

# **University of Petra**

## **Guidelines for Incoming Students**



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## **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 Wi-Fi on campus
- 16 – Library Services

#### 4. Study Programs

##### Majors for Bachelor's Degree:

Faculty	Major	No. of Credit Hours	Minimum General Secondary Certificate Score
<a href="#">Faculty of Information Technology</a>	<a href="#">Software Engineering</a>	133	60 %
	<a href="#">Computer Science</a>	134	60 %
	<a href="#">Data Science &amp; Artificial Intelligence</a>	133	60 %
	<a href="#">Information Security</a>	133	60 %
	<a href="#">Virtual and Augmented Reality</a>	133	60 %
<a href="#">Faculty of Arts and Sciences</a>	<a href="#">Arabic Language &amp; Literature</a>	135	60 %
	<a href="#">English Language &amp; Literature</a>	135	60 %
	<a href="#">English Language / Translation</a>	135	60 %
	<a href="#">French Language, English Language &amp; Literature</a>	135	60 %
	<a href="#">Class Teacher</a>	135	60 %
	<a href="#">Early Childhood</a>	135	60 %
	<a href="#">Chemistry</a>	132	60 %
	<a href="#">Mathematics</a>	132	60 %
	<a href="#">Physical Education</a>	135	60 %
<a href="#">Faculty of Engineering</a>	<a href="#">Civil Engineering</a>	160	80 %
<a href="#">Faculty of Mass Communication</a>	<a href="#">Journalism &amp; Digital Media</a>	135	60 %
	<a href="#">Digital &amp; Promotional Media</a>	135	60 %
	<a href="#">Radio &amp; Television</a>	135	60 %

<a href="#">Faculty of Administrative and Financial Sciences</a>	Business Administration (Available in Arabic language and English language)	132	60 %
	<a href="#">Business Intelligence and Data Analytics</a>	132	60 %
	<a href="#">Banking and Finance</a>	132	60 %
	<a href="#">Marketing</a>	132	60 %
	Accounting (Available in Arabic and English)	132	60 %
	<a href="#">E-Business &amp; Commerce</a>	132	60 %
	<a href="#">Financial Technology</a>	132	60 %
<a href="#">Faculty of Pharmacy and Medical Sciences</a>	<a href="#">Pharmacy</a>	166	80 %
	<a href="#">Clinical Nutrition and Diets</a>	136	70 %
<a href="#">Faculty of Law</a>	<a href="#">Law</a>	141	65 %
<a href="#">Faculty of Architecture and Design</a>	<a href="#">Architecture</a>	165	80 %
	<a href="#">Interior Design</a>	143	60 %
	<a href="#">Graphic Design</a>	137	60 %
	<a href="#">Animation &amp; Multimedia</a>	137	60 %
	<a href="#">Digital Film Design Technology</a>	140	60 %
<a href="#">Faculty of Dentistry</a>	<a href="#">Doctor of Dental Surgery (DDS)</a>	214	85%

### Majors for Master's Degree:

Faculty	Major	No. of Credit Hours	Minimum BA GPA
<a href="#">Faculty of Pharmacy and Medical Sciences</a>	<a href="#">Pharmaceutical Sciences</a>	33	Good
	<a href="#">Food &amp; Nutrition</a>	33	Good
<a href="#">Faculty of Arts and Sciences</a>	<a href="#">English Language / Translation</a>	33	Good
	<a href="#">Arabic Language &amp; Literature</a>	33	Good
	<a href="#">Chemistry</a>	33	Good
<a href="#">Faculty of Mass Communication</a>	<a href="#">Journalism &amp; Digital Media</a>	33	Good
<a href="#">Faculty of Administrative and Financial Sciences</a>	<a href="#">Business Administration (MBA)</a>	33	Good
<a href="#">Faculty of Architecture &amp; Design</a>	<a href="#">Interior Design</a>	33	Good
<a href="#">Faculty of Law</a>	<a href="#">Law</a>	33	Good

## 5. Grading System

### A. Grading System of the Bachelor Degree Programs:

The university adopts the credit-hour system in teaching. An Academic Year consists of two regular semesters each of 16 weeks and a summer semester of 8 weeks. Learning is by attendance. The university adopts the point system out of four points. The course grades are recorded in letters according to the scheme of evaluation as shown below:

### Grading System of the Bachelor Degree Programs

Symbol	Point
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67
F	0
FA	Fail by absence
P	Pass – No points
NP	Fail – No points
I	Incomplete
W	Withdrawal under compelling reasons
T	Transfer from another university

The lowest grade one can get to pass a course is 'D'.

### The cumulative grade point average is evaluated as follows:

Students registered before 2005-2006		Students registered after 2005-2006	
Evaluation	Cumulative average	Evaluation	Cumulative average
Excellent	3.67 - 4.00	Excellent with honors	3.89 - 4.00
Very good	2.67 - 3.66	Excellent	3.67 - 3.88
Good	2.00 - 2.66	Very good	3.00 - 3.66
Fair	1.67 - 1.99	Good	2.33 - 2.99
Weak	Under 1.67	Fair	2.00 - 2.32
		Weak	Under 2.00



#### A. Grading System of the Master Degree Programs:

- The passing grade in each Master Program course is (C+). As for the Pre-Master courses, the (Pass/ Fail) note is recorded and the passing grade shall be according to the grading system of the Bachelor Programs.
- The minimum Grade Point Average (GPA) required to pass the Master Program is (3.00).
- A student may, in order to raise his/her GPA, repeat a maximum of two courses that she/he has studied before and passed them, during his/ her period of study and only the higher grades (in the repeated courses) are counted.

*The academic standing of the students is determined by the corresponding Cumulative Grade Point Average (CGPA) as follows:	
Letter	Grade Points
A	4.00
B+	3.50
B	3.00
C+	2.50
C	2.00

*The academic standing of the students is determined by the corresponding Cumulative Grade Point Average (CGPA) as follows:	
Academic Standing	Grade Point Average (GPA)
Excellent	3.70 - 4.00
Very Good	3.00 - 3.69

#### 6. Admission to the University (Bachelor & Master Programs)

Conditions for Admission & Required Documents can be found on this link:

<https://www.uop.edu.jo/Ar/AdmissionsAndRegistration/Pages/AdmissionRequirements.aspx>

#### 7. Fees

##### Registration Fees: Registration Fees for New Students for the Academic Year 2022-2023

- Registration Fees (Non-refundable): 200 JOD for regular semester and 100 for summer semester.
- Service Fees (Sports, arts and other activities) (Non-refundable): 170 JOD for regular semester and 85 JOD for summer semester.
- Insurance Fees (Refundable): 100 JOD for regular semester and 100 JOD for summer semester.
- Application Fees for the first time (pay on acceptance) (Non-refundable): 40 JOD.

- Placement Test Fees (pay on acceptance) (Non-refundable): 45 JOD (for Bachelor Students).

**Fees of each Major can be found on this link:**

<https://www.uop.edu.jo/Ar/AdmissionsAndRegistration/Pages/AllCourses.aspx>

## **8. 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.

## **9. 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 on this link:

<https://portal.jordan.gov.jo/wps/portal/Home?lang=en&isFromLangChange=yes>

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

## 10. Academic Calendar (Important Dates)

### The Calendar for academic year 2023/2024:

<b>First semester of the academic year 2023/2024</b>	
Academic procedure	Date
Beginning of Early registration for the first semester	6/8/2023
Beginning of classes for the first semester	15/10/2023
Period of conducting Midterm Exams	25/11-9/12/2023
Last day of classes in the first semester	18/1/2024
Period of final exams	20/1-3/2/2024

<b>Second semester of the academic year 2022/2023</b>	
Academic procedure	Date
Beginning of Early registration for the Second semester	03/12/2023
Beginning of classes for the Second semester	3/03/2024
Period of conducting Midterm Exams	20/4-4/5/2024
Last day of classes in the Second semester	13/6/2024
Period of final exams	23/06-7/07/2024

## **11. Accommodation Options**

### **University Dormitory for Female Students**

The female students' dormitory consists of single-bed and double-bed rooms, study rooms, reading rooms, TV and video watching rooms, recreational halls, kitchens, public services rooms equipped with washers and dryers, gym hall, billiards hall and garden attached thereto for female students residing in the dormitory only.

Dormitory's rents for the regular semester are as follows:

Penthouse apartment: 1050 Jordanian Dinars.

One large single-bed room: 950 Jordanian Dinars.

One small single-bed room: 850 Jordanian Dinars.

Double-bed room: 650 Jordanian dinars.

- The above rents do not cover the living and dining expenses.
- Dormitory rents in the summer semester are only 50% of the regular semester rents.
- The Deanship of Student Affairs receives the female students who will reside at the dormitory at Queen Alia International Airport and ensures their reach to the university, provided that the Deanship of Student Affairs is informed of the date of their arrival to Jordan at least two days in advance.

**For More Information about the Dormitory visit the link:**

<https://www.uop.edu.jo/ar/StudentsAffairs/Pages/FemaleStudentHousing.aspx>

## 12. Contact Us

University of Petra  
Airport Road, Amman – Jordan  
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**Phone: (00962) - 6 – 5799555**

### **Deanship of Admissions and Registration:**

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