

**Instructions of the Vision Training Center 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)	<p>The following words and expressions, wherever appearing in these Instructions, shall have the meaning assigned thereto unless the context indicates otherwise:</p> <p>Kingdom: The Hashemite Kingdom of Jordan</p> <p>University: German Jordanian University</p> <p>Council: The Deans council</p> <p>President: The President of the University</p> <p>Center: The Vision Training Center at the German Jordanian University</p> <p>Center Council: The Council of The Vision Training Center</p> <p>Head of Council: The Chairman of the Council of the Center</p> <p>Director: The Director of the Center</p> <p>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.</p>

Article (3)	<p>A. The Center shall be considered one of the University units whereby the Regulations and Instructions of the University shall apply.</p> <p>B. The President holds a managerial power over the Centre whereby he may delegate his powers to any of his vice-presidents.</p>
Article (4)	<p>The Center aims to achieve the University goals of providing services for the local and regional community.</p>
Article (5)	<p>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:</p> <p>A. Providing education in the field of visual rehabilitation through the Training Diploma Program, training courses, in addition to theoretical and practical lectures.</p> <p>B. Developing the tools used for the assessment and training of those who have a visual disability.</p> <p>C. Providing comprehensive services for those who have a visual impairment and to their families, such services shall include:</p> <ul style="list-style-type: none"> ▪ 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. <p>D. Providing research opportunities in the field of visual rehabilitation.</p> <p>E. Promoting cooperation with other organizations both inside and outside of Jordan in the field of visual rehabilitation.</p> <p>F. Spread the acquired knowledge in the Center through lectures, workshops,</p>

	and electronic means of communications.
Article (6)	<p>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:</p> <ul style="list-style-type: none"> ▪ 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. <p>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.</p> <p>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</p> <p>D. Terms of office for the council shall be for three years.</p>
Article (7)	<p>A. The Council shall convene its meetings upon summon from the Chairman whenever the need arises, but no less than twice annually.</p> <p>B. The quorum shall consist of four members, whereby either the Chairman or his deputy is one of the members.</p> <p>C. Valid decision shall be adopted based on the majority of the votes by the</p>

	<p>members present. If votes are equal, the vote of the Chairman of the Meeting shall be the casting vote.</p>
<p>Article (8)</p>	<p>The board shall undertake the following duties and powers:</p> <ul style="list-style-type: none"> ▪ 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.
<p>Article (9)</p>	<p>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:</p> <ol style="list-style-type: none"> 1. Representing the Center in front of other parties both inside and outside of Jordan.

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| | <ol style="list-style-type: none"> 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). <p>B. The Director shall be entitled to delegate in writing some of his powers and duties that are mentioned therein.</p> <p>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.</p> |
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	<p>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.</p>
Article (10)	<p>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.</p> <p>B. It shall be required that the Director:</p> <ul style="list-style-type: none"> ▪ Is a member of the academic staff of the University ▪ Possesses the required competency in the field of visual rehabilitation.
Article (11)	<p>The Center revenues shall consist of the following:</p> <ul style="list-style-type: none"> ▪ 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)	<p>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.</p> <p>B. All expenses of the Center shall be borne by the account mentioned in Clause (A) of this Article.</p>

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.