

Rules of Selecting UOP Students for Participating in Student Exchange Programs in the Partner Academic Institutions

Article (1):

These rules are entitled as the “*Rules of Selecting UOP Students for Participating in Student Exchange Programs in the Partner Academic Institutions*”, and shall go into effect as of the beginning of the second semester of the university year 2016/2017.

Article (2): Announcement of Grants

The Office of International Education announces availability of student exchange grants through UOP website, internal memos, brochures, and leaflets. The grants’ announcement contains available grants at each partner academic institution.

Article (3): Application for Grants

1. Applications are submitted to the Office of International Education according to the established timeline for every university or via the website of partner academic institution, in case of submitting online applications;
2. If the official language level proof issued by the approved language centers does not indicate meeting language condition, the application will be excluded;
3. The conditions contained in the regulations of student exchange between the University Of Petra (UOP) and the partner academic institutions apply to applicant BA and MA students;
4. The following documents are enclosed to the application:
 - A document that proves the language level;
 - An up-to-date transcript and student enrollment certificate;
 - Approval letter by guardian/scholarship university;
 - Three recommendation letters by teaching staff who taught the student;
 - Any other requirements or documents by the partner academic institution.
5. The student is only allowed to submit to universities s/he meets their requirements.

Article (4): Candidates Selection Mechanism

1. When applications’ submission deadline expired, the committee, which consists of the Dean of Admission and Registration, the Director of External Funding and the Director of the Office

of International Education select candidates based on the Grade Point Average (GPA), multiplied by conversion factor for BA and MA Students as follows:

Bachelor Students:

Student Level (Year)	Majors Requiring (8) Semesters	Majors Requiring (10) Semesters
Fifth	-	1.0
Fourth	1.0	0.90
Third	0.90	0.80
Second	0.80	0.70

Master Students:

Successfully Completed Credit Hours	Conversion Factor
12 credit hour and above	1.0
6 – 9 credit hours	0.90

2. Students are selected according to their rank in competition lists and numbers set forth in the agreement;
3. If the student is eligible for more than one university at the same time, s/he may select from options;
4. If the student was nominated for a grant and approved it in one of the partner academic institutions, other nomination would be ignored unless the nomination is rejected;
5. The Office of International Education sends nominations to the concerned party in the partner academic institution after being approved by the presidents of concerned universities. The final decision to accept nominations is taken by the partner academic institution; and
6. The students who were approved by the partner academic institution shall complete administrative procedures approved by the Office of International Education, submit documents and sign required undertakings.