

# UOP Student Exchange Regulations at Partner Academic Institutions<sup>11</sup>

## Article (1):

**A- These regulations are entitled as the “UOP Student Exchange Regulations at Academic Institutions Partner”, and shall go into effect as of the beginning of the second semester of the university year 2016/2017.**

**B- The following terms and expressions, wherever mentioned herein, shall have the hereunder designated meanings, unless the context indicates otherwise:**

<b>University:</b>	University of Petra (UOP).
<b>Dean:</b>	The Dean of concerned Faculty.
<b>Faculty:</b>	Any Faculty of the University.
<b>Department:</b>	The Academic Department in the Faculty.
<b>Office:</b>	Office of International Education.
<b>Student Exchange:</b>	Sending UOP students to study in the partner academic institutions by virtue of memorandums of understanding or agreements between UOP and academic institution partner.
<b>Partner Academic Institution:</b>	Academic institutions recognized by the Ministry of Higher Education and Scientific Research.

## Article (2): The following general rules and conditions apply to regular students at UOP Bachelor and Master Programs:

1. Student exchange is not applicable in the beginning of student's last semester;
2. The student shall study courses regularly at partner academic institution;
3. The student shall obtain the consent of his/her department council regarding the requested courses;
4. S/he has not received disciplinary penalty/action;
5. The student shall complete “**Learning Agreement Form**”, which consists of list of courses available at partner academic institutions and list of equivalent UOP courses, and obtain the approval of the Department, Faculty, Deanship of Admission and Registration and the office. The approval of the Department and Faculty shall entail granting equivalency certificate for courses duly by the Deanship of Admission and Registration;
6. The student shall pay full registration fees to UOP for exchange semesters he wish to study abroad;

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<sup>1</sup> Approved by the University Council in its session No. (1-2016/2017), dated on 23/11/2016, Decision No. (6/2016/2017).

7. The student shall postpone his/her study for exchange semesters. The student's postponement application may not be approved unless s/he pays fees provided for in paragraph No. (6), without prejudice to allowed postponement period provided for Awarding Scientific Degrees Regulations at University of Petra;
8. Student exchange grants, its application mechanism and candidates selection mechanism are set according to the procedures of selecting UOP student for student exchange grants;
9. The student shall receive the partner institution acceptance letter after submitting a copy of the paid fees receipt;
10. In case the student fails to obtain the visa, the paid fees are transferred to his/her account and used for completion of regular registration;
11. The student shall provide the office with a transcript for courses studied at the partner institution. If the student fails to do so, the office will take action to obtain the student transcript from the partner institution to send it to the Deanship of Admission and Registration for the purposes of course equivalency under the provisions of the Learning Agreement;
12. If the student has not studied the courses provided for in the Learning Agreement as the courses were not offered or conflicted, the student will address the office concerning changes to desired courses. The office shall communicate with the Faculty Dean to state his/her view to approve courses equivalency or disapprove courses equivalency. The student is informed in both cases;
13. In case of scholarship student, s/he shall obtain the prior approval of the scholarship organization to adhere to the present regulations;
14. The university does not incur any financial expenses resulting from student exchange programs or any additional expenses that are not covered by the program. Moreover, the student shall sign undertaking hereto.

**Article (3): The following general rules and conditions apply to regular students at UOP Bachelor Programs:**

1. General rules and conditions provided for in Article No. (2) of the regulations;
2. The student has completed not less than (36) credit hours at the university, unless the Memorandum of Understanding or agreement with the partner institution stated otherwise;
3. His/ her (CGPA) is not less than (2.5);
4. The student may not study more than (36) credit hours under student exchange programs and the total number of credit hours of courses studied outside and of credit hours

transferred to the student before may not exceed (50%) of credit hours required by the student's study plan;

5. The student shall obtain a grade of 60% at least or (2.00 – “C”) or its equivalent for courses studied outside for equivalency purposes.

**Article (4): The following general rules and conditions apply to regular students at UOP Master Programs:**

1. General rules and conditions provided for in Article No. (2) of the regulations;
2. The student has to obtain the approval of postgraduate council on the recommendation of the concerned department and faculty committees;
3. The student may not study more than (6) credit hours.
4. His/ her (CGPA) is not less than (3.00);
5. The student may not study more than (6) credit hours under student exchange programs and the total number of credit hours of courses studied outside and of credit hours transferred to the student before may not exceed (9) credit hours required by the student's study plan;
6. The student shall obtain a grade of (3.00 – “B”) or its equivalent for courses studied outside for equivalency purposes.

**Article (5): The terms and conditions provided for agreement signed between the university and partner institution apply to UOP international students.**

**Article (6): The Council of Deans shall decide upon cases not stipulated in these Regulations.**