related to the evaluation results, and submitting recommendations to the Council in a report as part of a quarterly report.
Article 4	<u>The process of students' evaluation of teaching during the semester:</u> A. During the tenth week of the study semester (the fourth week of the summer semester) or the period specified according to the university calendar, the committee announces to the students in a speech stressing the importance of the evaluation process and opening the electronic system for students' evaluation of teaching (SET) and starting the evaluation process for a period of one week, and faculty members and parties are notified of this. B. The Dean, in coordination with the department's heads, prepares a schedule that includes all courses in the faculty and distributes research and teaching assistants and course teachers (if necessary) as supervisors to manage the process of Students' evaluation by coordinating their visit to each division for 20 minutes at the beginning or end of one of the lectures during the evaluation period. C. When the evaluation supervisor visits the lecture hall (or electronic platform) to conduct the evaluation according to the scheduled date, the course instructor must leave the hall (or the electronic platform for courses taught electronically) and the evaluation supervisor reads the approved instructions text for students to access the electronic system and urge them to complete the evaluation (SET) using their smartphones or any appropriate devices. D. The text of the students' evaluation that the evaluation supervisor reads to students before the beginning of the evaluation process includes the following: 1. A statement that the system <u>does not allow any party to know the identity of the student participating in the evaluation, as the evaluation is highly confidential</u> and the identity of the participants in the evaluation is fully protected. 2. A statement that the system <u>enables the teacher to access only a final report of the evaluation results as statistical indicators</u> without knowing the identity of the participating students, in order to allow him/her to obtain feedback and discuss how to benefit from it with students for improvement. 3. A statement that the system <u>enables the administration and the concerned authorities at the university to view the final report of the statistics and results of the evaluation only</u> without knowing the identity of the participating students. 4. Demonstrate the importance of evaluation for the university and its <u>effectiveness to improve teaching and learning outcomes</u>. 5. Demonstrate the importance of evaluation for the teacher to <u>take feedback and improve the teaching process and decision-making</u> related to this. 6. The evaluation results will be studied and analyzed in detail and <u>appropriate action will be taken based on the results</u> of the evaluation. 7. Demonstrate the <u>importance of evaluation for the student to express himself/herself</u> and submit his/her suggestions regarding the educational

	process followed and raise any problems he/she faces in terms of teaching and learning. 8. The importance of the <u>participation of all students</u> in the evaluation process and that the high participation rate accelerates the process of discovering and solving any problems. 9. A statement that it is prohibited for any person, whether a teacher or teaching staff or administrative staff, students or from any party, to pressure, influence or direct students to make a positive or negative evaluation or help them with choices or writing during the evaluation process or before it for any reason. 10. Clarify to students that there is a place to write any private message (which cannot be seen by the teacher). 11. <u>Encourage students to be objective</u> when filling out the evaluation and informing them that they should report any attempts to influence their opinions by sending an email directly to the evaluation administration set@gju.edu.jo .
Article 5	<u>Discussion of students' evaluation of teaching during the semester:</u> A. After the end of the evaluation week, the committee addresses the students informing them that the evaluation process has ended thanking them for the responsible participation in it and that the body responsible for managing the evaluation will analyze the results and take appropriate actions and inform them that their teachers will only see the statistics and results of the evaluation as feedback and they may discuss them with the students for the purposes of development and improvement, and the teaching staff is notified of this. Students are also informed of the possibility of reporting any attempt to influence their opinions or promise to hold them accountable for any reason by sending an email directly to the Evaluation Department set@gju.edu.jo B. After publishing the results of the evaluation analysis to the teachers, each teacher sets an appointment within a week to discuss the students' evaluation outcomes and add the results of the discussion to the MyGJU system. C. During the discussion with students, the teacher should indicate the importance of evaluation to the teacher to take feedback and improve the teaching and learning process and put forward appropriate proposals and steps to improve the teaching and learning process, and emphasize the following: 1. The evaluation is highly confidential and treated objectively. Demonstrate the importance of evaluation for the university and the teacher as it affects the improvement of teaching and learning outcomes. 2. Demonstrate the importance of evaluation for the student to express himself/herself and submit his/her suggestions regarding the method of teaching followed and raise any problems he/she faces in terms of teaching and learning.

Article 6	<u>Students' evaluation for teaching after Final Exams Before publishing Final Grades:</u> A. After the final exam for any class and the recording of the students' final grades, the system prompts the students of that class to conduct a post-evaluation upon their entry into the MYGJU system. This allows them to review their final grades in any course before the designated time for publishing them (which is set for three working days after the end of the final exam period). B. The post-evaluation procedures shall include four questions in addition to an open-ended question to make things easier for the students.
Article 7	<u>Reports and presentation of results:</u> A. The MyGJU system enables users according to their authorities to review reports and results, considering the following: 1. The weighted average of the evaluation is calculated quarterly for each class, each teacher, for each academic department, for each faculty and for the university, and at the same time the average final marks of the students against each of them. 2. The system must prevent the student who withdraws or is deprived due to absence (his/her absence exceeds 15% of the lectures) to participate in the evaluation of that course. 3. Evaluation of laboratories, protocols, training, supervision, projects and the like shall not be included in the calculation of the weighted average of the evaluation. 4. The system allows for the issuance of a quarterly report that shows the weighted average of the evaluations for each class, each teacher, each department, and each school, along with the actual number of participants in the evaluation and the weighted average of the students' final grades for each of them. B. The head of the department concerned presents the average of general statistics (without the names of the teachers) as well as any observations from students that should be referred to and followed up on the department council during the first week of the next semester, and this is documented, including recommendations for improvement purposes, in the minutes of the department council meeting and submitted to the faculty council. C. The concerned Dean of the faculty presents the average of the faculty and general statistics (without names) to the faculty Council during the first week of the following semester.

	D. The committee presents the university's average, general statistics and comparison to the Council during the first week of the following semester. E. The committee makes recommendations each semester to issue letters of thanks to teachers who obtained a weighted average of evaluation 10% or more higher than the university average, taking into account a minimum number of students participating in the evaluation of teacher teaching on that semester, as well as recommending the attention of teachers who obtained a weighted average of evaluation less than 10% or more than the university average, taking into account a minimum number of students participating in the evaluation of teacher teaching on that semester.
Article 8	The committee will develop these principles within one year of their issuance by enhancing teaching evaluation methods through the introduction of the Peer Evaluation of Teaching (PET) method. This will occur after each semester in which the Student Evaluation of Teaching (SET) for the instructor declines, and at least once before any request submitted by the instructor is processed, such as transfers, promotions, or sabbaticals.
Article 9	The committee decides on cases not addressed in these principles.

**SAHL's German Language courses and German Year B1 exam
instructions**

Deans' Council No. (88/2024/2025)

Article 1	The GJUDaF exam will be the final exam for German V and the students must pass two parts of the B1 to pass the course.
Article 2	The GJUDaF exam will be the final exam for German VI and the students must pass the remaining two parts of the B1, they previously failed in German five in order to pass the course.
Article 3	German V and VI courses will be graded as Pass/Fail. Students become eligible to take the GJUDaF exam only after passing the semester work grade.
Article 4	In the event of passing 4 parts of the GJUDaF in German V, the students must still register for German VI, and pass it, they need to fulfill the required semester work grade, and they do not need to repeat the GJUDaF.
Article 5	Students may start their German year by achieving the conditions listed below: First: Passing at least three parts of the GJUDaF exam. In order to fulfill the requirements for the German year, students who pass German V with two parts may submit the third part from any of the following exams: GJUDaF, Goethe, and ÖSD. Second: In order to be eligible for the German year, a student must enroll in German VI and/or pass it on the same semester of application.
Article 6	In the event that students fail German VI because they did not complete the remaining parts of the GJUDaF exam, their grade will be marked as incomplete and the status on MYGJU shall remain as incomplete until they provide the School with a certificate demonstrating their completion of the remaining parts of the B1.

Article 7	To fulfill the requirements for passing German VI, students can retake the remaining parts of the GJUDaF exam in Germany or Jordan. The Goethe, ÖSD, Telc, OnSet, and GJUDaF certificates are all approved. These certificates can only be submitted after taking the GJUDaF final exam in German VI.
Article 8	These instructions apply to students admitted in the academic year 2024/2025 and after, unless stated otherwise in the future.

**English Language Proficiency Test Foundations for Graduate
Studies Students
at the German Jordanian University**

Article (1)	The following foundations shall be named “English Language Proficiency Test Foundations for Graduate Studies Students at the German Jordanian University” and shall be implemented at the beginning of the academic year 2017/2018.								
Article (2)	The English proficiency test shall be held at the German Jordanian University and shall be an equivalent to the international tests TOEFL and IELTS								
Article (3)	The test shall only be held for those interested in enrolling in graduate studies programs at the German Jordanian University.								
Article (4)	A committee shall be formed to place questions and supervise tests.								
Article (5)	The accredited marks by the Ministry of Higher Education and Scientific Research shall conform to any of the English Language Proficiency Tests as follows: <table> <tr> <th>Master’s Program Offered</th><th>Marks Equivalent to the International Tests</th></tr> <tr> <td>Engineering and all its programs</td><td>Not less than 75%</td></tr> <tr> <td>MBA and Institutional Engineering Systems</td><td>Not less than 65%</td></tr> <tr> <td>Logistics Management</td><td>Not less than 50%</td></tr> </table>	Master’s Program Offered	Marks Equivalent to the International Tests	Engineering and all its programs	Not less than 75%	MBA and Institutional Engineering Systems	Not less than 65%	Logistics Management	Not less than 50%
Master’s Program Offered	Marks Equivalent to the International Tests								
Engineering and all its programs	Not less than 75%								
MBA and Institutional Engineering Systems	Not less than 65%								
Logistics Management	Not less than 50%								
Article (6)	The university shall charge JOD 55 as test fees.								
Article (7)	A financial reward payment shall be paid for individuals responsible for the test as per the university regulations and laws.								
Article (8)	The deans council shall decide on cases that do not have an article in these criteria.								

The bylaws of training and temporary employment for graduates of the German Jordanian University within its organizational units

Article (1)	These bylaws are called " the bylaws of training and temporary employment of graduates of the German Jordanian University within its organizational units " and shall come into force from the date of their approval by the University Council in its decision no. (6/2023/2024) dated 14/12/2023.
Article (2)	The following words, wherever mentioned in these bylaws, shall have the meanings assigned to them below, unless the context indicates otherwise: The university: The German Jordanian University. The president: The President of the University. The organizational Unit: Any school, deanship, center, department, or office in the university. The dean: The dean of any school or deanship. The director: The director of any center, department, or office. The graduate: The person who obtained a degree from the university.
First: The purpose of training and employing university graduates:	
Article (3)	The university seeks to: A. To train and qualify a segment of graduates to enable them to enter the labor market with practical experience and skills, in addition to the academic degrees they obtained from the university. B. To target a distinguished category of graduates to meet the needs of the various organizational units in the university of qualified and capable trainees to employ them on a temporary, occasional, or seasonal basis on its qualitative, urgent, or developmental projects and activities. C. To keep a distinguished class of graduates in constant contact with the university and increasing their loyalty and belonging to the university.
Second: Conditions for the applying graduate:	
Article (4)	A. The graduate applying for the training and employment program is required to be: 1. Jordanian nationality. 2. Hold a bachelor's degree as a minimum from the university with a GPA no less than good. 3. Physically fit and capable of performing work and tasks.

	4. Has a good behavior and conduct. 5. Not convicted of a felony or misdemeanor involving moral turpitude. 6. Not employed or appointed by any other party, including the university's international or research projects. B. Despite what was stated in paragraph (A) of this article, the President may, in justified cases and in accordance with the needs of the university, approve the training and employment of graduates who do not meet the conditions of nationality and GPA specified above.
Third: The Provisions:	
Article (5)	A. Employment and training of graduates in any organizational unit in the university shall be purposeful and justified, with clear and specific tasks, and linked to qualitative and developmental projects within its action plans. B. The training and employment of graduates shall be based on a decision of assignment and with a reward issued by the President based on the provisions of Article (26) of the Employees Regulation at the university. C. Assignment for the purpose of training and employment shall be temporary for a period not exceeding six months, and the graduate may apply more than once to compete for vacancies offered within the training and employment program. D. The assigned graduate shall not be considered as an employee of the university staff, and the labor, social security and income tax laws shall apply to him/her, and the provisions of confidentiality of information, non-disclosure, and the government code of conduct disciplinary procedures and the preservation of the property and funds of the university are applied to him/her, and he/she shall be bound by all the legislation in force within the university campus. E. The assigned graduate shall be on probation for the first three months, and the university has the right to terminate his/her assignment at any time within the probationary period. F. The assigned graduate shall not be entitled to obtain unpaid leave or to subscribe to health insurance, housing funds or provident funds at the university, and the university is not obligated to appoint him/her after the end of the training period. G. Subject to the provisions of paragraph (B) of Article (4), the assignment decision is deemed null and void in the following two cases: 1. If he/she loses any of the conditions mentioned in Article (4) paragraph (A) of these bylaws. 2. If the assigned graduate does not start his/her work in a timely manner without justified reasons accepted by the university.
Article (6)	A. The amount of the monthly reward for the assigned graduate shall be (400) Jordanian dinars subject to legal deductions if it is paid from the allocations allocated in the university budget. B. The amount of the reward for the assigned graduate may exceed (400) Jordanian dinars subject to legal deductions and according to the value agreed upon with grantors or donors if those bodies paid the university those amounts.

Article (7)	A. If the period of assignment from the university or the assigned graduate ends or has been cut, the assigned graduate must hand over all tasks, information, documents, equipment, tools, covenants, etc. in a formal and written manner, and complete his/her clearance. B. After the end of the assignment period and with the approval of the dean or the director, the assigned graduate will be given a training and employment experience certificate issued by the university.
Fourth: Procedures:	
Article (8)	The organizational units, when preparing their annual budgets, shall determine their needs in terms of the number of graduates, and the periods and tasks for which they will be employed, and allocate the necessary allocations for that in the university budget.
Article (9)	A. The organizational unit shall submit requests for training and employment of graduates to the President, including the numbers, goals, justifications, clear and specific tasks, their relevance to its action plans, financial costs, availability of allocations, achievement reports mechanism, format and content of the announcement including majors, skills, required conditions, durations, working hours, wages, etc., in coordination with the Human Resources Department. B. After the approval of the president, the Public Relations and Marketing Department designs the announcement and publishes it on the electronic platforms of the university. C. The graduate shall submit an electronic application according to the approved form, attached with a resume, a cover letter, and two letters of recommendation from faculty members at the university. D. The President, with the recommendation of the Dean or the Director, shall form a committee headed by the Dean or the Director and the membership of an employee from the employees of the organizational unit and an employee from the Human Resources Department to sort the applicants' applications and prepare differentiation tables to prepare a mini-list and assign to the President the best candidates to be issued decisions assigning them duly.
Article (10)	A. The dean or director is responsible for following up the performance of the assigned graduate and the process of supervising him/her, including his/her completion of the requirements for starting work, activating an e-mail account, and all necessities to carry out his/her duties, and activating the fingerprint for proof of attendance to follow up on his/her commitment to attendance according to the bylaws of attendance and absence in force at the university. B. The Human Resources Department opens a record of assigned graduates at the university (including the name, place of work, nature of work, resume, academic certificate, letter of assignment, work embarkation, and achievement report of the graduate) to follow up on their performance and affairs.

	C. The president may terminate the assignment of any of the assigned graduates if he/she deems that the interest of the university requires that.
Article (11)	A. The organizational units submit in coordination with the Human Resources Department reports to the president indicating the extent of tasks completion and feedback to evaluate the experience. B. The president may suspend working on these bylaws due to lack of allocations or weak feedback indicators.
Article (12)	Cases that are not mentioned in these bylaws shall be referred to the president for a decision.
Article (13)	The president, deans and directors are responsible for applying the provisions of these bylaws.

Students Health Insurance Instructions
Issued by the Deans Council, Decision No. (9)
on 16/6/2008

Article (1)	These Instructions shall be called “Instructions for Students Health Insurance’ for the German Jordanian University and shall come into operation effective once approved by the president.
Article (2)	The following words and expressions, wherever appearing in these instructions, shall have the meaning assigned thereto unless the context indicates otherwise: The University: German Jordanian University Members: Any of the German Jordanian University Students enrolled for any degree or any program and the special study students. Fees: the assigned fees for the Student health insurance. The semester: It is the first semester, the second semester or the summer semester. Registered student : A student who registers and pays university fees. Treatment: Any medical services received by the Students such as: Hospitalization, clinical and laboratory examination, X-ray images, medical treatment, surgical operations, medicines and any other required treatments according to the provisions of these Instructions. Committee: Students Health Insurance Committee at the University.
Article (3)	A- Participation in health insurance is compulsory for all university students who are enrolled in it to obtain any degree or scientific certificate, and for private study students. B - Health insurance takes effect upon payment of university fees.
Article (4)	A- No student is exempt from the health insurance subscription fee, whatever the reasons, and it is not permissible to recover it. B- Inspection and treatment are carried out according to a valid health insurance card and university card. C- The treatment is personal, and it is not permissible to give the university card or health insurance card to anyone else.

Article (5)	The treatment in accordance with the provisions of these foundations includes all that is mentioned in the health insurance agreement concluded by the university with the insurance company.
Article (6)	A-The accredited hospitals or specialist doctors accredited to the medical network are reviewed by the students' clinic at the university and by an official referral from the doctor accredited to the clinic. B - Excluded from Paragraph A of this Article are injuries and cases that require immediate admission or treatment in the hospital's emergency department during holidays and outside official working hours.
Article (7)	Sick leave is approved for students by submitting it to the clinic doctor for approval within a period not exceeding three days from the date of its issuance or the disappearance of the medical case.
Article (8)	Dean's council shall make decision in respect of any problems caused by the implementation of these foundations.

**Instructions for the Student Parliament at the German Jordanian
University
of 2024 issued under Article (36) of the Jordanian Universities Law No. (18) of 2018**

Article 1	These instructions are refer to as “Instructions for the Student Parliament at the German Jordanian University”, and shall be effective upon approval of the University Council, decision No. (17/2023/2024) dated 21/2/2024.
Article 2	The words and phrases mentioned hereby shall have the meanings assigned to them below unless the context indicates otherwise: The university: The German Jordanian University. The President: The president of the University. The Deanship: The Deanship of Student Affairs at the University. The Dean: The Dean of the Deanship at the University. Student Parliament: It is a student council formed by the provisions of these instructions. It represents the students at the university and derives its existence from the will of the students through direct free elections for each academic year. It has financial allocations approved by the university, with the headquarters on the university campus. The Votee: A student registered at the university for regular study to obtain one of the academic degrees offered by the university, provided that the student is registered for the semester in which the elections are held. Candidate: Any voter whose candidacy for membership in the Student Parliament has been accepted under the provisions of these instructions. Voter: the person exercising the right to elect members of the Student Parliament under the provisions of these instructions. Member of the Parliament: The candidate who wins membership in the Student Parliament under the provisions of these instructions. Supreme Election Committee: The committee formed under these instructions to supervise and manage the Student Parliament elections. Subcommittees: Committees formed by decision of the Supreme Election Committee under the provisions of these instructions.

	University Electoral District: An electoral district at the university-level to which a number of seats have been allocated in the Student Parliament under the provisions of these instructions. School Electoral District: An electoral district at the level of each school to which a number of seats have been allocated in the Student Parliament under the provisions of these instructions. Electoral district: The university districts and the school districts. University List: The list comprising student candidates to run for the university's electoral district under the provisions of these instructions. School List: The list comprising candidates at each school to run for the school electoral district under the provisions of these instructions. The list: The university list and school list. Resolution percentage (threshold): A percentage that represents the minimum of share of the vote cast that a list must obtain to compete for one or more seats in the Student Parliament.
Article (3):	A. The Student Parliament aims at: 1. Shaping and refining students personality so that they're aware of issues and challenges and further deepening their sense of belonging to the university and the nation as a whole 2. Deepening democratic practice and constructive dialogue at the university, showing respect and tolerance of others opinions, and ensuring the broadening of their participation in all the activities and events 3. Contributing to overcoming the challenges faced by students and establishing a tradition of democratic dialogue among students and the exchange of opinion and advice, thereby boosting their intellectual behavioral and cultural level. 4. Striving to consolidate the concept of good citizenship and deepen national identity, rejecting sub-identities, exclusion, marginalization, manifestations of fanaticism, extremism, polarization, and tendencies that are offensive to national unity and harmful to the social fabric, and adopting a spirit of national responsibility. 5. Motivating university students to participate in volunteer activities, public service, political and party work, student sports, and activities; both artistic and social 6. Striving to consolidate the principles and concepts of the civil state, sovereignty and rule of law, democracy, justice, transparency, integrity, equality, accountability, and thoughtful and constructive institutional work.

	7. Proposing activities and events that enhance students' life skills, problem-solving skills, positive thinking, communication, programmatic and group work, team spirit, cooperation, and building joint teams among university students and staff. 8. Finding solutions and means to maintain communication between students and the local community on national initiatives, and issues of local, regional, and international public affairs. 9. Proposing solutions and means to keep the campus safe, eco- friendly, and interactive to improve the quality of the environment and life on campus by ensuring comfort for everyone using all the facilities including students, employees, visitors, and the local community.. 10. Helping students at the university submit proposals to solve their student-related issues within the laws, regulations and instructions, and creating policies and channels to provide advice, consultancy, guidance and assistance within the laws, regulations and instructions. 11. Raising the level of awareness among students of everything that takes place at the university, including activities, events, volunteer work, etc., and making it available to everyone. B. Members of the Student Parliament shall ensure the reputation and standing of the university and national institutions and preserve national capabilities and achievements. C. Members of the Student Parliament shall act responsibly and professionally while using the Internet and social media, and not subjecting the university to any risks concerning confidential and proprietary information and/or anything related to abuse, defamation, character assassination, and the adoption of rumors and lies. Publications shall not contain any content, words, or vocabulary that are unprofessional, inappropriate, or disrespectful, confidentiality, and copyrights, violate public morals or insults, show disrespect or discrimination, or conflict with university policies or applicable legislation.
Article (4):	A. The Student Parliament consists of members elected in an undisclosed and direct general election manner under the provisions of these instructions. B. The duration of the Student Parliament session is eleven months, starting from the date the President approves the election results. If the results are not approved within a week of the Supreme Election Committee issuing the final results, they shall be considered approved. C. The President, may (upon the recommendation of the Dean as a result of exceptional and justified circumstances), extend the session of the Student Parliament to a maximum of no longer than one cycle. D. Student Parliament elections shall be held every year. If for any reason, the election has not taken place at the end of the cycle or is delayed, the Student Parliament remains in place until new elections are held unless it is dissolved.
Article (5):	A. Every votee has the right to nominate him/herself for the Student Parliament elections, provided that he/she meets the following conditions: 1. Having a cumulative GPA should not be less than good at the time of running for elections. 2. Being a regular student at the university at the time of submitting the candidate application and throughout the membership in the Student Parliament.

	3. Having passed at least one semester since being admitted to university and having at least (30) credit hours remaining until graduation. 4. N being enrolled in the German Year or outside Jordan to complete the requirements of the German Year. 5. Cannot have been subjected to any disciplinary punishment or committed any violation that undermines honor and reputation for which there was a conviction by the judiciary. B. A payment of (50) Jordanian dinars must be made as a candidacy fee by the student applying to run for the electoral district and is to be credited to a special university account and disbursed from it for managing the election process. C. Every votee who wishes to nominate him/herself shall attach the following documents to his/her candidate application: 1. A university ID and student identification document issued by the Admission and Registration Department. 2. A financial receipt in the amount of the nomination fee. 3. A copy of a financial pledge of (100) Jordanian dinars as a security deposit signed by the candidate at the university Finance Department. 4. Non-conviction certificate.
Article (6):	At the beginning of each academic year, the President forms the Supreme Election Committee headed by the Dean, and members follows: A. Director of Admissions and Registration. B. Two faculty members nominated by the Chairman of the supreme Elections Committee. C. Head of the Student Bodies and Political Work section in the Deanship. D. A representative from the university digitalizing project or the Information Systems and Technology Center to provide technical support. E. One male and one female students named by the Chairman of the supreme Elections Committee, provided they are not candidates.
Article (7):	A. The duties of the Supreme Election Committee shall be as follows: 1. Announcement of nomination and election dates. 2. Approval of all electronic and paper forms for applications for candidacy, withdrawal, objection, seals, method of voting, records, and others. 3. Receiving and reviewing applications for candidacy and withdrawal and approval and announcing voter lists. 4. Reviewing candidacy applications and announcing a preliminary list of candidates' names. 5. Considering objections to nomination applications, making a decision and issuing the final approved list of candidates' names. 6. Announcing the methods, ways, duration and end of electoral campaign. 7. Announcing the polling day and the polling period. 8. Extending the voting period for no more than two hours if necessary. 9. Determining the method of conducting elections by direct secret ballot, paper or electronic.

	10. Taking the necessary measures to display the names of the lists and candidates for the final electoral districts on the university's website and any other media outlet. 11. Formation of subcommittees in each school headed by one of its faculty members and the membership of one of its administrative staff, appointed by the dean of the school and a representative from the deanship named by the dean. 12. Determining the polling centers for each school and any other matter related to the electoral process. 13. Completing the supervision of the Student Parliament elections, their management, and the integrity of the electoral process throughout its stages. 14. Submitting the final results of the elections to the President for approval. 15. Submitting recommendations related to the electoral process at the university to the president B. The Supreme Election Committee makes a final decision on the proposed issues by a majority vote of its current members. In the event of a tie, the vote of the Chairman of the Supreme Election Committee shall prevail. C. The Deanship undertakes all correspondence and coordination with the organizational units at the university to implement the decisions of the Supreme Election Committee. D. The Department of Internal Auditing and Control monitors the extent of compliance and implementation of the university's organizational units with the decisions of the Supreme Election Committee and submits reports thereon to the President.
Article (8)	A. The university shall be divided according to the number of existing schools into (8) electoral districts, in addition to the university's electoral district. B. To apply the provisions of these instructions, postgraduate students shall follow the school that offers the programs in which they are registered. C. Each school receives a number of seats proportional to the number of students in that school. The representation ratio is one representative for every (250) students, with no less than one representative for each school. D. One week after the start of classes b in the second semester, the Supreme Elections Committee issues a decision regarding the number of seats for the electoral districts for each school and the number of seats for the university's electoral district according to the number of registered students. E. The university's electoral district shall be allocated according to the closed proportional list system; a number of seats equal to (50%) of the seats allocated to the school's electoral districts, provided it is not less than (8) seats at the university level. F. The lists competing for seats in the university's electoral district shall be formed as follows: 1. It shall include a number of candidates not more than the number of seats allocated to the electoral district at the university level, and not less than half the number of school electoral districts. 2. It shall include at least one female student among the first three candidates, as well as at least one female student among the following three candidates.

	3. The list shall include a number of candidates distributed over at least half of the schools' electoral districts as a minimum.
Article (9)	A. Student Parliament elections shall be held during March of each year on a date determined by the Supreme Election Committee that will issue an announcement that includes all the terms, procedures, and details related to the elections. The President may postpone the date of elections upon the recommendation of the Supreme Election Committee. B. Nominations are open for three days only, and no application may be extended or accepted with any excuse after the end of the nomination period. C. All applications for candidacy, either soft or hard copy, from those who meet the candidacy requirements, shall be submitted to the Supreme Election Committee on the approved form, accompanied by the supporting documents and all required data under the provisions of these instructions. D. The Supreme Election Committee announces the initial list of candidates two weeks before the election date. E. Any candidate whose candidacy application has been rejected has the right to submit an objection to the Supreme Elections Committee within two days from the date of announcing the initial list. F. The Supreme Elections Committee shall decide whether to accept or reject the objections submitted, within two days from the end of the objection period, and its decision shall summarize the reasons for the response which is final. G. Candidates for school lists have the right to submit a withdrawal request before the issuance of the final approved list of candidates' names, and the nomination fees or nomination documents will not be refunded. H. The Supreme Election Commission issues the final lists of candidates a week before the polling date. I. It is not permissible to authorize, deputize, or delegate in all election procedures. J. The electoral campaign begins after the announcement of the final approved list of candidates' names. K. The Deanship, in coordination with the Department of Public Services, sets bylaws, conditions and specifications for electoral campaign that may be used and that takes into account civilized and environmentally friendly methods.
Article (10)	To implement the provisions of these instructions, electronic notifications are approved whether on the university's website, electronic platforms, or university e-mail, and the deanship is responsible for notifications related to these instructions, as the case may be.
Article (11)	A. Nomination for the school electoral district shall be as follows: 1. The candidacy application shall be submitted to the Supreme Elections Committee by the candidate on the form approved by the Supreme Elections Committee in writing or electronically and as previously announced, attaching to it the application for candidacy, supporting documents, and all required data. 2. The applicant for candidacy shall receive notification of receipt of his/her application. 3. The Supreme Election Committee announces a preliminary list of the names of the candidates whose applications have been accepted.

	4. The Supreme Election Committee shall respond to the applicant for candidacy if his/her application is rejected, provided this includes his/her right to object within the legal period in accordance with the approved objection form. 5. After deciding on the objections, the Supreme Elections Committee shall issue the final approved list of the names of the candidates. 6. The candidate may submit a withdrawal request before the final approved list of candidates' names is issued, and the nomination fees or nomination documents will not be refunded to him/her. B. Nominations for the university's electoral district shall be carried out according to the following: 1. The candidacy application shall be submitted to the Supreme Elections Committee by one of the candidates on the list, on the form approved by the Supreme Elections Committee, accompanied by the supporting documents and all required data. 2. All list members shall sign a form acknowledging their designation of one of the list's candidates as a representative of the list at all stages of the electoral process, and that all notifications sent to the list representative are considered correct and legal notification. 3. The application for candidacy shall be accompanied by a list of the names of the candidates, arranged according to the priority order to which the list agrees. This list shall be signed by all candidates. 4. The candidacy application submitted under the provisions of this article shall include a name or symbol chosen by the list and approved by the Supreme Election Committee. 5. The list representative applying for candidacy shall receive notification of receipt of his application. 6. The Supreme Elections Committee announces a preliminary list of the names of the lists whose applications have been accepted. 7. The Supreme Election Committee shall respond to the representative of the list applying for candidacy if his/her application is rejected, provided that this includes his right to object within the legal period under the approved objection form. 8. After deciding on the objections, the Supreme Elections Committee issues the final approved list with the names of the lists and candidates. 9. No candidate on a list for the university's electoral district may withdraw his/her candidacy application. 10. The death of any nominated member on the university's electoral list or his loss of any of the candidacy requirements does not affect the continuation of the list after their candidacy is accepted, provided they lose their rank on it, while considering the re-arranging of the candidates according to those remaining on it.
Article (12)	A. If the nomination period is closed and the required number of candidates is not complete, or no one nominates, or in the case where someone does not meet the requirements for candidacy in the electoral district, the dean shall assign the names of students who do meet the candidacy requirements to complete the required number according to the instructions.

	B. In the case where the number of candidates in the electoral district is equal to the number of seats allocated to that district, the Supreme Elections Committee shall decide that those candidates win by acclamation when the final results of the elections are announced.
Article (13)	Voters exercise their right to vote once they present their university ID.
Article (14)	Candidate lists and candidates have the right to submit the names of their representatives for each polling station to the Supreme Elections Committee, provided they are voters, and they must be approved and distributed to the polling stations before polling day.
Article (15)	A. The subcommittee for each electoral district stamps the ballot papers with the approved stamp and prepares the voting and counting minutes, which are then signed by all members in addition to the candidates or their representatives. The committee members submit the minutes to the Supreme Election Committee, provided they include a summary of the proceedings of the voting and counting processes unless a reliable electronic method which is approved by the Supreme Election Committee is adopted. B. Should anything obstruct the conduct of the voting process in any of the centers, the subcommittee shall handle the situation by taking proper measures, and this shall be recorded in the minutes. If this is not possible, the minutes shall be submitted to the Supreme Election Committee for a final decision.
Article (16)	A. Ballot papers are invalid if they are not authentic or not signed and stamped with the subcommittee's seal. B. If the number of ballot papers inside the box are more or less than the number of voters, the matter shall be referred to the Supreme Election Committee to decide , and its decision shall be considered final. C. In the event of an error or defect in the counting of one of the ballot boxes, that box will be recounted only by the Supreme Election Committee, and its decision to announce the final result will be final and binding.
Article (17)	A. The winners of the seats in the electoral districts for each school are determined according to the highest number of votes and the number of seats allocated to the school. B. If two or more candidates receive an equal number of votes , the Supreme Elections Committee shall conduct draw lot among those who are equal in the number of votes, and a report shall be drawn up of the result, which shall be signed by the Supreme Elections Committee, and the candidates or their representatives may attend. C. The Supreme Election Committee announces the preliminary results.
Article (18)	A. The winners of the seats for the university's electoral district are determined according to the following: 1. The university list must exceed the resolution percentage (threshold) of (10%) of the total number of voters in the university's electoral district, and the percentage of the list is calculated mathematically rounded to the nearest (1%) for this purpose. 2. Each of the winning lists that exceeds the resolution percentage (threshold) will receive a number of seats in the university's electoral district in proportion to the number of votes obtained by that list out of the total number of votes of the winning lists (rounded to the nearest decimal place), and if three lists for the university do

	not reach at least the resolution percentage (threshold) the Supreme Election Committee reduces the resolution percentage (threshold) by one percent successively until the number of lists of the winning university reaches three lists as a minimum. 3. If the number of university candidate lists is less than three lists, the seats in the university's electoral district are distributed to the two lists in proportion to the number of votes each list obtained out of the total number of votes for the two lists, regardless of whether either of them reaches the resolution percentage (threshold). 4. The winners of the seats referred to in this article are determined on the basis of the order stated in the university's list, and the seats are filled with whole, non-fractional numbers. B. In the event that it is not possible to complete filling the seats with integer non-fractional numbers in accordance with the provisions of Paragraph (A) of this Article, the highest fractional remainder method will be adopted to fill these seats. C. If the percentage of votes is equal for two or more lists, the count number of votes is taken into account. If the number is equal, the Supreme Elections Committee conducts lots among the lists that are equal in the percentage and number of votes, and a report is drawn up of the result, which is signed by the Supreme Elections Committee, and the candidates or their representatives may attend.
Article (19)	A. Any candidate has the right to submit an appeal against the preliminary election results to the Supreme Elections Committee within a period of three working days following polling day. B. The Supreme Election Committee refers the appeals received to an appeals committee formed by the president, headed by the vice president and two faculty members. The appeals committee issues its decision within three days from the date of submitting the appeal, and the appeals committee's decision is final and definitive.
Article (20)	After the end of the period for deciding on appeals, the Supreme Election Committee submits the final results of the Student Parliament elections to the university president for approval.
Article (21)	1. The Student Parliament has authority over the following: The electing of a president and vice president of the Student Parliament for the duration of the electoral cycle. 2. The Electing of parliamentary committees by direct secret ballot. 3. Determining the priorities and work plans of the Student Parliament within its the objectives stipulated in these instructions. 4. Terminating the membership of any member who has committed a prohibited act or a violation that is prejudicial to honor or reputation and who has been convicted of either by the judiciary or by the competent authorities at the university, in which case, they shall lose their membership. 5. Deciding on the resignation of members. A. The Student Bodies and Political Work Section in the Deanship is responsible for the work of the secretariat, writing and keeping minutes, managing the necessary administrative work for the Student Parliament, and arranging for the reservation of meeting rooms and the logistical matters necessary to hold meetings, according to the capabilities available at the university.

Article (22)	A. Members of the Student Parliament take the following oath in front of the President once the election results are approved: (I swear by God Almighty to be loyal to the king, the country, and the university, to preserve the university's laws, regulations, and instructions, and to work diligently to achieve the goals of the Student Parliament and the advancement of the university), the President opens the Student Parliament session. B. After taking the oath, the Dean shall invite the new Student Parliament to hold its first session under his/her leadership, during which the President and Vice-President of the Student Parliament are elected by the members of the Student Parliament. C. In the event that one of the candidates for the position of President of the Student Parliament does not obtain 50% + 1 of the votes of the members of the Student Parliament, a second round shall be held between the two candidates with the highest number of votes, and the winner of the two shall be the one with the highest number of votes in the second round. In the event of a tie, the Dean shall conduct a draw lot between them. D. The Student Parliament holds regular meetings; four times each semester to discuss the topics on its agenda.
Article (23)	A. Extraordinary irregular meetings of the Student Parliament may be held in the following cases: 1. By a written request submitted by at least one-third of the members of the Student Parliament. In this case, the President of the Student Parliament shall call for a session within a week of submitting the request. 2. By request (non-binding) from the president based on the recommendation of the dean. 3. At the invitation of the Dean in the event that the President of the Student Parliament abstains or is lax in calling for meetings for any reason. B. The Student Parliament Secretariat announces the date and location of the Student Parliament meeting at least three working days before it is held and provides the members with copies of the agenda via e-mail. B. The university email of the member is the chosen address to communicate everything related to these instructions. C. In the event of the absence of the President of the Student Parliament for any reason, the sessions shall be held under the chairmanship of their deputy. D. A meeting of the Student Parliament is considered legal in the presence of the majority of its members, including the president of the Student Parliament or their deputy. In the event that a quorum is not reached, the chairperson of the session determines the date and place of the next meeting within a period not exceeding a week. This meeting is considered legal in the presence of at least a third of the members, and the Student Parliament makes its decisions by a two-thirds majority vote of the present members. E. In all cases, meetings are held on campus during official university working days and hours.

	F. Decisions issued by the Student Parliament and its parliamentary committees shall be consistent with the objectives of the Student Parliament and with the legislation in force at the university and compatible with the available capabilities.
Article (24)	The Student Parliament elects its parliamentary committees by direct ballot from among its members to undertake specialized tasks and involve the largest number of members, with no less than three and no more than five members for each parliamentary committee, as follows: 1. The National Committee and Political Work. 2. University Environmental Improvement Committee. 3. Innovation, Entrepreneurship and Scientific Research Committee. 4. Activities Committee. 5. Voluntary Work and Community Service Committee. 6. Finance Committee.
Article (25)	A. Tasks of parliamentary committees: 1. Implementing the decisions of the Student Parliament in a manner that contributes to carrying out events and activities that achieve the goals of the Student Parliament. 2. Preparing the Student Parliament's budget according to the financial allocations approved by the university and submitting it to the Student Parliament for approval. 3. Parliamentary committees are not entitled to spend or disburse from the budget for purposes other than those for which it was allocated, and are not authorized to purchase supplies or services except through the purchasing committees stipulated in the government procurement regulation. 4. Developing an action plan that interprets the goals of the Student Parliament through specific activities and presents it to the Student Parliament for approval. 5. It is permissible to carry out any extracurricular activities outside the plan with the approval of two-thirds of the members of the Student Parliament, upon the recommendation of the Dean and the approval of the President. 6. It is permissible to combine the membership of more than one committee. 7. Parliamentary committees shall elect a chairman and secretary for each committee at their first meeting and provide the secretariat of the Student Parliament with the results and minutes of the election. 8. Parliamentary committees shall prepare action plans and submit periodic reports to the Student Parliament for discussion and approval. 9. The Chairman of the Parliamentary Committee calls for it to be held, and the decisions of the Parliamentary Committees are taken with the approval of 50% + 1 of the members present at the meeting. In the event of equal votes, the vote of the Chairman of the Parliamentary Committee shall prevail.
Article (26)	A. A member of the Student Parliament loses their membership in the following cases and is not entitled to return after the reason has disappeared in the same circle: 1. Loss of one of the membership requirements. 2. Violating the instructions of the Student Parliament through a decision issued by the Student Parliament.

	3. Death. 4. Written resignation to the Student Parliament. 5. The member's absence from attending the sessions of the Student Parliament three times in a row or five separate sessions without an excuse accepted by the Student Parliament. B. The member's written resignation is deemed acceptable from the date of its submission to the secretariat of the Student Parliament. C. The secretariat notifies the Student Parliament member of the loss of membership via university email.
Article (27)	A. If a member of the Student Parliament violates the provisions of these instructions, the Student Parliament shall refer the member to the deanship for investigation and submit its recommendations to the Student Parliament to file the complaint or impose any of the following penalties: 1. Notification of a decision issued by a majority. 2. Warning by a decision issued by a majority. 3. Freezing membership by a decision issued by a two-thirds majority of members, provided that the member is informed of this in writing, along with a summary of the reasons, within a period not exceeding one week from the issuance of the decision. 4. Dismissal from membership in the Student Parliament by a two-thirds majority of the members, provided that the member is informed of this in writing, along with a summary of the reasons, within a period not exceeding two weeks from the issuance of the decision. B. The member against whom any of the penalties mentioned in Paragraph (A) was imposed has the right to file a grievance in writing to the President through the Secretariat within a period not exceeding one week from the date of being informed of the penalty decision. The President shall decide on the grievance and his decision shall be considered final.
Article (28)	A. If for any reason, a seat in the school's electoral district becomes vacant, this seat shall be filled by the next candidate with the highest number of votes from the same electoral district. If this is not possible, the seat will be filled with the approval of the president upon the recommendation of the dean of the school to which the seat belongs. B. If any seat designated for female students becomes vacant, this seat shall be filled by the next female candidate with the highest number of votes from the same electoral district. If this is not possible, the seat shall be filled with the approval of the president upon the recommendation of the dean of the school to which the seat belongs.
Article (29)	If for any reason, a seat in the university's electoral district becomes vacant, this seat shall be filled by the first runner up candidate from the same list. If this is not possible, the seat shall be filled by the candidates of the list directly following it in proportion. If the lists are equal in proportion, the ruling shall be taken to the absolute number of votes, and if they are equal, the Chairman of the Supreme Election Committee shall draw lots. If this is not possible, the seat shall be filled with the approval of the president and upon the recommendation of the dean.
Article (30)	A. The duties and authorities of the President of the Student Parliament are as follows:

	1. Chairing Student Parliament meetings, calling for sessions, and managing the sessions in accordance with the provisions of these instructions. 2. Signing the decisions of the student parliament or parliamentary committees and submitting them to the dean. 3. Signing orders to disburse petty cash once they are approved by the Student Parliament. 4. Agreeing with the members of the Student Parliament on the foundations of the bylaws for managing the Student Parliament sessions and submitting them to the President for approval in accordance with the rules. 5. The Vice President of the Student Parliament may carry out the duties of the President of the Student Parliament during their absence or if they are appointed in writing. B. The section of the Student Commissions and Political Activity carries out secretarial and printing work for the Student Parliament and coordinates with the Finance Department in accounting, bookkeeping, and keeping records in accordance with the financial systems in force at the university. Its tasks are as follows: 1. Sending invitations to Student Parliament meetings, preparing their agendas, and preparing and recording the minutes and minutes of the meetings. 2. Receiving correspondence received in the name of the Student Parliament, presenting it in the first session following its receipt, and saving and archiving that correspondence. 3. Printing all materials that it deems appropriate for the Student Parliament through a purchase request in accordance with the regulations and instructions in force at the university.
Article (31)	Student Parliament resources consist of: A. The amount allocated annually by the university in the budget. B. Gifts, donations and grants attributed to the Student Parliament are duly approved by the University's Board of Trustees (if they are from inside Jordan) and by the Prime Minister (if they are from outside Jordan.) C. Any other resources approved by both; the Student Parliament and the relevant authorities at the university in accordance with applicable laws and regulations.
Article (32)	The Finance Department collects amounts, donations, gifts, and various revenues and disburses expenses to the Student Parliament in accordance with applicable legislation.
Article (33)	Funds are disbursed from the Student Parliament budget by a decision from the Student Parliament the approval of the Dean, the approval of the Finance Department, and in accordance with current legislation.
Article (34)	A. An account shall be established at the university under the name "Student Parliament Account" into which all amounts allocated for this purpose shall be deposited and disbursed in accordance with the provisions of these instructions and the provisions of the financial system in force at the university. B. The Finance Department, based on the recommendation of the Student Parliament, disburses petty cash of one hundred dinars at a time, provided that it does not exceed three hundred dinars per session. The Chairman of the Finance Committee

	has full custody of the money for the purposes of covering incidental and emergency expenses. It is paid in accordance with the University's financial regulations and legislation. No other petty cash shall be disbursed until the previous petty cash is paid according to the regulations. C. Disbursement decisions issued by the Student Parliament on December 1 of each year shall be suspended. D. All financial dues from the Student Parliament shall be paid before the end of the fiscal year. If this is not possible, amounts equal to the value of the obligations incurred by the Student Parliament for the coming year shall be allocated from the current year's budget if allocations are available for that. E. The financial surplus from the Student Parliament budget shall be transferred at the end of the fiscal year to the following year.
Article (35)	A. The Student Parliament is subject to the oversight of the Audit Bureau, and the Internal Auditing and Control Department at the university is responsible for auditing all financial documents related to the Student Parliament and verifying their legality in accordance with the provisions of the legislation in force at the university. B. Legal measures stipulated in the effective legislation in force at the university shall be taken, in addition to disciplinary measures, against any university student or employee who commits any action, participates, neglects, manipulates, or provides incorrect, misleading, or unrealistic information with the intention of offending or influencing the electoral process, or on the work of the Student Parliament, or violates the personal privacy of any voter, candidate, member of the Student Parliament, or any employee at the university.
Article (36)	Upon the recommendation of the Dean, the President may dissolve the Student Parliament under exceptional circumstances determined by the President.
Article (37)	The President shall decide in cases not stipulated in these instructions.
Article (38)	The president, the dean, the financial director, and the president and members of the Student Parliament are responsible for implementing the provisions of these instructions.

Students Clubs Instructions
Issued by the University Council pursuant to Article (37) of the
Jordanian Universities Law No. (20) of 2009

Article (1)	These Instructions shall be called “Instructions of the Student Clubs at the German Jordanian University,” and shall be enforced as of the date of their issuance by the University Council.
Article (2)	The following words and expressions, wherever appearing in these Instructions, shall have the meaning assigned thereto unless the context indicates otherwise: University: German Jordanian University President: The President of the University Deanship: The Deanship of Student Affairs at the University Dean: The Dean of Student Affairs at the University Student: The registered student who are predicted to be awarded a scientific degree at the University Clubs: The Student Clubs at the University
The Formation of Student Clubs and their Goals	
Article (3)	Clubs at the University shall be founded under the supervision of the Deanship and based on a decision of the President with the placement of the Dean, where its headquarters shall be on the University campus.
Article (4)	The clubs aim to achieve the following goals: 1. Encouraging the spirit of volunteering, public service and teamwork in the students. 2. Encouraging students to develop their talents and hobbies.

	3. Providing the opportunity for students to participate in the activities that match their interests and capabilities. 4. Allowing non-Jordanian students to participate in student activities, and to exhibit their culture, interests and skills. 5. Developing an interest in aesthetic aspects. 6. Developing students' interest in the cultural heritage in Jordan, the Arabic and Islamic culture in addition to taking care of local and global culture.
Article (5)	Clubs shall not be permitted to exercise any activity that is political, partisan, sectarian, or regional, nor can they call for such matters and any other matters that could jeopardize the benefit of the University.
The Clubs Apparatuses and the Competencies thereof	
Article (6)	Those who are eligible to be club members must be registered students predicted to be awarded a scientific degree, wherein the administrative body has approved his or her application to join the club. The student should adhere to exercising the related activities of the club he or she is in.
Article (7)	The Clubs shall practice their specialty, and aim to achieve their goals through the following two entities: 1. General body 2. Administrative body
Article (8)	The general body shall consist of all the associate members of the club, whereby the number of members shall be not less than 10 and the following conditions shall apply to the members: 1. That the student has not deferred his studies at the University. 2. That no disciplinary action which yields a first warning or higher has been taken against the student. 3. That the student possesses the interest, hobbies, and the relevant capabilities to the club's activities.

Article (9)	The general body shall practice the following specialties: 1. Electing members of the general body to form the administrative body of the club in pursuant to these instructions. 2. Discussing the annual fiscal and administrative report submitted by the general body and adoption thereof. 3. Adopting an annual work plan for the club. 4. Withdrawing confidence from the administrative body or any of its members by a two-third majority of the general body members. 5. Active participation in the club's activities through the relevant committees.
Article (10)	The general body shall assemble at least once a year, and extraordinary meetings may be held upon a call from the Dean, a decision of the administrative body or a request from more than half of the general body members.
Article (11)	A. Meetings of the general body shall be legal if more than half of the members attend. In the absence of the quorum, the meeting shall be postponed for two days, whereby it shall be legal regardless of the number of members who attend. B. Meetings of the general body of the club shall be headed by the President of the administrative body of the club or the Vice President in his absence.
Article (12)	A. The administrative body of each club shall consist of seven members who are elected by secret ballot in the first half of November of every academic year. For the election to be legal, the voting regulation of (50 % +1) of at least the total number of the general body members of the club shall be used. In the absence of the quorum, elections shall be postponed for two days, whereby it is legal regardless of the number of members who constitute the quorum. B. For the purpose of executing paragraph (A) of this Article, the Dean shall release the executive and organizational principles of the elections of the administrative body of the clubs.
Article (13)	It shall be required that the following conditions apply to the student who nominates himself for the membership of the administrative body of any club: A. That he is a member of the general body of the club. B. That his cumulative average is not lower than 60%. C. That he has spent at least two semesters at the University.

	D. That he has at least two semesters left until graduation from the University. E. That he has not deferred his studies at the University. F. That no disciplinary action which yields a first warning or higher has been taken against the student.
Article (14)	A. Sessions of the administrative body shall be legal if the absolute majority of the members, including the Chairman and in his absence the Vice Chairman. Valid decisions of the administrative body shall be adopted based on the majority of the votes from the members present. If votes are equal, the side of the Chairman shall have the casting vote. B. The Chairman, Vice Chairman, and Secretary of the administrative body shall be elected upon the convening of the first session/ at the time the first session is convened by secret ballot. Other administrative specialties shall be distributed to the members by public ballot. C. The Chairman shall appoint a consultant from the academic staff members or University employees for each club by a decision of the Dean. Additionally, the Chairman supervises and directs the work of the administrative body without exercising the right to vote.
Article (15)	The administrative body shall be responsible for the conducting of administrative, financial, and organizational affairs of the club in addition to practicing the following duties and powers: 1. Taking decisions and required procedures to achieve the goals of the club. 2. Determining the appropriate methods to achieve the goals of the club. 3. Forming student committees for different activities from the general body members, and supervising their work. 4. Submitting an annual work plan to the general body that includes the prepared/scheduled activities as well as the financial support needed. 5. Preparing the administrative and financial report and submitting them to the general body. 6. Executing decisions of the general body. 7. Viewing applications to join a club, and deciding on them. If an application is refused, the applicant has the right to request an appeal of the general body's

	decision, wherein the Dean decides on the application during a period of a week from the date the general body's decision is declared. 8. Approving the resignations of employees. 9. Supervision of the general body meetings. 10. Placement to the Dean in the value of the club membership fee, and the payment method.
Article (16)	Duration of the administrative body membership including the relevant committees is one year, wherein afterwards new elections are held.
Article (17)	Membership of the administrative body shall be cancelled if a member fails to attend three consecutive sessions or six separate sessions without an excuse deemed acceptable by the administrative body with the written consent of the Dean.
Article (18)	When a membership position among the administrative body becomes vacant for whatever reason. The member shall be substituted by the student who was next in line in terms of the vote that was made in the last elections by the general body. Should the student in question decline the position, the administrative body shall choose one of its members who meet the required conditions of the administrative body membership.
Article (19)	Administrative body members shall undertake the duties vested in them each according to his competency. The President of the club shall assume the task of representing his clubs in front of the concerned parties at the University.
Article (20)	Membership of the general body, and hence the administrative body shall be suspended in either of the following cases: A. Written resignation. B. Loss of one of the membership conditions stated in Article (8) of these Instructions.
Article (21)	Each of the President of the general body and the President of the administrative body shall submit the decisions to the Dean for adoption thereof.
Article (22)	Decisions of the general body and the administrative body should be in accordance with the University's policy, goals, and interest as well as what is stated in Articles (4 and 5) of these Instructions.

Financial Affairs of the Clubs	
Article (23)	The fiscal year of the clubs shall start at the beginning of the academic year and end when the academic year is over.
Article (24)	A Secretariat account shall be opened in the name of the relevant club at the University, whereby deposit and withdrawal shall be made with the signature of the Secretary and Club President jointly. Only in the case of the absence of the Club President, the signature of both the Club Vice President and Secretary may be permissible.
Article (25)	Withdrawal of the club's money shall be disposed of by a decision of the administrative body in a legal meeting.
Article (26)	The Deanship shall subsidize the expenses of the clubs according to what is stated in the Instructions.
Article (27)	The clubs revenue shall consist of: 1. Subscription of the club members. 2. The subsidy of the Deanship in supporting the club activities. 3. Income from club activities. 4. Donations, grants, scholarships and any other revenues the President approves and that are in accordance with the applicable legislations.
Article (28)	Invoices, procurement, and the financial matters related to the clubs shall be audited by an accountant appointed by the financial department at the University for such purpose.
General Provisions	

Article (29)	The Dean shall assume the powers of the administrative body including the considering of application to join clubs and subsequently making the appropriate decision concerning them during the preliminary phase which precedes the formation of the administrative body of any club and during the dissolution of the administrative body until a new body is chosen.
Article (30)	The Dean may delegate his powers, which are stated in these Instructions either wholly or partially to any of his deputies, assistants or any of the officials working in the Deanship.
Article (31)	The dissolution of a club may only take place with a decision from the President based on the placement of the Dean. In this case, the club's money and belongings shall devolve to the Deanship.
Article (32)	The President shall be entitled to issue executive and procedural decisions that he sees necessary for the execution of the provision of these Instructions.
Article (33)	The President of the University and Dean shall both be responsible for executing the provision of these Instructions.
Article (34)	The Body of Deans can decide on any conflicts that may arise from the implementation of these Instructions.

Student Field Trips Instructions
Issued by the University Council pursuant to Article (37) of the
Jordanian Universities Law No. (20) of 2009

Article (1)	These Instructions shall be named (Instructions of The Student Field Trips at the German Jordanian University). It shall be enforced as of the date of its issuance by the University Council.
Article (2)	The following words and expressions, wherever appearing in these Instructions, shall have the meaning assigned thereto unless the context indicates otherwise: University: German Jordanian University President: The President of the University Deanship: The Deanship of Student Affairs at the University Dean: The Dean of Student Affairs at the University School Dean: The Dean of any School Field Trips: The various student field trips at the University.
Article (3)	For the purpose of applying these Instructions, University trips shall be divided into two categories: 1. General field trips. 2. Academic field trips.
Part One “General Field Trips”	
Article (4)	Through organizing the general field trips, the University aims to achieve the following goals: 1. Introducing students to the cultural and historical landmarks in Jordan as well as Arabic and foreign countries. 2. Strengthening the existing bonds between the students, the academic staff , and University employees. 3. Developing the interest of students for travel.

	4. Providing the opportunity for the students to meet students from other Jordanian, Arabic or foreign universities. 5. Providing the opportunity for students who are excellent in activities, and student clubs to represent the University in courses and festivals in addition to the cultural, sports, and artistic meetings that are hosted inside and outside of the Kingdom.
Types of the General Field Trips	
Article (5)	General field trips shall be divided into three types: A. Recreational field trips: These are the field trips the University organizes in order to visit the historical and touristic landmarks as well as to observe the cultural landmarks, and the cultural and economic renaissance in Jordan and abroad. B. Private field trips: These are the field trips the University organizes for those who are participants in athletic and artistic activities, bodies, student clubs, and public service in order to achieve the goals of the activities. C. Student exchange visit programs: These are the student trips that take place in accordance with the agreements made between the University, organizations, and educational institutions, whether Arabic or foreign.
Organizing General Field Trips	
Article (6)	General field trips shall be organized by: A. The Deanship. B. Student clubs and student bodies at the University.
Article (7)	Procedures of the general field trips organized by the Deanship: A. The Deanship shall announce its recreational and private field trips to all related students, whereby the announcement is declared a sufficient time in advance of the trip and should be included in the annual programmes prepared by the Deanship.

	B. The field trip announcement shall include all the necessary information about the trip. C. Participating students shall be chosen in accordance with the conditions issued by the Deanship for each trip.
Article (8)	Procedures of the general field trips organized by the student bodies and student clubs: A. The administrative body of each club shall suggest scheduling a field trip. B. The Approval of the Dean shall be taken on the suggestion. C. The field trip shall be announced to students, whereby all of the necessary information about the trip is included in the announcement. D. Applications to join the general field trips shall be submitted to the concerned body of the Deanship, and then to the office of the Dean. E. Applications to join the general field trips are submitted according to the following dates: ▪ At least before two weeks from the in-country field trips. ▪ At least before three weeks for out-of-country field trips (Arabic countries). ▪ At least before six weeks for out-of-country field trips (foreign countries). F. Applications shall include the following information: ▪ Type and level of the trip. ▪ Duration and schedule of the trip. ▪ Estimated expenses of the trip, and suggested fee. G. The club or student body shall present a list of the names of all participating students to the office of the Dean in advance to the trip, according to what the Deanship determines. H. The Deanship sends the latter list after approval thereof in a formal letter to the field trip responsible to abide by it.
Supervising the General Trip	
Article (9)	The field trip shall have one or more supervisors who work in the Deanship and are appointed by the Dean according to the following:

	A. For one-day in-country field trips, there shall be a supervisor for each 50 students. Additionally, a female supervisor shall be appointed should there be female students on the trip. B. For in-country field trips that last more than a day, there shall be a supervisor for each 25 students. Additionally, a female supervisor shall be appointed should there be female students on the trip. C. For out-of-country field trips, there shall be a supervisor for each 25 students. Additionally, a female supervisor shall be appointed should there be female students on the trip. D. The President shall appoint supervisors for the general out-of-country field trips. E. In cases determined by the dean, it is permissible to recommend to the president to assign one or more of the university employees to supervise the trip.
Article (10)	The supervisors for each field trip shall undertake the following missions and duties: A. Previous preparation for the fieldtrip in addition to supervising its administrative and financial affairs. B. Making the general program as well as issuing instructions related to the field trip and supervising its execution. C. Accompanying the students during transportation and residence both inside and outside of Jordan. D. Submitting the required reports to the Deanship once after the trip ends.
Financial Affairs of the General Field Trips	
Article (11)	The University may subsidize no more than 25% of the transportation and residence expenses of the general recreational field trips which are hosted by the Deanship.
Article (12)	The University shall bear the expenses resulting from the participation of the students in private field trips that are hosted by requesting approval from the Dean.

Article (13)	A. The students who have been chosen to participate in student exchange visiting programs benefit from what is included in the agreements made between the University and other parties. B. Should the University bear any expenses of the student exchange visiting programs, each participant shall contribute of no less than 50% of the incurred expenses.
Article (14)	The Dean shall determine the fee of the field trip upon the placement of the concerned body of the Deanship, whereby the following is considered when determining the fee: A. The University subsidy of the field trip expenses B. Fees of the internal and external transportation in addition to the expenses of the residence, fees of visiting the touristic attractions, theaters, and other places scheduled for visit in the general program of the field trip. C. Facilities that may be offered by the competent parties in the host nation.
Article (15)	The amounts available in any student field trip as a result of hosting the delegation by the competent authorities in the Arab and foreign countries shall be transferred to the activity budget in order to spend from it when the visit is returned to the University.
Part Two “Academic Field Trips” Organizing Academic Field Trips	
Article (16)	The academic field trips aim to enrich the academic studies of students, and allow them to gain academic and research skills through watching and observing.
Article (17)	The academic departments shall determine the courses, which require academic field trips provided that the field trips are necessary to the content of the courses. Relevant information about the nature of the field trip, date, time, location and conditions must be clearly stated.
Article (18)	The concerned Head of Department shall inform the School Dean of the courses which require academic field trips, and gives details of the suggested field trips.
Article (19)	Academic field trips shall be organized with the approval of the President or whomever is delegated/authorized/designated to approve field trips upon the

	recommendation of the concerned academic Head of Department and placement of the School Dean.
Article (20)	Applications to join the general field trips are submitted according to the following dates: ▪ At least before two weeks from the in-country field trips. ▪ At least before six weeks from the out-of-country field trips.
Article (21)	Applications include the following information: ▪ Supervising body of the trip. ▪ Nature and type of the trip. ▪ Duration and schedule of the trip. ▪ Estimated expenses of the trip. ▪ Number of participants in the trip.
Article (22)	The academic field trip is exclusive for the students who are enrolled in the related course.
Article (23)	A. The concerned courses lecturer shall be the field trip Supervisor, wherein additional supervisors from the Deanship may be assigned should the No. of participating students exceed 50. B. At least one female supervisor shall be assigned should there be girls on overnight field trips.
Financial Affairs of the Academic Field Trips	
Article (24)	The University shall bear the transportation and residence expenses for the in-country academic field trips; and what does not exceed 25% of the transportation and residence expenses for the out-of-country academic field trips.
Article (25)	The School Dean shall be informed of the academic field trips at least one week in advance of the trip via a formal letter including a roster of the names of the participating students.
General Rules	
Article (26)	The approval of the president should be taken in order to schedule out-of-country student field trips.

Article (27)	Field trips are University sponsored events and as such all relevant University policies shall apply to trip participants.
Article (28)	Assigned supervisors shall receive travel and relocation allowances in accordance with the financial regulations and instructions applied in the University.
Article (29)	Participating students shall fully abide by the written and oral Instructions issued by the supervising body for the trip. Any violation committed by the student during the trip shall be punished by the students disciplinary regulation applied at the University.
Article (30)	Students who are participant in out-of-country student trips that last more than one day must bring proof that their parents or guardian approves of them participating in the trip.
Article (31)	The President, Dean of Student Affairs, and the concerned School Deans at the University shall be responsible for executing such Instructions.
Article (32)	The Deans council shall decide on the cases that are not mentioned in these Instructions in addition to any issues that may result from their application.

Students Fund Instructions
Issued by the Deans council in session No. (9) On 16/6/2008

Article (1)	These Instructions shall be called “Instructions of the Student Fund at the German Jordanian University” and are applicable from the start of the first semester for the academic year 2008/2009.
Article (2)	The following words and expressions, wherever appearing in these Instructions, shall have the meaning assigned thereto unless the context indicates otherwise: University: German Jordanian University Board: Deans council Fund: The Students Fund Committee: Committee of the Students Fund Dean: The Dean of Student Affairs at the University Student: The student registered to receive a Bachelor’s Degree at the University University activity: Any extracurricular activity decided by the University. School Dean: Dean of the School in which the student is enrolled.
Article (3)	A Fund called the Students Fund shall be established in the University in order to financially assist students by granting them scholarships, loans or employing them at the University, and to show appreciation of their academic excellence and distinction in extracurricular activities and to develop a work culture.
Article (4)	The financial resources of the Fund consist of: A. Annual Subsidy received by the University. B. Income from investing the Fund’s money. C. Grants, donations, and bequests received by the Fund according to the Law of Higher Education and Scientific Research and the Public Jordanian Universities Law. D. Any financial resources received from external parties or through the organization of some activities permitted by the University’s rules and regulations.

Article (5)	The Board shall assume the following missions and authorities: A. Outlining the general policies of the Fund including how to invest its money. B. Laying the foundations for awarding symbolic, in-kind, or financial prizes to outstanding students. C. Approving the basis on which the fund's money is spent, including loans and aids provided to university students. D. Laying the foundations for employing students at the university. E. Approval of the fund's draft budget. F. Approving the annual budget and final accounts of the fund.
Article (6)	A. A Committee called the Student Fund Management Committee shall undertake the management of the Fund. It shall be headed by the President and the following members: 1. The Dean of Student Affairs at the University as the Vice President. 2. The Head of the Financial Department at the University. 3. The Head of Registration at the University. 4. Two academic university employees appointed by the president at the start of every school year. 5. The head of the committee nominates the director of the Student Services Department or one of the department's employees as a secretary to the committee, based on the recommendation of the Dean of Student Affairs. B. The committee meets at the invitation of its chairman or his/her deputy in their absence whenever the need arises, and its meeting shall be legal in the presence of at least the majority of its members, provided that the chairman or his/her deputy be among them, and its decisions and recommendations are taken by a majority of its members' votes at least.
First: Financial Aid	

Article (7)	The committee determines the amount of financial aid the university provides and its value for each university year to students who meet the conditions mentioned in Article (8) of these instructions.
Article (8)	A. A student is entitled to the prescribed financial aid if he/she fulfills the following conditions: 1- The student has successfully passed at least thirty hours of approved academic hours within the university 2- The student should not have been punished by one of the penalties stipulated in the student discipline system at the university. 3- With the exception of fourth-year students, he/she should not be a student already receiving any financial aid from other governmental and non-governmental bodies. 4- The student is registered for an academic load not less than the minimum stipulated in the instructions for granting a bachelor's degree. 5- Their GPA should be good or higher. 6- The student must provide evidence of his/her financial need that qualifies them to receive assistance, based on principles approved by the committee. 7- A student is entitled to benefit from the financial aid of the fund only twice throughout their university studies. B. The university allocates a financial reward from the student fund budget for distinguished students' activities that does not exceed 8,000 dinars (eight thousand dinars) for the academic year, so that the value of the reward ranges between 200 to 500 dinars distributed to students by a decision from the committee and upon the appointment of the Dean of Student Affairs in accordance with the special incentive criteria that is set by the Deanship of Student Affairs with the aim of promoting a culture of distinction and fair competition among students, according to the following conditions: 1- That the student be regular in activity throughout the semester. 2- That the student give an outstanding performance attested by the Dean of Student Affairs in coordination with the head of the division and the director of the concerned department, such as excelling in the field in which he

	participated, and that the student represent the university in one of the local, Arab or international forums by obtaining a medal or a certificate of appreciation from the entity with which he participated under Supervision of the director of the concerned department. 3- Student activities include every student activity in which the university participates or is organized by the Deanship of Student Affairs at the level of the Kingdom or abroad, whether it is a sports, cultural, artistic or social activity, volunteer work or camps, and student activity includes individual and group cases. 4- That the student was not subjected to a disciplinary punishment during the semester, with the exception of the warning penalty.
Second: Loans	
Article (9)	A. The Committee may grant a student a conventional loan once per semester should the following conditions apply: 1. That the student is in need of financial assistance. 2. That the student has not received a scholarship from an official or unofficial party. 3. That the student has not been academically warned unless this warning is canceled. 4. That no disciplinary action has been taken against the student during the last two semesters, excluding warnings. 5. That the student is not an employee at an official or unofficial organization. B. Notwithstanding what is stated in paragraph (a) of this Article, the Committee may grant a student an emergency loan within a week from the date of application should there be a need for urgency, whereby the maximum amount of the loan shall be the estimated University fees for that semester.

Article (10)	There are two types of loans: 1. Emergency loan as in paragraph (B) of Article (9). 2. An ordinary loan as in paragraph (A) of Article (9) which fulfills the conditions mentioned in the aforementioned article.
Article (11)	A. The loan application shall be submitted to the Student Services Department at the Deanship of Student Affairs in accordance with the form prepared for this purpose, provided that it includes a statement of the conditions stipulated in Paragraph (a) of Article (9) of these instructions. B. The student applying for the loan shall submit a financial guarantee to the university signed by a full-fledged sponsor, where the committee determines its conditions and informs the student's parents/guardian of the guarantee and the amount of the loan.
Article (12)	Loans are repaid as follows: A. Emergency loans shall be repaid in a single payment at any time before the end of the semester following the one in which the borrower received the loan. B. The borrower shall begin repaying the conventional loan received six months after graduation, whereby the Committee may allow deferment if valid reasons exist. C. The loan shall be repaid in monthly installments, whereby the amount of the installments shall be determined by the Committee.
Article (13)	Regular loans are granted according to the following formula: 1- The cumulative average for the student with 40 marks, and it is calculated as follows: GPA -55 = score out of 40. 2- The economic status of the student's family, which has 45 marks, and is calculated as follows: Family income divided by the number of family members, and if the output per person: 60 dinars and less, the student gets 45 marks. 61-65 the student gets 40 marks.

	66-70 the student gets 35 marks. 71-75 the student gets 30 marks. 76-80 the student gets 25 marks. 81-85 the student gets 20 marks. 86-90 the student gets 15 marks. 91-150 the student gets 5 marks. The number of brothers in universities with a maximum of 15 marks, each brother is given 5 marks after presenting a document proving this from the university where the brother studies.
Article (14)	The president has the right, and after consultation and coordination with the Dean of Student Affairs and the Director of the Financial Department, and in light of the financial budget and the value of savings allocated to loans and in the loan fund, to determine the number of students who will obtain loans and the value of each loan during one semester.
Article (15)	A. If the borrower is expelled from the University, he or his guarantor is asked to repay the loan principle according to what the Committee sees fit. B. In the event of the death of the borrower student or his complete disability, the committee may exempt him and his sponsor from paying the borrowed amount in whole or in part after presenting the medical reports and documents that present proof.
Article (16)	The University may pursue students or their guarantors in case they either refuse to pay or pay less than the required amount, wherein their pursuance shall be performed legally or in the method the Committee finds suitable.
Article (17)	A. Fourth-year students may apply for a loan to cover the expenses of the fourth academic year in Germany if the conditions mentioned in Paragraph A of Article (9) are met. B. That the amount of the regular or emergency loan is not less than the fees of 6 credit hours, and that it does not exceed the fees for the credit hours that the student will register in the semester in which the loan is requested except for fourth-year students; where the committee has the right to determine the value of the loan that will be granted to the student in light of the available data.

	C. A student may not combine financial aid and a loan in the same semester.
Third: Student Employment	
Article (18)	Students are employed by a decision of the Dean, taking into account the following procedures: A- The Deanship of Student Affairs announces to the deanships, administrative departments, centers and offices at the university of its desire to employ a number of students in the facilities supervised by each deanship or department proportional to the nature of the student and his capabilities one week before the start of the semester and according to the following procedures: 1. The number of students to be employed during the semester is determined by panels 032d and hours by a decision of the Student Fund Committee in accordance with the operating budget approved by the Student Fund Committee for the university year. 2. The Deanship of Student Affairs receives the responses of the colleges, deanships and departments concerned about this and announces the available job opportunities. The college, department, administrative unit or office attribute the names of students it wants to employ according to the numbers that have been approved, according to a list sent to the Deanship of Student Affairs at the beginning The semester in which the number of students to be employed and the tasks and duties required of them are indicated. 3- The employment application is submitted to the Director of the Student Services Department at the Deanship of Student Affairs at the university according to the program that matches the dates of the applicant's lectures. (Who in turn checks the names of the students who have been appointed according to the operating principles in force, and the names to which the principles apply are considered names approved in that semester, and students will not be employed until they are formally notified by a letter of assignment by a decision from the Dean of Student Affairs)

	4- The total work hours of the student may not exceed (12) hours per week during the academic semester. 5- The student's fee is two dinars in all university facilities. 6- Financial applications for student working hours from deanships, administrative departments, centers and offices are submitted to the Deanship of Student Affairs within a maximum period of one month from the date the student's work ends with them. B. The dean may suspend the employment of the student in any of the following cases: - 1- If he does not perform his assigned duties based on a placement from the deanship or department in which he works. 2- If any of the disciplinary penalties stipulated in the student discipline system at the university are imposed on him/her, with the exception of the warning penalty. 3- If there is no longer a need to hire him/her.
Article (18-A-1) was amended based on the Deans' Council decision No. (61/2022/2023) dated 13/12/2022. <u>Old Text:</u> 1. The number of students to be employed during the semester is determined by panels 032d and hours by a decision of the Student Fund Committee in accordance with the operating budget approved by the Student Fund Committee for the university year.	
Article (19)	A- The Deanship of Student Affairs shall prepare the forms for employment requests (after coordination with the departments and colleges with the qualifications required for employment) and they should then be filled out by students who meet the conditions for operating instructions and financial claim forms for student employment and their follow-up. These conditions are as follows: 1- The student must have successfully passed at least 30 credit hours of study within the university.

	2 - That the student is registered in the semester in which he applies for employment that is not less than the minimum stipulated in the instructions for the Bachelor's degree program. 3 - Students studying at the expense of any governmental or non-governmental bodies and holders of non-Jordanian nationality are allowed to benefit from the student employment program, and students who work for a government or private entity are excluded from this condition. 4- That the student has not been punished with one of the penalties stipulated in the student discipline system, with the exception of the warning penalty. 5- In the event that more than one student applies for employment, the selection is made according to principles laid down by the Deanship of Student Affairs, in which the GPA is taken into account, the number of hours that the student has successfully passed, and priority is given to students who have not previously been able to benefit from any student fund programs. B - Students are allowed to benefit from the employment program for a maximum of three semesters during their academic years, and the committee or dean may, for justifiable reasons, exclude some students from this condition. C - The student does not benefit from more than one aspect of the support in the same semester.
Fourth: Honoring the Academically Outstanding Students	
Article (20)	A. Two honor lists exist in the University. The first is called the “The Honour List of the Academically Outstanding Students of The School” and the second is called “The Honor List of the Academically Outstanding Students Of The University”. Both these lists aim to reward academically outstanding students and encourage them to further excel. B. Students who have excelled during a given semester shall be enlisted in the first list mentioned in paragraph (a) of this Article. The following conditions should apply to them:

	1. That the student has registered no less than 15 credit hours in that semester. 2. That the student has a semester average of no less than 84 %. 3. That no disciplinary action has been taken against the student, excluding notification. C. Students who have been enlisted in the first list twice consecutively are then enlisted in the second list that is mentioned in paragraph (a) of this Article.
Article (21)	The School Dean and Head of the Registration Department shall be assigned to make a list of the names of the students to whom the conditions stated in paragraph (b) of Article (13) apply. The list is then presented to the President in order to determine whether the students should be listed in the Honor List of the School or that of the University.
Article (22)	The names of the outstanding students who meet the conditions mentioned in Paragraph (b) of Article (13) are listed on the faculty honor board or the university honor board in the university's presidency building, colleges and prominent places in the university as appropriate, in addition to the university announcing the names of these students in its internal publications in every chapter.
Article (23)	The President shall send a letter of thanks and appreciation to each student whose name has been listed on the Honor Board of the School or the University, wherein the President reaffirms the significance of academic excellence in the advancement of communities and nations.
Article (24)	A. A financial award of 50 Jordanian Dinars and an academic excellence certificate shall be given to each student whose name has been listed on the Honor Board of the School. Additionally, a financial award of 100 Jordanian Dinars and a discretionary academic excellence certificate shall be given to each student whose name has been listed on the Honor Board of the University. The President shall present the awards and certificates to the students in a special honorary ceremony. B. It is not permissible to combine two awards from the awards stipulated in paragraph (a) of this Article.

Fifth: Honoring Distinguished Students in University Activities	
Article (25)	A. Honoring students aims at increasing the standard of extracurricular student activities at the University and encouraging students to participate by honoring those who excel. B. All of the registered University students shall be entitled to student honoring.
Article (26)	An Honor List exists in the University. It shall be called the “Honor of the Students who Excel at University Activities”. Students who excel in one or more University activity in a given semester shall be enlisted in it. The following conditions should apply to them: A. That the student is participated in at least one activity. B. That no disciplinary action has been taken against the student, excluding warnings. C. That the student has a distinctive achievement by being a participant in one or more activity either on the individual or group level inside or outside the University. Activities include: (Sports, Music, Playing Instruments, Singing, Acting, Sculpting, Drawing, Impressive Handwriting, Various Literary Work, and Volunteer Work).
Article (27)	The Dean shall prepare a list of the names of the students to whom the conditions stated in Article (5) apply accompanied by a detailed report of their distinctive achievement of having participated in University activities. It shall be presented to the President in order to decide to put their names on the List of The Students who Excel at University Activities, and shall be displayed in the Student Affairs Building at the University, and in prominent places. The University shall also announce their names in its internal publications each semester.
Article (28)	The President shall send a letter of thanks and appreciation to each student whose name has been listed on the Honor List of the Students who Excel at University Activities, wherein the President reaffirms the significance of University Activities in building a student’s character and increasing the standards of University Activity.

Article (29)	An in-kind award and a certificate of appreciation shall be given to the student whose names have been listed on the Honor List of the Students who Excel at University Activities. The President shall present the awards and certificates to the students in a special honorary ceremony.
Sixth: General Rules	
Article (30)	For the purposes of implementing these instructions, the Board allocates annually in the fund's budget a special item for each of the following: - A. Grants. B. Loans. C. Student employment. D. Honoring the scientifically outstanding students. E. Honoring outstanding students in university activities.
Article (31)	Applications for loans and employment shall be submitted on the dates determined by the Committee.
Article (32)	Scholarships, loans, and employment wages shall be dispensed in accordance with the regulations applied in the University.
Article (33)	The Dean and Head of the Financial Department in the University shall execute the decisions of the Committee.
Article (34)	The financial department at the University assumes the following up on borrowers for the purpose of repaying the loan in accordance with these Instructions or any suitable legal procedure the Committee approves of.
Article (35)	The Dean, School Dean, Head of the Financial Department, and Head of the Registration Department in the University are responsible for executing such Instructions.
Article (36)	The Committee shall decide on any issues that may result from the application of these Instructions.
Article (37)	The Board decides on the recommendation of the committee regarding what has not been provided for in these instructions.

**The Acceptance of Students who Excel in Sports Instructions
Issued by the University Council pursuant to Article (37) of the
Jordanian Universities Law No. (20) of 2009**

Article (1)	These Instructions are called “Instructions of the Acceptance of Students who Excel in Sports at the German Jordanian University” and they shall be implemented as of the date of their issuance by the University Council.
Article (2)	These Instructions aim to increase the standard of the athletic activities at the University, and provide those who excel in sports with the opportunity to gain a University-level education.
Article (3)	The following words and expressions, wherever appearing in these Instructions, shall have the meaning assigned thereto unless the context indicates otherwise: University: German Jordanian University President: President of the University Dean: The Dean of Students Affairs at the University Committee: The Committee annually formed by the President for the purposes of executing these Instructions.
Article (4)	The president determines, upon the placement of the dean before the beginning of each academic year, a certain number of academic seats at the university for students who excel in sports, to be distributed among the various specializations in the colleges of the university, according to which the types of sports required for that academic year are determined based on the dean’s placement.
Article (5)	These Instructions shall apply to Jordanian students who have obtained the Jordanian General Secondary Education Certificate or its equivalent provided that the student’s average is not lower than the minimum average of acceptance at the public Jordanian Universities.
Article (6)	A student shall be considered to excel in sports should one of the following conditions apply:

	A. That the student is a player on the national team of a particular sport that is acknowledged by a sports federation from the federations affiliated with the Jordanian Olympic Committee. B. That the student is a player on the Jordanian Armed Forces team or a varsity team for schools in the Kingdom, and has represented Jordan in at least one external event. C. That the student is a player on the team of one of the Premier, first, second or third class leagues, or was in possession of one of the top three ranks in the individual championships organized by the competent sports federations in Jordan. D. That the student is a player on a military or school team, whereby the team must have won either the first, second or third position in one of the official Jordanian Armed Forces sports championships or in one of the school championships of the governorate to which the student or schools belong.
Article (7)	The University shall accredit certificates of sports excellence for the purpose of executing these Instructions as follows: A. The sports excellence certificates that are outlined in Clauses (A,C) of Article (6) of these Instructions, issued pursuant to the concerned sports federations. The certificates must be certified by the Jordanian Olympic Committee. B. The sports excellence certificates that are outlined in sections (B,D) of Article (6) of these Instructions, issued pursuant to the Military Sports Federation for military championships, or issued pursuant to the competent authorities in the Ministry of Education in the case of scholastic championships. The certificates should be duly certified either by the concerned parties in the Jordanian Armed Forces or the Ministry of Education. C. The applicant to apply for excellence in karate and taekwondo self-defense sports is required to have a black belt (one Dan and above) based on a certificate issued by the club and the concerned association and certified by the Jordanian Olympic Committee.

Article (8)	Students who excel in sports and have achieved the required averages shall be accepted in any of the majors offered by the University in accordance with what is stated in these Regulations. If two or more students achieve the same position in a sports championship, the student with the higher school average is preferred. If two or more students achieve the same school average, the student who has more athletic fitness shall be accepted.
Article (9)	It is required that the student who excels in sports: A. Has no criminal record, and that no sports penalty has been issued against him in the sports season in which the student has obtained sports excellence. B. Is physically fit and athletically active. C. Has obtained a sports excellence certificate in the season preceding the date the student has applied to the University, or in a championship or sports course during high school.
Article (10)	The accepted student shall undertake, according to what is stated in these Instructions, to practice the athletic activity and represent the University both inside and outside of the Kingdom.
Article (11)	The Committee shall evaluate those who excel in sports according to the following standards: A. The student's high school average, which will account for 40 %. B. A test of the student's athletic skills, which will account for 50 %. C. Personal Interview, which will account for 10 %.
Article (12)	The President shall form a Committee, chaired by the Dean along with the membership of the Head of the Registration Department and the Head of the Sports Activities Department. The Committee shall supervise the acceptance of students who excel in sports and shall determine the principles that should be followed in order to apply such Instructions. The committee has the right to form subsidiary technical committees of specialists from inside or outside the university whose task is to test the athletic abilities of advanced students and raise its recommendations in this regard.

Article (13)	Students who excel in sports shall submit their applications on special forms to the Dean, in addition to submitting certificates of sports excellence alongside the application. The certificates should be certified by the concerned parties as what is decreed in Article (7) of these Instructions according to the dates that are determined by the Deanship of Student Affairs at the beginning of each academic year.
Article (14)	The rules for the accepted student shall be applied to the sports excellence system in the event that he/she refuses to participate in the internal and external activities in which the university participates, or commits any violation of the regulations and instructions of the organizing body or the university, the disciplinary measures in force at the university, including canceling his/her admission to the university by a decision of the president based on the placement of the dean.
Article (15)	The Deans council shall decide on any issues that may result from the application of these Instructions.
Article (16)	The President, Dean of Student Affairs, and the Head of the Registration Department shall be responsible for executing these Instructions.

**The Acceptance of Students who Excel in the Arts Instructions
Issued by the University Council pursuant to Article (37) of the
Jordanian Universities Law No. (20) of 2009**

Article (1)	These Instructions shall be called “Instructions of the Acceptance of Students who Excel in the Arts at the German Jordanian University,” and shall come into force as of the date of its issuance by the University Council.
Article (2)	These Instructions aim to increase the standard of the artistic activities at the University, and provide those who excel in the arts with the opportunity to gain a University-level education.
Article (3)	The following words and expressions, wherever appearing in these Instructions, shall have the meaning assigned thereto unless the context indicates otherwise: University: German Jordanian University President: President of the University Dean: The Dean of Student Affairs at the University Committee: The Committee annually formed by the President for the purpose of applying these Instructions.
Article (4)	The President shall allocate a specific number of seats for those who excel in the arts at the beginning of each academic year, wherein they may be enrolled in any of the Universities majors. The types of artistic skills required for admission in a given academic year shall be determined upon the placement of the Dean.
Article (5)	These Instructions shall apply to Jordanian students who have obtained the Jordanian General Secondary Education Certificate or its equivalent provided that the student’s average is not lower than the minimum average of acceptance of the public Jordanian Universities.
Article (6)	A student shall be considered to excel in the arts should the student have one of the following artistic skills: Music (playing instruments and singing), acting, sculpting, Arabic handwriting, photography, the visual arts, and graphic design.

Article (7)	The president forms a committee headed by the dean and the membership of the director of the admission and registration department and the director of the student activities department. The committee supervises the acceptance of outstanding students in the arts and this committee determines the technical foundations that must be followed to implement the provisions of these instructions. The committee has the right to form sub-technical committees of specialists from inside or outside the university whose task is to test the technical capabilities of advanced students and raise its recommendations to do so.
Article (8)	In addition to the Committee's decision, students who excel in the arts must provide the University with either of the following certificates along with proof that the student does not have a criminal record: 1. A certificate issued pursuant to the school where the student attended high school, certified by the concerned parties in the Ministry of Education. The certificate should determine the fields and activities in which the student excelled. 2. A certificate from the artistic center or club of which the student is a member, certified by the party the center or club is affiliated to.
Article (9)	Applications of the students who excel in the arts shall be submitted to the Dean of the University along with the certificates stated in Article (8) of these Instructions in accordance with the dates that are determined by the Deanship of the Student Affairs of the University at the beginning of each academic year.
Article (10)	The committee presents to the president the students who meet the conditions for excellence in the arts according to the following criteria: A. The student's high school average, which will account for 40 %. B. A test of the student's artistic level, which will account for 50 %. C. Personal Interview, which will account for 10 %.
Article (11)	The accepted student, on the basis of these instructions, undertakes in writing to participate in art activities and to represent the university inside and outside the Kingdom. The disciplinary measures in force at the university shall be applied to the student who is accepted based on his/her arts excellence in the event that he/she refuses to participate in the internal and external activities in which the university

	participates or commits any violation of the regulations and instructions of the organizing body or university.
Article (12)	The committee submits its recommendations for admission of excellence in the arts to the president for decision and approval.
Article (13)	The University Council decides on any problems that may arise from the application of these instructions.
Article (14)	The President of the University, the Dean of Student Affairs, and the Director of Admission and Registration are responsible for implementing the provisions of these instructions.

The Students' Disciplinary Instructions at the German Jordanian University
Modified by the Deans' Council decision no. (321/2023/2024) dated 30/7/2024 in accordance
with Article (13/B/13) from Jordanian Universities Law no. (18) for the year 2018

Article 1	These instructions are called " Students' Disciplinary Instructions at the German Jordanian University " and come into force from the date of their approval by the Deans' Council.
	Definitions:
Article 2	The following words and expressions, wherever mentioned in these Instructions, shall have the meanings assigned to them below, unless the context indicates otherwise: The University: The German Jordanian University. The President: The President of the University. The Deanship: Deanship of Student Affairs at the University. The Dean: The Dean of the Deanship of Student Affairs. Dean of the School: The Dean of the school or institute to which the student belongs. The Council: The disciplinary council for students at the university. The Committee: The committee to investigate the violations committed by students and formed in the Deanship in accordance with the provisions of these instructions. The Student: Any student studying in any of the University's academic programs or degrees or any participant in its training or qualification programs.
	Efficacy:
Article 3	The provisions of these instructions shall apply to: A. All students who have university numbers and study in any of the university's programs or degrees. B. Students, whether on campus or abroad, in the Kingdom or abroad, include students of dual studies, exchange programs, special study and any other programs. C. Participants in training or rehabilitation courses and programs held through the centers, schools and deanships of the university, whether the violation is committed inside or outside the university, and the director of the center has the capacity of dean of the school for the purposes of applying these instructions. D. A complaint or report issued by any third party associated with the university such as partner universities, partner companies and institutions

	or any other party is considered as a report issued by the university's investigation committees.
	Notifications:
Article 4	A. For the purposes of implementing the provisions of these instructions, electronic notifications shall be based on the e-mail of the student at the university, and the Deanship, the Dean of the school or the investigation committees shall conduct notifications related to these instructions, as the case may be. B. The student's e-mail at the university is the address chosen for the purpose of communicating everything related to these instructions.
	Cases of Necessity:
Article 5	A. Notwithstanding the provisions of these instructions, the President may assume all authorities and competencies to suspend the student from studying or entering the campus, and to make notifications and impose sanctions directly and immediately and based on the reports of university security, or security entities or any party whatsoever, and without the need to conduct any investigation, in cases of extreme necessity, quarrels, violence, assaults, riots, breaches of security, tranquility, civil and community peace, or unrest and he/she notifies the Deans' Council in the first meeting held after the adoption of such decisions. B. The President may refer the violation or complaint directly to the Disciplinary Board if the violation does not require investigation. C. The Dean or Dean of the school may notify the President of any of the circumstances and details of a special nature or of social, family or humanitarian impact and dimension to take the appropriate action.
	Recording a violation or submitting complaints:
Article 6	A. The violation shall be issued to the student who committed any of the violations in writing or electronically from any of the employees in charge of recording the violations at the university, accompanied by facts and evidence as much as possible. B. Complaints shall be submitted to the student who committed any violating act by any of the employees or students at the university or by any interested party in writing or electronically, accompanied by facts and evidence as much as possible. C. The violation or complaint shall be submitted by any electronic or written means to the Dean or the Dean of the school and may be submitted directly to the President in the event that the Dean or Dean of the school refuses to accept the complaint or refrains from taking any action. D. The president, dean or dean of the school shall refer violations and complaints to the investigation committees formed under these instructions if they require investigation, and if they do not require investigation, the punishment shall be taken according to the authorities specified in these instructions.

	E. In the event that the perpetrator of the violation or those who participated in it are people from outside the university, the complaint is transferred to the competent judicial authorities and the authority to which it belongs, if any, is notified.
	The Violations:
Article 7	A. The following acts shall be considered violations that expose the student who commits, participates or incites any of them to the disciplinary sanctions stipulated in these instructions: 1. Deliberately refraining or inciting not to attend lessons or lectures or from other university activities and events that the regulations and instructions require to attend. 2. Breach of order or discipline required by seminars, lectures or all activities and events held on campus or organized by the university outside its campus. 3. Breach of order and discipline in the conduct of the teaching process, or causing any inconvenience, harassment, or the use of devices or electronic software that are not allowed inside university lectures and activities without prior permission, or photography, audio or video recording inside face-to-face or electronic lectures without permission, or misuse of what has been allowed to be filmed or recorded. 4. Entering or eating food and drink inside lecture halls or in any of the university facilities that prevent this without prior permission. 5. Cheating or attempting to cheat in the broad sense and by any means whatsoever in exams, tests, academic, study and research duties or graduation projects or attempting to do so, or violating the examination system or the calm and discipline that must be available therein. 6. Lack of scientific integrity or the student's total or partial uncited literal transfer according to the right scientific methodology, or his/her scientific, literary, or intellectual theft, or academic plagiarism, or the use of artificial intelligence software without being authorized in scientific, literary or intellectual production without reference to that, or violation of intellectual property rights, citation principles and scientific honesty. 7. Any act that affects honor, dignity, immorality, violates good conduct and behavior, and by any read, visual or audible means that harms the reputation of the university, its students, employees, guests or visitors, or their privacy, and by any means whatsoever, including any act committed by the student outside the university in an event, activity, occasion, or event in which he/she represents the university or in which the university participates. 8. Any abuse of Arab and Islamic morals, values, principles, customs and traditions, abuse of the dignity of others, their personal freedoms, cultures and symbols, incitement to violence or hatred, or advocacy to stir up national, ethnic, religious, sectarian, racial or factional strife in any form, especially what includes exposure, abuse or derogation of religions, beliefs, prophets, messengers and heavenly books by writing, drawing, image, or symbol.

	9. Participate in organizing any event within the university without prior authorization from the responsible authorities at the university or participate in any activity that violates peace and security on campus or the organizational rules in force at the university, or incite it. 10. Causing, participating or inciting any action within the university that hinders, disrupts or harms the political and partisan work within the university as specified in the legislation in force. 11. Using buildings, facilities, devices, equipment, e-mail of the university, or any of the university's software for purposes other than those intended for it or without prior written permission from the responsible authorities at the university. 12. Collecting donations without a license from the responsible authorities and the approval of the Dean, distributing flyers, issuing leaflets, sticking posters, hanging banners of all kinds, shapes and purposes, writing on the walls of university buildings or facilities, displaying goods or services outside the places designated for advertising and without the official seal from the Deanship or organizational units at the university. 13. Collect signatures that would disturb security and the university system or offend others, whether individuals or groups. 14. Any theft, damage, tampering, or sabotage of any movable and immovable assets, whether owned by the university, its employees, students or any other party. 15. Any act that causes a breach of the University's electronic systems, devices and servers, software, electronic network, website or electronic platforms. 16. Impersonating others in any matters related to the university and its affairs. 17. Forgery of university documents or documents approved therein, use of forged documents or papers for any purpose, fraud or manipulation in obtaining them or any document submitted by the student to various authorities inside or outside the university. 18. If it is proven that any personal or health information provided by the student or provided in any form or application is incorrect. 19. Giving documents, university IDs, student benefits and permits, or passwords to others, or allowing others to use them illegally. 20. Engaging in bilateral or group quarrels, or participating, interfering, orchestrating, or instigating them, or agreeing with students or other persons to commit acts of violence or quarrels within the university or in any activity or event outside the university. 21. Preparing inside the university for off-campus fights. Carrying, inserting, or using any weapon or any part thereof, whether licensed or unlicensed, sharp or blunt instruments, and any metals, toxins, chemicals, or organic materials that are dangerous, flammable, incendiary, harmful, or noxious, in various types and forms on campus or any activity or event in which the university participates. Possessing, using, entering, or promoting spiritual drinks or narcotic substances within the university or entering the university under the influence of drinks or narcotic substances.

	Smoking in all its forms inside university buildings, facilities or student buses. Violating the university's law, regulations, instructions, or decisions in force. Disclosing any information related to any student, or his/her health or social condition, or launching, circulating and promoting rumors, false news, and inaccurate and misleading information. Any act or behavior that violates university traditions or offends university life or is considered contrary to the provisions of any of the legislation in force. B. Any violations committed by the student while in Germany for study, training or language courses shall be considered a violation that requires punishment under these instructions and according to the complaint, the letter or the report of the entity in which the student is studying or training.
	Sanctions:
Article 8	A student who commits any of the violations stipulated in Article (7) of these Instructions shall be punished by one or more of the following disciplinary sanctions: A. Written notice. B. Removing the student from the classroom, exam, laboratory, activity, or campus and calling university security to remove him/her when needed. C. Deprivation from attending some lectures of courses that the student violates the system during teaching. D. Deprivation for a specific period from benefiting from the university services in which the violation was committed without refund of any allowance or fees. E. Deprivation for a specified period of benefit from practicing one or more student activities. F. Warning in its three degrees, first, second and final warning. G. Canceling the registration of one or more courses, in the semester wherein the student has committed a violation. H. Considering him/her as failed in one or more courses in the semester in which the violation occurs. I. Temporary dismissal from the university for a semester. J. Temporary dismissal from the university for more than one semester with the summer semester if the summer semester falls between the semesters from which he/she was dismissed. K. Cancellation or postponement of granting the student the degree for a specific period of time. L. Final dismissal from the university.
	Sanctions Authorities:
Article 9	The authorities of inflicting disciplinary sanctions on students are determined as follows:

	A. The course teacher has the authority to inflict the sanctions stipulated in paragraphs (A), (B) and (C) of Article (8) of these instructions in writing on the student without the need for an investigation committee, and the sanction is sent to the dean of the school and the Admission and Registration Department to be kept in the student's file. B. The Dean has the authority to impose the sanctions in paragraphs (A) to (F) and the Dean of the School may has the authority to impose the sanctions in paragraphs (A) to (H) of article (8) of these instructions, in light of the report of the responsible investigation committee. C. The President shall have the authority to impose any of the sanctions provided for in paragraphs (A) to (K) of Article (8) of these Instructions. D. The Council shall have the authority to impose any of the sanctions stipulated in Article (8) of these instructions. E. The President, upon the recommendation of the Dean, has the right to replace any of the sanctions stipulated in paragraphs (A) to (E) of Article (8) with an alternative sanction represented by community service in any of the university facilities or the local community for a period determined according to the type of sanction and the location and nature of this service.
	Sanctions Special Provisions:
Article 10	A. Both the student and the student with whom he agreed to enter to take an exam or test instead shall be subject to the following sanctions combined: 1. The student registered for the course in question shall be considered a failure in that course. 2. Temporary dismissal from the university for at least one semester starting from the semester following the semester in which they were caught. B. If the person who tried or entered the examination or test hall is not a university student, he/she shall be referred to the competent judicial authorities, and the authority to which he belongs, if any, shall be notified. C. The course instructor or the invigilator in the exam shall determine the suspicion of electronic cheating or any attempt to cheat or flagrante delicto during the face-to-face exam or remotely or after its completion and shall record it in a seizure report immediately supported by the available evidence or the methods used to verify the commission of cheating and inform the School's dean in writing of this violation to take the appropriate action. D. The student or participant in any course or program shall be dismissed if he/she commits one of the disciplinary violations, and the university may take other necessary legal measures against the violating participant, according to the enormity of the violation. E. A student or participant who is dismissed from any course or program is not entitled to claim a certificate, compensation, refund any part of the course or program affiliation fees, or re-enroll in any course or program and the donor or entity covering the subscription fees shall be notified. F. A student shall be deemed to have been dismissed permanently from the university if the number of semesters from which the student has been temporarily dismissed exceeds four semesters during the period of his/her study at the university.

	G. It is not permissible to accept a student who has been dismissed as a final disciplinary dismissal from the university to register for any degree at the university. H. In the event of a sanction of temporary or final dismissal from the university, the ID of the dismissed student shall be withdrawn or suspended, and he shall be prevented from entering the campus, except with the permission of the president or dean, and the concerned departments shall be officially informed of the decision to implement it. I. Courses that a student may study at any other institute, faculty or university during the period of the dismissal sanction are not counted or equivalent. J. Any act, saying or behavior of the student that may disrupt the investigation sessions, the council, or the exposure, abuse, threat, or influence any member of the investigation committees, the council, the violator, the complainant, or witnesses, is considered a new disciplinary violation. K. In justified cases, two or more disciplinary sanctions may be combined from the sanctions provided for in these instructions. L. When determining the appropriate sanction, the proportionality of the sanction shall be taken into account with the size of the violation and the achievement of the goal of deterrence and correction of behavior. M. If the student commits an offense and has received a previous sanction, the person with the authority must take a more severe sanction. N. The authorized person who issued the sanction may publicize and publish the name of the student against whom the sanction is taken when it becomes final on the billboards on campus, and this is not considered a disciplinary sanction.
	Investigation Committees:
Article 11	The following investigation committees are formed at the beginning of each academic year to investigate violations and complaints attributed to the student that require investigation for a period of one academic year, which can be extended, as follows: A. <u>An investigation committee at the university level:</u> 1. The president, upon the recommendation of the dean, forms one or more investigation committees to investigate student violations committed outside schools and institutes, consisting of three faculty members in addition to a fourth reserve member, and the president nominates from among its members its chairman. 2. The Dean shall nominate an employee from the Deanship to carry out the duties of the Secretary. 3. The president or the dean, as the case may be, may refer violations and complaints to this committee for investigation and appropriate sanction. 4. By a decision of the president or the dean, this committee may investigate violations committed within schools, deanships, institutes, centers or any of the university's facilities, or in which no investigation committee has been formed or an investigation committee cannot be formed for any reason. B. <u>Investigation Committee at the College Level:</u>

	1. The School Council forms a committee to investigate student violations within the school facilities from three faculty members in the school in addition to a fourth reserve member, and the school Council nominates a chairman of this committee and informs the university president and the dean of student affairs of the names of its members. 2. The Dean of the school shall designate an employee from the school to carry out the duties of the Secretary. 3. The president or the dean of the school, deanship or institute, as the case may be, may refer violations and complaints to this committee for investigation and appropriate sanction. 4. If the student commits a violation in a course taught inside or outside the university, the dean of the school that offers the course shall refer the violating student to the committee formed in the school that offers the course for investigation and placement to the person with the authority to take the appropriate sanctions. C. <u>Investigation Committee for Graduate Students:</u> 1. The Council of Graduate Studies forms a three-member committee to investigate violations committed by graduate students. 2. The Dean of Graduate Studies shall designate one of the Deanship employees to carry out the duties of the Secretary. 3. The President or the Dean of Graduate Studies, as the case may be, may refer violations and complaints to this committee for investigation and placement to the person with the authority to take the appropriate sanctions.
	Procedures of Investigations Committees:
Article 12	A. The president, dean, or dean of the school or institute shall refer the complaint or violation to the competent investigation committees. B. The investigation committees shall collect information and determine a date and place for the investigation, with a preliminary description of the violations committed. C. The student shall be notified electronically of the violation attributed to him/her and the date and place of the investigation, and a hard copy of the electronic notification shall be kept in the investigation file. School/Deanship Investigation Committee..... Student:.....University ID Your attendance is required in a day Date / / time for office number Floor.... In the building of To consider the violation/complaint submitted by the and its subject We ask you to attend on the specified date to ask you about the violations attributed to you. In the event that you fail to attend, the procedures will be completed against you in absentia and the Admission and Registration Department, and the Financial Department will be notified to stop all academic and financial movements related to you. D. The student has the right to submit his/her statement in writing if he/she so wishes, provided that he/she signs it before the committee, and is discussed

	in it, and the student is given sufficient and fair scope to defend what has been attributed to him/her, and witnesses are heard, if any, and the evidence is presented to him/her, and he/she is given the opportunity to present his/her defense evidence, whether written and witnesses, if any, and include them in the investigation file, and after hearing witnesses, if any, and concluding the statements, the investigation sessions are adjourned for deliberation between the members of the investigation committee and submitting the final report. E. The report issued by the investigation committees must indicate the validity or invalidity of the student's commission of the violation attributed to him/her and with a statement of all the circumstances that accompanied the commission of the violation, in all impartiality, integrity, transparency, justice and non-bias to any party. F. Investigation committees shall rely on the evidence and evidence presented to them only and may not rely on information, personal opinion or statements that are not proven and not duly presented to them. G. Any member of the investigation committees must inform the president directly of any conflict of interest with the parties to the complaint or violation or of any attempt to influence and pressure him/her from any person or entity, whether from inside or outside the university. H. No member of the investigation committee has the right to refrain from signing decisions, even if they are issued by majority, and if he/she has a reservation, the reservation must be stated in writing, in a clear and detailed form. I. Witnesses shall sign their statements and the testimony shall be excluded in the event that the witness refuses to sign his/her statements, and the reasons for the refusal shall be stated if possible.
Article 13	A. The above investigation committees shall complete the investigation of violations and complaints referred to them within a period not exceeding (14) days from the date of their referral to them, and the president, dean, dean of the school, deanship or institute may extend this period at the justified request of the committee if circumstances so require. B. After any of the above investigation committees completes their duties, they shall refer the report issued above to the competent authority according to the authorities to take the punishment attributed to them.
	Disciplinary Council:
Article 13	A. The Council of Deans shall form at the beginning of each academic year and upon the recommendation of the President a disciplinary council to consider disciplinary violations and the reports of the investigation committees referred to it by the President for a period of one year from the date of its formation, and its term shall be extended until another council is formed. B. The Council consists of the Dean or his/her deputy as President, the Dean of the school to which the student belongs and three members of the faculty at the university. C. The Dean shall nominate an employee from the Deanship to carry out the duties of the Secretary. D. The Deans' Council, upon the recommendation of the President, may replace the Chairman and any of the members of the Council at any time.

	E. The Council shall decide on the cases referred to it within a period not exceeding (14) days from the date of their referral by the Chairman and the Chairman may extend this period at the justified request of the Council if circumstances so require.
	Procedures of The Disciplinary Council:
Article 15	A. The Chairman shall refer to the Council any violation or complaint with the report issued by any of the investigation committees, if any. B. The chairmen of the investigation committees shall defend the investigation report before the Council. C. The Board shall scrutinize the procedures of the investigation committees and the evidence submitted, and determine a date and place for holding the sessions of the Council. D. The Deanship shall electronically notify the student of the violation attributed to him and the date and place of the Council sessions and shall keep a hard copy of the electronic notification in the investigation file. Student Disciplinary Council at the German Jordanian University. Student:.....University ID Your attendance is required at a day Date // time For office number Floor.... In the building of To consider the violation attributed to you according to the report of the investigation committee. We ask you to attend on time to ask you about the violations attributed to you. In the event that you fail to attend, the procedures will be completed against you in absentia and your dean, the Admission and Registration Department and the Financial Department will be notified to stop all academic and financial movements related to you. E. The student has the right to submit his/her statement in writing if he/she has not submitted it to the investigation committees, provided that he/she signs it before the Council, and is discussed therein, and is given sufficient and fair space to defend what was attributed to him/her and the Council to hear witnesses, review evidence, and provide him/her with the opportunity to submit his/her defense evidence, whether written and witnesses, and include it in the disciplinary violation file, and after the conclusion of the statements, the sessions of the Council are adjourned for deliberation among its members and final decision. F. The decision of the Council must indicate whether or not the student committed the violation attributed to him/her and with a statement of all the circumstances that accompanied the commission of the violation, in all impartiality, integrity, transparency, justice and non-bias to any party.

	G. The council relies solely on the evidence submitted to it or obtained by it and may not be based on information, personal opinion or statements that are not proven and not submitted in writing to it. H. Any member of the council must inform the President directly and disclose any attempt to influence and pressure him/her from any person or entity, whether from inside or outside the University, at the time and before the council issues its final decision. I. None of the members of the Council has the right to refrain from signing the decisions of the Council, and if it has a reservation, the reservation must be stated in writing, clearly and in detail. J. Witnesses shall sign their statements, and testimony shall be excluded if the witness refuses to sign his/her statements, and the reasons for the refusal shall be stated if possible.
	Appeal:
Article 16	A. All preparatory disciplinary decisions and penalization decisions shall be final, with the exception of decisions to impose sanctions stipulated in paragraphs (I), (J), (K) and (L) of Article (8) of these instructions, which are subject to appeal by the student to the University Council within (10) working days from the day following the date of issuance of the decision face-to-face or from the day following the date of sending the decision in absentia by e-mail. B. The University Council considers the submitted appeal and may return it in form if it is submitted outside the period or return it in substance if it is not convinced of the reasons for the appeal, and the University Council may confirm, amend or cancel the sanction as it deems appropriate. C. The University Council, in its appellate capacity, may aggravate or reduce any sanction as follows: 1. The sanction taken against the student shall be increased if the University Council finds that the sanction is not commensurate with the type of violation committed against the university and others. 2. The sanction taken against the student shall be reduced if the University Council finds that there is an exaggeration in the punishment taken against the student. 3. In proportionality of sanctions, the Council shall take into account the achievement of the goal of deterrence and flexibility in combating any behavioral negatives to reduce them. D. All decisions issued by the University Council are considered final. E. If the student does not appeal the appealable sanction decision within the period specified for appeal, the disciplinary decision issued against him/her shall be considered final.
	General Provisions:
Article 17	A. Any act or behavior that the student has been proven to have committed and led to the destruction of any of the university's movable or immovable funds, he/she is obligated to pay the value of the damaged or what he/she caused of harm of based on the relevant legislation. B. The student referred to any of the investigation committees or the Council must appear and attend on the specified date, and in the event that the

	student fails to attend any of the sessions after being informed on his/her e-mail, the procedures and decisions will be completed in absentia without his/her presence. C. In the event that the student fails to attend any of the investigation sessions or the Council, his/her dean, the Admission and Registration Department and the Financial Department will be notified to stop all academic and financial movements related to him/her. D. In any of the cases where a member of any of the investigation committees or the Council is a party to any disciplinary violation (complainant, defendant or witness) or discloses the existence of a conflict of interest or lack of impartiality, the chairman shall nominate the substitute member of the investigation committee or the council of which he/she is a member. E. If any member of the investigation committee or the council is absent with or without an excuse and the quorum has been reached, the session and the decisions issued by the committee, or the council shall be legal and valid. F. Sessions may be held (remotely) by a decision of the Chairman of the Committee or the Council, provided that these sessions are recorded and attached to the investigation file. G. The president may, upon the recommendation of the dean or the dean of the school, re-investigate if it is found that there is a fundamental defect and a significant difference in the disciplinary procedures after the issuance of the sanction decision. H. Subject to the provisions of these instructions, if it is found that the perpetrator of the violation is a student who has been academically or disciplinarily withdrawn or dropped out of study for any reason during the semester in which the violation occurred, the violation shall be submitted to the president to take the appropriate decision. I. If the specified period for any of the committees or the Council expires, any of them shall continue to exercise his/her authorities until new committees are formed or a new Council replaces him/her. J. The investigation committees, the Council and the University Council in their appellate capacity may continue their procedures prescribed in these instructions, even if the violation is pending with other bodies. K. All sessions of the investigation committees and the Council shall be confidential. L. The imposition of any of the sanctions stipulated in these instructions does not exempt the student from paying compensation for the damages caused by him/her and the university has the right to collect these compensations. M. The imposition of disciplinary sanctions provided for in these instructions shall not preclude the prosecution of the student, in cases where the disciplinary violation constitutes a crime punishable by law. N. A court acquittal of the student, or a finding that he/she is not responsible, does not preclude disciplinary sanctions from being imposed against him/her. O. Any ignorance of the legislations of the regulations, instructions and decisions in force at the university, or issued by it, does not exempt the student from responsibility. P. Disciplinary sanctions taken under these instructions shall not be subject to the provisions of amnesty laws. Q. When the student obtains a sanction less than the final warning, the dean, with the approval of the president, may grant the student a certificate of

	good conduct upon graduation from the university and after his/her clearance, provided that: 1. If the violation is minor, non-serious and not related to others. 2. If the sanction has passed at least one year from the date of its imposition without the student committing any violation. 3. To have participated in activities, volunteer work or community service through the Deanship.
Article 18	A. The deans of the schools and deanships concerned send up-to-date copies of their violations and sanctions to the Deanship. B. A central record of all violations and sanctions taken under these instructions shall be kept at the Deanship and shall provide the Admission and Registration Department and the schools of the concerned students with a copy thereof at the end of each semester. C. The Deanship ensures the implementation of disciplinary sanctions at the university, follows them up, and sends quarterly reports to the president.
Article 19	Sanctions taken prior to the entry into force of these Instructions shall be subject to the provisions of these instructions.
Article 20	Any previous instructions or decisions that contradict these instructions are hereby canceled.
Article 21	The University Council decides on cases that are not stipulated in these instructions.
Article 22	The University Council, the Council, the committees, the President, the Dean, the Deans of schools and Deanships, and the directors of the relevant organizational units at the University are responsible for implementing the provisions of these Instructions.
