

University of Petra

Guidelines for Incoming Students



Contents

1. About UOP	3
2. Mobility & Exchange Programs	4
3. University Facilities	5
4. Study Programs	6
5. Admission to the University (Bachelor & Master Programs)	8
6. Fees	10
7. Student Life	11
8. Personal / Living Expenses	11
9. Academic Calendar (Important Dates)	12
10. Accommodation Options	13
11. Contact US	14

1. About UOP

The University of Petra (UOP) is a private university that was established in 1991. UOP is registered at the Ministry of Higher Education & Scientific Research (MoHE) and accredited by the Higher Education Accreditation Commission (HEAC) in Jordan. The University is also a member of the Association of Arab Universities.

UOP is located in the western part of the Jordanian capital, Amman. It is one of the most welcoming universities in Jordan. It is a home to seven faculties in a compact and friendly campus, where students really enjoy the opportunity to achieve their goals while developing a desire for lifelong learning. At UOP, we are committed to opening up quality education to students from a diverse range of backgrounds and experiences.

The challenges we face in this century are enormous. We live in a global village and are immediately affected by the surroundings in all lifestyles. The overlap of common interests among countries dictates a fresh intellectual approach in dealing with each other. Some of these approaches are dialogue and respect of differences with others, enhancement of intellectual pluralism and maximizing common interests and respect for the ethnic and religious differences with others. We live in a mosaic cultural heritage, which we should understand, respect and live with.

UOP has developed an excellent national and international reputation. Since 2006 we have been considering what the University should be like in the future to strengthen and foster this reputation. As a result, many exciting changes are now in progress. In particular, we are building on our strengths, developing new professionally relevant areas, investing in staff and facilities and reorganizing ourselves to ensure that we maintain our traditional focus on academic excellence. We have recently achieved a new milestone in obtaining the Quality Assurance Certificate from the HEAC. This certificate has been awarded for the first time and UOP is the first academic institution in Jordan to receive this certificate.

Over recent years, the University's research programs have flourished across a range of areas, backed up by alliances with other major research institutions. The University's international involvement covers an extensive range of exchange programs and international agreements.

2. Mobility & Exchange Programs

UOP has a number of agreements with regional and international higher education institutions. One of the main goals of these agreements is to establish, develop and maintain international relations in the area of exchanging students and staff. Phoenix EU Funded Erasmus Project is an example of these successful international agreements.

3. University Facilities

UOP students can use, access and participate in any of the following facilities available at the campus:

- 1 – Gym (Sports Complex)
- 2 – Medical Clinic
- 3 – Car Parking
- 4 – E-Learning Center
- 5 – Continuing Education Center
- 6 – Language Center
- 7 – Innovation Center
- 8 – Pharmaceutical Center
- 9 – Food Court
- 10 – Cultural, Artistic and Social Activities
- 11 – Petra Music
- 12 – Radio Station
- 13 – TV Studio
- 14 – Transportation from and to all areas in Amman, Zarqa and Madaba
- 15 – Free WiFi on campus
- 16 – Library Services

4. Study Programs

Bachelor's degree

Major Specializations & Faculty	Credit Hours	Years of Study	High School Score Required	Secondary School Stream
Faculty of Information Technology				
Software Engineering	132	4	%60	*Scientific
Computer Sciences	133	4	%60	
Computer Information System	132	4	%60	
Computer Networking	135	4	%60	
Faculty of Arts and Sciences				
Arabic language & Literature	135	4	%60	*Scientific & Literary
English language & Literature	135	4	%60	
French & English Languages & Literature	135	4	%60	
English Language & Translation	135	4	%60	
Class Teacher	135	4	%60	
Child Education	135	4	%60	
Chemistry	132	4	%60	
Faculty of Mass communication				
Journalism	135	4	%60	*Scientific & Literary
Radio and Television	135	4	%60	
Faculty of Architecture and Design				
Architecture	165	5	%80	*Scientific
Interior Design	143	4	%60	*Scientific & Literary
Design Graphic	137	4	%60	
Faculty of Administrative and Financial sciences				
Business Administration	132	4	%60	*Scientific & Literary
Financial & Banking Sciences	132	4	%60	
Marketing	132	4	%60	
Accounting	132	4	%60	
Management Information System	132	4	%60	
E-Business & Commerce	132	4	%60	
Faculty of Pharmacy and Medical Sciences				
Pharmacy	165	5	%80	*Scientific
Clinical Nutrition & Dietetics	136	4	%70	
Faculty of Law				
Law	141	4	%65	*Scientific & Literary

Note: Specializations marked * require a high school certificate, scientific section. The other specializations accept both scientific and literary section certificates. Other High school specializations are admitted in accordance with the instructions of the Ministry of Higher Education and Scientific Research.

Master's Degree

Major Specializations & Faculty	Credit Hours	Years of Study	BA Minimum score required
Faculty of Pharmacy and Medical Sciences			
Pharmaceutical Sciences	33	2	Good
Faculty of Arts and Sciences			
English Language & Translation	33	2	Good
Arabic Language & Literature	33	2	Good
Journalism	33	2	Good
Faculty of Administrative and Financial Sciences			
Business Administration	33	2	Good
Marketing	33	2	Good

Grading System

The university adopts a four point system. The course grades are recorded in letters according to the following scheme of evaluation:

Symbol	Point	Percentage
A	4.00	95 - 100
A-	3.67	90 =< 95
B+	3.33	87 =< 90
B	3.00	84 =< 87
B-	2.67	80 =< 84
C+	2.33	75 =< 80
C	2.00	70 =< 75
C-	1.67	60 =< 70
D+	1.33	55 =< 60
D	1.00	50 =< 55
D-	0.67	< 50 (Fail)
F	0	< 50 (Fail)
FA	Fail due to Absence	-
P	Pass – no points	-
NP	Fail – no points	-
I	Incomplete	-
W	Withdrawal	-
T	Transfer from another university	-
R	Recurring course	-

5. Admission to the University (Bachelor & Master Programs)

Applicants must submit a completed application form and present the following documents:

Students who have completed a high school certificate:

1. Jordanian high school (Tawjihi) transcript or a properly certified copy of its equivalent (Arabic, English).
2. A letter or certificate from the Jordanian Ministry of Education confirming the equivalency of foreign high school certificates.
3. A photocopy of identity certificate for Jordanians and of passport for non-Jordanians.
4. Three recent photographs.
5. A letter of no objection to study at the University issued by the Cultural Offices in Amman for applicants from Kuwait, Saudi Arabia, Bahrain, and United Arab Emirates.

Students who have completed a diploma:

1. All documents required from those who have completed a high school certificate (see above).
2. Comprehensive Exam Certificate certified by the Jordanian Ministry of Higher Education and Scientific Research.
3. Comprehensive exam transcript certified by the Jordanian Ministry of Higher Education and Scientific Research.
4. For non-Jordanian diploma holders, applicants must provide the University with an official letter from the ministry of higher education of their country or from the embassy of their country in Jordan confirming that the diploma they hold entitles them to pursue their study at the bachelor's degree level in their own country.

Transferred students from other universities:

1. All documents required from those who have completed a high school certificate (above).
2. Transfer transcript certified by the Jordanian Ministry of Higher Education and Scientific Research.
3. Good reputation and Conduct document issued by the university at which the transferred student has been previously enrolled.
4. Students transferring from private universities must provide proof that they were not expelled from their previous institutions.

For postgraduate students (Master's program):

1. Jordanian high school transcript or a properly certified copy of its equivalent.

2. Bachelor degree certificate certified by the Jordanian Ministry of Higher Education and Scientific Research.
3. Bachelor degree transcript certified by the Jordanian Ministry of Higher Education and Scientific Research.
4. A letter or certificate from the Jordanian Ministry of Higher Education and Scientific Research confirming the equivalency of foreign Bachelor's degree certificates.
5. TOEFL (iBT) certificate or National English Language Test certificate or any equivalent certificate.
6. A photocopy of identity certificate for Jordanians and of passport for non-Jordanians.
7. Three recent photographs.

6. Fees

Registration Fees:

	Winter and Spring Term (JD)	Summer Term (JD)
Registration fees (nonrefundable)	200	100
Application fees for a new applicant (nonrefundable)	30	30
Admission examination fees (nonrefundable)	30	30
Refundable insurance fees	100	100
Service fees (covers using athletic, painting, drama and other facilities)	150	75

Fees of each subject can be found on this link:

<https://www.uop.edu.jo/En/Admission/Pages/TuitionsFees.aspx>

7. Student Life

UOP students enjoy a comfortable life on campus. They may join any of the extra-curricular activities such as different sport activities, arts, cultural & musical activities, or attend any course at the Language Center, the Continuing Education Center or participate in any of the frequent orientation lectures and seminars. Also, they can enjoy an Eastern healthy meal at one of the many restaurants and food-shops on campus. All university students can use the green area on campus, which is about 41% of the total campus area. At UOP, we have a diverse multicultural community from 31 different countries. At a yearly cultural festival, students present their different customs and traditional activities.

8. Personal/Living Expenses

International students are required to obtain a student visa in order to live and study in Jordan.

For more information visit [The Official Site of the Jordanian e-Government](#)

For living costs such as accommodation, food and transport, you need between 500 - 600 JD per month.

9. Academic Calendar (Important Dates)

The Calendar for academic year 2015/2016

First semester of the academic year 2015/2016	
Academic procedure/event	Date
Beginning of Early registration for the first semester	26/07/2015
Beginning of classes for the first semester	11/10/2015
First examinations	8-21/11/2015
Second examinations	20/12/2015- 02/01/2016
Last day of classes in the first semester	21/01/2016
Final examinations	24/01- 06/02/2016

Second semester of the academic year 2015/2016	
Academic procedure/Occasion	date
Beginning of Early registration for the Second semester	13/12/2015
Beginning of classes for the second semester	21/02/2016
First examinations	20/03-02/04/2016
Second examinations	01-14/05/2016
Last day of classes in the first semester	31/05/2016
Final examinations	01-18/06/2016

Summer semester of the academic year 2014/2015	
Event	date
Beginning of Early registration for the summer semester	02/05/2016
Beginning of classes for the summer semester	26/06/2016
First Examinations	17-23/07/2016

Second Examinations	07-13/08/2016
Last day of classes in the summer semester	18/08/2016
Final examinations	21-29/08/2016

10. Accommodation Options

University Dormitory for Female Students

An on-campus dormitory, with 135 furnished rooms, is available for female students. It has single and double bedrooms, study halls, reading rooms, TV rooms, and recreation halls, in addition to public service laundry rooms and kitchens.

- Single room fees (per student): 600 JD (regular semester).
- Double room fees (per student): 450 JD (regular semester).
- Additional 16% sales tax.
- Transportation fees: 50% (regular semester).
- These fees do not include living expenses and food.
- Summer semester boarding fees: 50% of regular semester fees.
- Student dormitory fees and insurance deposit for the semester are collected in advance at the beginning of the semester.
- Summer semester dormitory fees and insurance deposit are calculated as half those of a regular semester.
- Dormitory fees are non-refundable if the student leaves the dormitory during the semester for any reason, unless that student suffers an illness that prevents her from residing on campus per a certified medical report from a doctor, in which case the period of residence is deducted from the total fees and the rest is refunded.
- The Deanship of Student Affairs receives boarding students at Queen Alia International Airport and secures their access to the university (students should inform the Deanship of Student Affairs of their arrival date at least two days in advance). The Deanship also secures their travel back at the end of each semester.

11. Contact Us

University of Petra
Airport Road, Amman – Jordan
P.O. Box 961343 / Postal code 11196
Phone: (00962) - 6 – 5799555

The Deanship of Admissions and registration:

Name	Title	Ext.	Email
Dr. Naser AL Jamal	Dean of Admissions & registration	5000	registrar@uop.edu.jo
Ghada Manna	Dean's Assistant	5020	gamana@uop.edu.jo
Wafaa Al Husami	Head of Admission Department	5010	walhusami@uop.edu.jo
Reema Shaker	Head of Documents Department	5030	rshaker@uop.edu.jo