UNIVERSITY OF PETRA

The first Jordanian university to receive the Quality Assurance Certificate







Student Guide 2023-2024

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1-president's message



Dear teaching staff, administrative staff,

And students,

I had the honour to be part of this nationally reputable academic institution. We all know that the universities compete in terms of their educational outcomes and consequently get listed in the world rankings. Amid the high competition between the universities, our approach and vision became evident, that is to be the most distinguished academic institution in terms of the education quality and scientific research focusing on the national priorities, to be renowned for our safe campus and unique administrative procedures facilitating completion of the administrative transactions made by UOP teaching staff, administrative staff, and students, and to be renowned for our active role in serving the community through channeling UOP academic programs, human resources, and infrastructure in a manner that serves our beloved nation.

It has become evident that the universities are evaluated according

to human and research achievements and its services rendered to this beloved nation. UOP has obtained various prestigious international accreditations for most of its majors and faculties. Furthermore, UOP world rankings rose and research papers and innovations developed by UOP teaching increased. Additionally, patents registered in the name of UOP have increased thanks to its highly-qualified staff, distinct educational outcomes, and staff working as a collective team.

Presently, the national and international universities encounter significant challenges exemplified in the large number of the traditional specialties› graduates, which require reviewing and updating their study plans and programs based on the labor market skills. Therefore, new programs should be introduced with focus on the in-demand skills and trends in the labor market. This requires conducting a thorough survey to determine the in-demand majors in the labor market. We hope that UOP introduces further postgraduate programs with a view to improving the students practical and research skills in most of its specialties, which will positively impact its place in the world rankings.

In order to achieve excellence, we must develop a clear strategic plan defining our current position and to be position and aspirations and outlining a road map to reach our goals. It is also crucial to specify and improve compliance with the standards upon which the world rankings are operated to improve UOP place in the global rankings. This can be only achieved through proper planning, taking the right decisions, and adopting quality standards in all aspects of our work.

We pray that God will assist us in assuming responsibility of transitioning our beloved University to be one of the high-profile universities through the efforts exerted by its teaching and administrative staff and providing the University management with the creative ideas that benefit UOP and all of its students and staff.

May God protect and keep you safe all

Prof. Dr. Rami Abdel Rahim
President of the University

2-Dean of students affairs' message



Dear students,

I am pleased to welcome you to the Deanship of Student Affairs at the University of Petra. I am hopeful that we will work together to elevate our beloved university and serve our dear nation.

The Deanship of Student Affairs strives to provide various services and organize diverse activities to nurture your creativity, refine your talents, and enhance your capabilities, so you become an intellectual, cultural, and innovative force capable of keeping up with different challenges and developments. We will be the link that connects you with various university departments and local community institutions, reinforcing your role and participation in decision-making. We will always be the core support to help you achieve your goals, fulfill your ambitions, and overcome any obstacles that may stand in your way, paving the path for success and excellence.

The Deanship of Student Affairs is dedicated to your intellectual, cognitive, and creative youth capabilities, seeking to develop your skills alongside academic education to create an exceptional intellectual and healthy educational environment.

One of our top priorities is to support you as students to successfully complete your academic journey with pride and achievement. We aim to provide a suitable environment to foster bonds of love, brotherhood, and maintain the spirit of healthy competition through engagement in extracurricular activities, cultural events, sports, social activities, and individual and collective voluntary initiatives.

The Deanship of Student Affairs will work towards promoting civilized and cultural concepts that establish constructive dialogue, guided by trust and respect for differing opinions. We encourage the presentation of new, creative ideas that serve the nation and society.

In conclusion, we wish you all the best and success. The hope is pinned on you to continue building this beloved country and preserving its leadership and progress.

Sincerely / Prof. Eyad Mallah

3. University of Petra: Vision, Mission, and Objectives



The vision:

University of Petra aspires to be the premier choice for scholars and learners in Jordan and the region.

The mission:

To play a vital role in the development of the nation by creating knowledge and technology, disseminating them, and preparing graduates capable of making positive contributions to their communities.

The objectives:

To provide an environment—scientific, cultural, and social—that is conducive to the development of quality learning opportunities, creative thinking, innovation, scientific research, and the enhancement of the skills of its members. Additionally, to strengthen its role in serving the community and preparing graduates capable of learning, critical and creative thinking, and competing in the job market.

The Value:

- Learning for the sake of knowledge.
- Equality in learning and excellence.
- The process of learning: How do we learn?
- Lifelong Learning
- Respect for Diversity, Pluralism, and Different Opinions
- Teamwork and Collaboration
- Valuing Creativity and Achievement
- Preserving Freedom and Ideas.
- Commitment to Social Justice and Social Responsibility
- Developing Leadership, Embracing Accountability, and Transparency



4.University of Petra in a Nutshell



University of Petra was established in 1991 under the name of Jordan University for Women. It later transformed in 1999 into a coeducational university and was renamed Petra University, in reference to the archaeological city of Petra located in the southern part of the kingdom, classified among the Seven Wonders of the World.

University of Petra is situated close to the center of Amman (7 kilometers from the Seventh Circle). It is an accredited university, both nationally and privately, by the Accreditation Commission for Higher Education Institutions to ensure quality in the Hashemite Kingdom of Jordan. The university is a member of the Arab Universities Union, the International Universities Union, the Union of Arab and European Universities, the Association of Arab Private Institutions for Higher Education, and the Federation of Mediterranean Universities.

Since its establishment, University of Petra has held a distinguished position and earned a notable reputation among Jordanian, Arab, and foreign universities. This is attributed to its ability for continuous and rapid development, refers to an outstanding faculty and the adoption of cutting-edge strategies in educational and learning domains, employing modern teaching methods.

The university is committed to leveraging advancements in information technology and educational technology to enhance its various academic programs, encompassing theoretical, applied, and educational fields.

University of Petra takes pride in being the first university among Jordanian universities to receive the Quality Assurance Certificate from the Accreditation Commission for Higher Education Institutions, ensuring the quality of the entire university. In addition, the Faculty of Pharmacy achieved the Silver Level in the Quality Assurance Certificate, and the Marketing Department obtained the Canadian IIMP accreditation. The university also obtained the British ASIC accreditation at the university level.

The university has initiated efforts to obtain the Quality Assurance Certificate at the faculty level, and the Faculty of Mass Communication, the Faculty of Architecture and Design have achieved it, with ongoing efforts for all faculties to obtain it. Furthermore, the university is proud to have received the American ABET accreditation for two majors within the Faculty of Information Technology: Computer Information Systems and Computer Science. This American accreditation serves as evidence that graduates from these majors are on par with their counterparts from American universities.

The English Language and Literature Department at the university has also received the British ASIC accreditation, classified as "Accredited with First Class," making it the first department to obtain this certification among all Jordanian universities. Additionally, the Chemistry Department has obtained the European German accreditation (ASIIN), being the first department in Jordanian universities to achieve this accreditation.

The university further strengthened its achievements with the Faculty of Pharmacy and Medical Sciences obtaining the American accreditation (ACPE), making it the first private Jordanian university to achieve this certification. The Faculty of Pharmacy and Medical Sciences added to the university's record of accomplishments by winning the Hassan Bin Talal Award for Scientific Excellence, securing the first position. Additionally, it earned a shared second position with the University of Jordan for the project on oral insulin delivery methods. Furthermore, the university received the ISO 9001:2015 certification.

The university administration and its staff are committed to providing a high-quality educational environment, employing the latest teaching and learning methods. This commitment has allowed the university to gain a reputable standing both locally and regionally. The university offers 32 undergraduate programs and 8 master's programs across 8 faculties.

As part of the university's commitment to promoting scientific research as a strategy for excellence and encouraging faculty members to excel and be creative in the teaching and learning process, the university annually presents the Outstanding Researcher Award and the Outstanding Teacher Award. These awards serve as incentives for faculty members to enhance their teaching skills and scientific output. Financial incentives are also provided for publishing research in scientific fields.

The university relies on a 3-megawatt solar energy project to meet its electricity needs. The university also houses an incubator (SIQ) dedicated to nurturing innovative ideas and student inventions, transforming them into commercial projects, and securing patents. Additionally, there is an Entrepreneurship and Innovation Center established to foster a culture of innovation and creativity among its students, faculty, and administrative staff. The university has also established two modern translation centers in the Faculty of Arts and Sciences.

The university continues to provide services to the local community on various fronts, including sports, culture, supporting schools with furniture and computer equipment, and organizing free medical days. Social services are extended to orphanages, the elderly, and charitable organizations, encompassing the distribution of food parcels and hosting free bazaars for charitable associations. Additionally, the university has achieved numerous local and international awards and has attained advanced and distinguished positions in various competitions, including:

-University students secured a victory in the global Hult Prize competition for entrepreneurial projects, winning a prize of $150,000.

-Students from the Faculty of Architecture and Design claimed the top three positions in an international animation competition held in the Arab Republic of Egypt.

-A team from the Information Technology Faculty at the university was honored by Her Majesty Queen Rania Al Abdullah for achieving the first place in the Imagine Cup competition, in which over 50 teams from Jordanian universities participated.

A team of students from University of Petra developed a pharmaceutical formula for a beverage that generates body warmth without any alcoholic inputs. The team, named “Here for heat,” advanced to the semi-finals in the “Hult” competition for emerging social enterprises held in Australia in mid-March 2019.

-Dr. Tareq Al-Rimawi from the Faculty of Architecture and Design won the first prize in the seventh edition of the Cairo International Festival for Documentary and Short Films in the “Animation” category for his film “Surprise.”

-Jordanian researcher Dr. Myass Al-Rimawi from the Faculty of Pharmacy and Medical Sciences secured the first place in the Arab Universities Union award for distinguished Arab medical and health sciences researchers. Dr. Al-Rimawi, currently a professor at the Faculty of Pharmacy, holds over 70 international patents in pharmaceuticals, environmental sciences, material development, and nanotechnology.

-A research team led by Professor Myass Al-Rimawi from the university successfully innovated the first chocolate fortified with vitamins and minerals in the Middle East.

-An Arab research team led by Professor Myass Al-Rimawi developed an oral insulin delivery system using "nano" technology. The research team, led by Dr. Al-Rimawi, received the award for the best-published scientific research in 2017 from the American Chemical Society for this innovative project.

-Three teams of students from the Information Technology Faculty at the university advanced to the final stage of the "Hakeem" competition for Jordanian universities. The projects focused on leveraging information technology to facilitate healthcare sector operations, introducing therapeutic and preventive applications.

- The Faculty of Law secured the first-place position in the Visual Trial Competition at the Jordanian universities level, qualifying for regional-level competition.

-Students from the Department of Architecture Engineering achieved honors in two projects at the Center for the Study of the Built Environment (CSBE) competition, earning top positions. They also secured the third place in a competition organized by the Jordanian Engineers Association. Additionally, two projects won in the World Architecture Community (AWARD) competition, which are all competitions for architectural engineering graduation projects.

-Students from the Graphic Design Department received two international awards in the Skopje competition for the rights of persons with disabilities, titled "Enabled for Disabled" in Macedonia. They also secured awards in an international competition in India and three prizes in a regional competition, including the Mohammed Abdo Award for student animation films and artistic painting animations.

-A team of students from the Information Technology Faculty at the university clinched the first place in the TEJ Business competition, surpassing six Jordanian universities. This achievement adds another feather to the university's cap, positioning it at the forefront of institutions supporting innovation and entrepreneurship.

-Students from the Information Technology Faculty completed a project named "AL Razi Cloud," an innovative initiative that provides solutions for the healthcare sector. The project connects all health centers and clinics to a unified database, preserving patient data encompassing diagnoses, laboratory tests, radiology, and treatments.

-The Information Technology Faculty team secured the third position in the Petra Challengers (Intel Challenge ME) competition, a regional event featuring around 700 students from the Middle East and North Africa. They distinguished themselves by designing a device for treating cervical disc herniation.

-Professor Myass Al-Rimawi, the Dean of Scientific Research and Graduate Studies, won the gold medal for inventors.

-University students achieved the top three positions in the Entrepreneurial Ideas Competition for the year 2019.

-The Accounting Department at the Faculty of Administrative and Financial Sciences claimed the first place in the KPMG Excellence in Accounting Competition for 2018, competing against 21 government and private universities, organized by KPMG, one of the world's leading audit firms.

-The Interior Design Department secured the first place in the competition for the Best Interior Design at the International Exhibition for Decoration and Furniture.

-Researchers from the Faculty of Pharmacy at University of Petra discovered two sets of drugs with a positive inhibitory effect on the main enzyme of the COVID-19 coronavirus, potentially limiting the virus's replication.

The Department of Architecture Engineering at University of Petra achieved an "Honorary Mention" and an Appreciation Award in the International Competition for the Reconstruction of Destroyed Palestinian Villages, held in its sixth edition for the year 2022. The competition was organized by the "Land of Palestine" organization in the United Kingdom.

The project "Hidden Paradise" from the Department of Architecture Engineering at University of Petra advanced to the final stage in the seventh edition of the international architectural competition for graduation projects. The project, designed by Engineer Eyad Sawaftah under the supervision of Dr. Hadeer Merza, competes with 44 other qualified projects out of 1,025 submissions, involving 1,339 participants from 91 countries.

-The "Excellence" Award recognized three graduation projects from the Department of Architecture Engineering at University of Petra, listing them among the "Top 100 Graduation Projects Worldwide" for the year 2021. The awarded projects include "Hidden Paradise" by Engineer Eyad Sawaftah under the supervision of Dr. Hadeer Merza, "Research and Containment Center for Epidemics" by Engineer Abdullah Al-Khafaji under the supervision of Engineer Yasmeen Al-Saudi, and "Palmyra Museum" by Engineer Sari Ammar under the supervision of Dr. Amer Al-Jokhadar.

-Professor Myass Al-Rimawi, the Dean of Scientific Research and a faculty member at the Faculty of Pharmacy and Medical Sciences at the university, was honored with the King Abdullah II Ibn Al-Hussein Medal of the Third Order in appreciation of his significant contributions in the field of inventions.

5. Deanship of Admissions and Registration



5/1- Vison,Mission and Objectives:

Vision:

Providing high-quality and distinctive admissions and registration services to university students using the latest technological developments and systems.

Mission:

Organizing and updating the procedures for admitting and registering university students, and utilizing all the capabilities of the deanship to provide its assigned services in the best possible way.

Objectives:

1. Computerizing all tasks and activities carried out by the deanship's staff.

2. Enhancing students' use of the electronic student platform for registration purposes and accessing their academic records.

3. Enhance the use of department and faculty staff as well as faculty members on the university's website to access students' academic records, utilize other available services, and activate academic guidance.

4. Continuously monitor the number of registered students in accordance with the university's capacity.

5. Organize activities aimed at raising students' awareness of all university systems and regulations relevant to them.

6. Document and regularly update students' academic records electronically.

7. Improve work methods by leveraging feedback provided by students and faculty staff, and achieve work with high quality.

8. Overcome difficulties that students may encounter during their studies within the scope of the deanship's missions and responsibilities.

5/2.Overview of the Admissions and Registration Deanship:

The Admissions and Registration Deanship is responsible for admitting and registering students who wish to join the university, providing them with the foundations of admission, and guiding them through the registration process. Students seeking enrollment in the university consult the deanship when satisfying the requirements of their program to obtain their academic certificates. The Admissions and Registration Deanship comprises three departments: the Admissions Department, the Registration Department, and the Documents Department. The following is an explanation of the tasks performed by each department:

Admissions Department:

1.Receive new students and admit them based on the admission criteria for bachelor's and master's degrees.

2.Respond to admission inquiries via phone, fax, and email.

3.Review the files of new students and enter their data into the computer system.

4.Provide faculties with external equivalence certificates for new students.

5.Monitor the academic movements of students (deferment, interruption, withdrawal, change of major, etc.).

6. Monitor the implementation of agreements with university service offices.

7.Monitor the capacity at the level of university specializations.

8.Prepare statistics related to student admissions.

9.Monitor and implement regulations and instructions for granting bachelor's and master's degrees.

Registration Department:

1.Prepare class schedules, final exam schedules, and coordinate the allocation of classrooms.

2.Organize and execute the registration process for courses, as well as handling withdrawal and addition procedures.

3.Receive and automatically verify final exam results.

4.Announce exam results and calculate semester and cumulative GPAs.

5.Monitor and implement academic curricula for all student specializations.

6.Prepare lists of academically outstanding students, warnings, and dismissals.

7.Prepare lists of expected graduates and lists of graduating students at the end of each semester.

8.Compile statistics related to student registration.

9.Monitor and implement regulations and instructions for granting bachelor's and master's degrees.

Documents Department:

1.Monitor and archive all types of documents, including class schedules, grade reports, student letters, and certificates, in student files according to established procedures.

2.Provide the website supervisor with relevant information on the deanship's affairs, ensuring regular updates based on the latest developments.

3.Monitor and implement regulations and instructions for granting bachelor's and master's degrees.

5/3 - Admission and Registration Steps in Detail:

1.The student fills out the enrollment application at the Admissions and Registration Deanship, chooses the desired major based on available vacancies, and submits the form along with admission documents to the Admissions and Registration Deanship's admissions department.

2.The head of the admissions department verifies the necessary documents for enrollment, ensuring they meet the required attestations. For Master's program applicants, applications are presented to the Graduate Studies Committee in the relevant faculty for competitive selection based on available vacancies.

3.The student is accepted and assigned a university identification number.

4.The student is provided with an acceptance notification document to be submitted to the finance department for payment of financial dues.

5.The student pays the financial dues at the finance department.

6.The student obtains the registration form from the Admissions and Registration Deanship or the faculty previously accepted, reviews it with the academic advisor, department head, or faculty dean to select the desired courses, and manually fills out the class schedule.

7.The student then revisits the Admissions and Registration Deanship to electronically finalize the schedule, obtaining a printed copy indicating registered courses, room numbers, and lecture times.

8.The student obtains the university ID card from the Admissions and Registration Deanship (valid for one semester, and the student must renew it each semester).

9.The student schedules placement tests (Arabic, English, and computer skills) through the electronic portal. New students take these exams as scheduled. Failure to take any of the level exams in the first year results in a failing grade, and the student must register for the remedial course related to that exam.

10.International students are required to visit the Dean's Office for Student Affairs to complete their residence procedures and obtain a 'Student Confirmation' document issued by the Admission and Registration Dean's Office, along with a copy of their passport."

5/4 - Majors and Tuition Fees for New Students for the Academic Year 2024/2023

Table No. 1: Registration Fees

for the Academic Year 2023/2024

Fees	First Semester	Second Semester	Summer Semester
Fees (Paid upon acceptance to the university, one-time payment only)			
Insurance Fees (Refundable)	100	100	100
Application Fee (Non-refundable)	40	40	40
Level Examination Fees (Non-refundable)	45	45	45
Total	185	185	185
Fees (Paid every semester)			
Registration Fees (Non-refundable)	200	200	100
Service Fees (Including sports, artistic activities, etc.) (Non-refundable)	170	170	85
Total	370	370	185

Table No. (2)
Majors, Tuition Fees, and Admission Rates for Bachelor's Degree Programs for the Academic Year 2023/2024

Faculty	Major	Major Code	Minimum GPA for General Secondary Education	Minimum Credit Hours
Information Technology	Software Engineering	133	60%	90
	Computer Science	134	60%	80
	Information Security	133	60%	80
	Data Science and Artificial Intelligence	133	60%	70
	Virtual and Augmented Reality	133	60%	80
Arts and Sciences	Arabic Language and Literature	135	60%	30
	English Language and Literature	135	60%	80
	English Language/ Translation	135	60%	80
	French and English Language and Literature	135	60%	80
	Classroom Teacher	135	60%	30
	Early Childhood Education	135	60%	30
	Chemistry	132	60%	55
	Mathematics	132	60%	55
Engineering	Civil Engineering	160	80%	60
Architecture and Design	Architecture	165	80%	120
	Interior Design	143	60%	100
	Graphic Design	137	60%	100
	Animation and Multimedia	137	60%	100
	Digital Film Design Technology	140	60%	65
Law	Law	141	65%	60
Mass Communication	Journalism and Digital Media	135	60%	70
	Radio and Television	135	60%	70
	Digital Promotional Media	135	60%	70

Administrative and Financial Sciences	Business Administration (Available in Arabic/ (English	132	60%	80
	Business Intelligence and Data Analysis	132	60%	70
	Financial and Banking Sciences	132	60%	80
	Marketing	132	60%	85
	Accounting	132	60%	80
	E-Business and E-Commerce (Available in Arabic/ (English	132	60%	80
	Financial Technology	132	60%	70
Pharmacy and Medical Sciences	Pharmacy	164	80%	120
	Clinical Nutrition and Dietetics	136	70%	60



Table Number (3)
Majors and Tuition Fees for Master's Degree for the Academic Year 2023/2024

Minimum Credit Hours	Minimum GPA for Bachelor's Degree	Major Code	Major	Faculty
150	Good	33	Pharmaceutical Sciences	Pharmacy and Medical Sciences
90	Good	33	Food and Nutrition	
150	Good	33	English Language/ Translation	Arts and Sciences
80	Good	33	Arabic Language and Literature	
100	Good	33	Chemistry	
160	Good	33	Journalism and Digital Media	Mass Communication
175	Good	33	Business Administration (MBA)	Administrative and Financial Sciences
200	Good	33	Interior Design	Architecture and Design
90	Good	33	Law	Law

•All master's degree majors offer two tracks: the thesis/ dissertation track and the comprehensive exam track.

•Passing the English language exam is a requirement for admission, as per current regulations.

Tuition fees for new students for the academic year 2024/2023:

-Registration fees (non-refundable): 200 dinars for the regular semester, and 100 dinars for the summer semester.

-Service fees (including sports, artistic activities, etc.) (non-refundable): 170 dinars for the regular semester, and 85 dinars for the summer semester.

-Insurance fees (refundable): 100 dinars for the regular semester, and 100 dinars for the summer semester.

-First-time enrollment fee (paid upon acceptance) (non-refundable): 40 dinars.

- Placement test fees (paid upon acceptance) (non-refundable): 45 dinars for undergraduate students.

5/5 - Admission Requirements and Required Documents for the Bachelor's Program

Firstly: Admission Requirements for the Bachelor's Program:

Students holding the General Secondary Certificate:

1.Obtain the Jordanian General Secondary Certificate or its equivalent.

2.The student's GPA in the General Secondary Certificate should not be below the minimum required for studying any major, as specified in Table No. 2.

3.Non-Jordanian students may be accepted, except for the GPA requirement, with a maximum of 15 points less than the allowed GPA for admission rates and a quota of 25% of the total capacity for the major.

B. Students with a Diploma and Aspiring for Articulation:

1. Students within Jordan aspiring for articulation, holding a comprehensive community college diploma, are accepted with a GPA of not less than 68% in the university faculties. This excludes the Pharmacy and Architecture majors, which require a GPA of not less than 70%. Equivalency is performed for 50% of the plan hours, provided that subjects with a major grade below 60% are not considered for equivalency.

2. Students from outside Jordan aspiring for articulation, holding a diploma from community colleges, must provide the university with an official letter from the Ministry of Higher Education in the student's country or from the student's embassy in Jordan, stating that the diploma qualifies the holder for university-level education up to the bachelor's degree in their country, or obtaining an equivalency for the diploma from the Jordanian Ministry of Higher Education. Equivalency is performed for 50% of the plan hours, provided that subjects with a major grade below 60% are not considered for equivalency.

Secondly: Required Documents for the Bachelor's Program:

A. Students with a General Secondary Certificate:

1.A certified copy of the Jordanian General Secondary Certificate or its equivalent, in Arabic and English.

2.Equivalency of the General Secondary Certificate for students with foreign certificates or Arabic certificates requiring equivalency from the Ministry of Education.

3.A copy of the official document (Civil ID for Jordanians, passport for non-Jordanians).

4.One (1) passport-sized photograph.

5.Non-Jordanian students should consult their cultural attachés in Jordan to provide the university with a letter stating there are no objections to studying at the university, as required by some nationalities.

B. Students Holding a Diploma:

1.All documents required for high school graduates.

2.The comprehensive diploma, authenticated by the Jordanian Ministry of Higher Education and Scientific Research.

3.Transcript of grades, authenticated by the Jordanian Ministry of Higher Education and Scientific Research.

4. If the diploma is issued from outside Jordan, the university must be provided with an official letter from the Ministry of Higher Education in the country where the diploma was issued, or from the embassy of that country in Jordan. The letter should state that the diploma qualifies the holder for university-level education up to the bachelor's degree in their country. This requirement is exempted for Jordanian students who are required to have their diploma equated by the Jordanian Ministry of Higher Education.

C. Transferring Students from Other Universities:

1.All documents required for high school graduates.

2.Transcript of grades from the university the student is transferring from, authenticated by the Jordanian Ministry of Higher Education and Scientific Research.

3.Letter of good conduct from the university the student is transferring from (for transferring students from universities).



5/6 - Admission Requirements and Required Documents for the Master's Program

Firstly: Admission Requirements for the Master's Program:

1.The student's grade in the first university degree should not be less than "Good" or its equivalent.

2. The student must have a certificate for the English language exam (accompanied by a letter of authenticity) within the required scores, as per the attached table:

English Language Examination Grades Required for MA Programs

Major	(IELTS)	TOEFL (IBT)	English Language Exam Score
English Language/ Translation	6.5	90	75
Arabic Language and Literature	5	59	50
Journalism & Digital Media	5	59	50
Pharmaceutical Sciences	6.5	90	75
Business Administration	5.5	69	65
Chemistry	5.5	69	65
Interior Design	5	59	50

Secondly: Required Documents for the Master's Program:

1.Transcript of high school grades or its equivalent, authenticated as per the original.

2.Authenticated Bachelor's degree and university transcript, authenticated by the Jordanian Ministry of Higher Education and Scientific Research.

3.Equivalency of the first university degree from the Jordanian Ministry of Higher Education and Scientific Research (for graduates from universities requiring equivalency).

4.Certificate of the English language exam (accompanied by a letter of authenticity).

5.Recognition letter from the university (for non-Jordanian students) from their embassy.

6.Copy of the official document (Civil ID for Jordanians, passport for non-Jordanians).

7.One (1) passport-sized photograph.

5/7 - Authentication of Students' Certificates Issued Outside Jordan

A. **Authentication from the Country of Origin:**

1.Authentication of the General Secondary Certificate or its equivalent from the Ministry of Education.

2. Authentication of the diploma and university degree, along with the university transcript, from the Ministry of Higher Education.

3.Authentication of certificates from the Ministry of Foreign Affairs.

4.Authentication of certificates from the Jordanian embassy.

B. Authentication within the Hashemite Kingdom of Jordan:

1.Authentication of certificates from the Jordanian Ministry of Foreign Affairs.

2.Authentication of the General Secondary Certificate or its equivalent from the Jordanian Ministry of Education.

3.Authentication of the diploma, university degree, and university transcript from the Jordanian Ministry of Higher Education and Scientific Research.

5/8 – Placement Tests

1. Arabic Language Placement Test:

- All students, upon joining the university, are required to take a placement test in the Arabic language at the specified times determined by the university to assess their fundamental language skills.

- If a student does not pass the Arabic language placement test or does not take the test in the first academic year, they must enroll regularly for one semester in a remedial strengthening course numbered 9401099, with a weight of 3 credit hours. This course does not contribute to the cumulative GPA or the required graduation credit hours. After completing the course, the student must take a test that qualifies them for registration in the Arabic language communication skills course.

2. English Language Placement Test:

- All students, upon joining the university, are required to take a placement test in the English language at the specified times determined by the university to measure their basic language skills.

- If the student does not pass the English Language Placement Test or does not take the test in the first academic year, they must enroll regularly for one semester in a remedial strengthening course numbered 9402099, with a weight of 3 credit hours. This course does not contribute to their cumulative GPA or the required

graduation credit hours. After completing the course, the student must take an exam that qualifies them for registration in English language communication skills (1).

- Students holding a foreign high school certificate issued in English are exempt from taking the English Language Placement Test. They are also exempt from studying the remedial English language course.

- Students who have passed the TOEFL (Test of English as a Foreign Language) or any equivalent test of the same level are exempt from taking the English Language Placement Test if they achieve the scores listed below in one of these exams:

Paper - Based	Computer - Based	Internet - Based	IELTS
500	173	61	5

3. Computer Skills Placement Test:

- All students, upon joining the university, are required to take a Placement Test in computer skills at the specified times determined by the university to measure their fundamental computer skills.

- If a student does not pass the Computer Skills Placement Test or does not take the test in the first academic year, they must enroll regularly for one semester in a remedial strengthening course numbered 9601099, with a weight of 3 credit hours. This course does not contribute to their cumulative GPA or the required graduation credit hours. After completing the course, the student must take a test that qualifies them for registration in the Digital Culture course within their academic plan.

- Students holding the International Computer Driving License (ICDL) or its equivalent are exempt from taking the Computer Skills Placement Test.

If a student is absent from any of the previously mentioned Placement Test, they are considered to have failed. If their absence is justified, they must submit an application to the dean of the faculty overseeing the test within a maximum period of one week from the date of the scheduled test. The dean will then decide on the possibility of the student retaking the test at a later date. The decision is communicated to the dean of admissions and registration in writing.

5/9 - Frequently Asked Questions

1. What is the academic calendar?

The academic calendar is a university schedule that specifies the dates and deadlines for academic activities at the university, such as the start and end of academic terms, withdrawal and add periods, and final exam schedules. Please refer to the academic calendar for detailed information.

2. What is the university ID number, and what does it signify?

The university ID number is a unique identifier assigned to each student, distinguishing them from other students. It signifies the academic year and the semester in which the student started their studies, in addition to a four-digit sequential number indicating the student's admission order. For example, the university ID number (201020200) indicates that the student was admitted in the academic year 2010/2011, in the second semester (2), and their sequential admission number is 200.

3. What is the academic year?

The academic year consists of two regular semesters (Fall and Spring) and an optional Summer semester. The duration of the regular semester is 16 weeks, while the minimum duration of the Summer semester is 8 weeks.

4. What are credit hours?

Credit hours represent the weight assigned to a course. For example, if a course is worth three credit hours, it means that students are required to attend three hours of lectures per week throughout the regular academic semester.

5. What is the study plan?

The study plan encompasses the courses that a student must complete to fulfill the requirements for obtaining a university degree. It includes mandatory and elective university requirements, mandatory and elective faculty requirements, mandatory and elective major requirements, and free elective courses.

6. What are the placement tests? (For Bachelor's students)

Every new student is required to take three level placement tests during their first year at the university. The tests cover Arabic language, English language, and computer skills to assess the student's proficiency in these subjects. Upon passing, the student is exempt from remedial courses. In case of failure, the student must register for remedial courses, each carrying a weight of 3 credit hours. These remedial courses are not included in the academic plan.

7. What are remedial courses? (For Master's students)

Remedial courses are undergraduate-level courses for Master's program students who hold a Bachelor's degree in a non-matching field. The maximum credit hours

for these courses should not exceed 9, and they do not count towards the student's academic plan or cumulative GPA. Students must successfully complete these courses by the end of their first academic year in the university.

8. What are electronic services?

Electronic services are a set of services provided by the university to its students in an electronic format through the university's website. These services allow students to perform various procedures digitally, including online registration, accessing academic and financial information (grades, penalties, etc.), e-learning services (Blackboard, Model), email systems, and electronic libraries. The university also provides wireless internet access on campus and within university buses.

9.How do I register my class schedule?

To register your class schedule, you can utilize the electronic registration services available on the university's website: www.uop.edu.jo/ar. The student needs to enter their university number and the corresponding password (which can be obtained from the Computer and Information Center). If a student encounters difficulty registering online due to a low cumulative GPA, they should consult their academic advisor at their college. They can use the class schedule registration form to list the desired courses. Afterward, the student should visit the Admission and Registration Deanship to complete the registration process.

10. Who is the academic advisor?

The academic advisor is a faculty member responsible for guiding students in completing their academic requirements, determining the courses they should take, and supporting them until graduation. The academic advisor also assists students facing academic challenges in choosing the optimal path to improve their GPAs to avoid dismissal from their majors.

11. What are the maximum and minimum registration limits?

For undergraduate students, the maximum credit hours for a regular semester are 18, which can be increased to 21 in the graduation semester with the dean's approval. The minimum credit hours for a regular semester are 12, with the possibility of reducing it in justified cases approved by the faculty dean, and the dean of admissions and registration is informed in writing. In the optional summer semester, there is no minimum limit for registered hours, but the maximum is 10, extendable to 13 in the graduation semester with the dean's approval.

For master's students, the minimum credit hours for a regular semester are 6, and the maximum is 9, including remedial and English language courses. However, registration can reach 21 credit hours if the student is expected to graduate by the end of the semester. The academic load can be less than the minimum with the approval of the relevant faculty dean.

The minimum course load for a student in the summer semester is (3) credit hours, and the maximum is (6) credit hours, including remedial courses and English language courses. A student can register for a maximum of (9) credit hours only if their expected graduation is at the end of the respective semester. The course load for a student can be reduced below the minimum limit with the approval of the relevant faculty dean.

12. What is a prerequisite?

A prerequisite is a course that a student is required to successfully complete before taking another course. For example, the course "Communication and Interaction Skills in Arabic (1)" is a prerequisite for the course "Arabic Language (2)."

13. What happens if I miss lectures?

If you miss more than 15% of the total lectures without an acceptable excuse, you will be prohibited from taking the final exam for that course, and an "FA" (Failure due to Absence) grade will be recorded. If you provide an acceptable excuse, approved by the dean of the faculty, you will be considered withdrawn from the course, and a "W" (Withdrawal) grade will be recorded.

14. What happens if I miss the final exam?

Your grade will be based on the marks you received before the final exam. If you present an acceptable excuse, approved by the dean of the college within three days of the exam date, an "I" (Incomplete) grade will be recorded, and you can retake the final exam no later than the third week of the subsequent regular semester.

Coursework and regulations are subject to change based on decisions from the Higher Education Council.

15. What is the grading system at the university?

For undergraduate students: The university uses a point system for grading, which includes letter grades (F-A) and numerical grades from 0.00 to 4.00 to assess students' academic performance. The minimum passing grade is "D," equivalent to 1.00 points.

For master's students: The university uses a point system for grading, which includes letter grades (C-A) and numerical grades from 4.00 to 2.00 to assess students' academic performance. The minimum passing grade is "C+," equivalent to 2.50 points.

16. What is the semester GPA, and how do I calculate it?

The semester GPA is the average of your grades for each course (pass or fail) in a given semester. It is calculated as follows: The sum of the product of the credit hours for each course and the corresponding grade points is divided by the total

credit hours.

17. What is the cumulative GPA, and how do I calculate it?

The cumulative GPA is the average of your grades for all the courses you have taken according to your study plan (pass or fail). The cumulative GPA is calculated using the same method as the semester GPA, except that repeated courses are counted only once, and the highest grade obtained in a repeated course is considered. A cumulative GPA of 2.00 or above is the minimum requirement for undergraduate students to graduate, and 3.00 or above is the minimum requirement for master's students.

18. How is my name included in the honor lists? (For undergraduate students)

Your name is included in the faculty honor roll for any semester (excluding summer) where you achieve a semester GPA of 3.67 or higher, provided that your academic load is not less than 15 credit hours for that semester and no disciplinary action has been taken against you.

Your name is included in the university honor roll for any semester (excluding summer) where you achieve a semester GPA of 3.89 or higher, provided that your academic load is not less than 15 credit hours for that semester and no disciplinary action has been taken against you.

19. Is it possible for me to be dismissed from the program?

Undergraduate students: If your cumulative GPA falls below 2.00 points after the first semester of enrollment at the university, you will be placed on academic probation and will be subject to Article 12 of the Bachelor's Degree Granting Instructions, which pertains to academic warnings and remedial study. Please refer to the details in the Bachelor's Degree Granting Instructions for more information.

Master's students: If your cumulative GPA in any semester falls below 3.00 points or if you fail in one or two courses at most in a single semester, you will be placed on academic probation and will be subject to Articles 30/92/28 of the Master's Degree Granting Instructions, which pertain to warnings and dismissal. Please refer to the details in the Master's Degree Granting Instructions for more information.

20. Can some subjects be studied at another university?

For undergraduate students: Students are allowed to study up to 36 credit hours at another recognized university, according to the conditions mentioned in Article 16 of the Bachelor's Degree Granting Instructions. Please refer to the details in the Bachelor's Degree Granting Instructions.

For master's students: Students are allowed to study up to 6 credit hours in an equivalent program at another recognized university, in accordance with the con-

ditions mentioned in Article 14 of the Master's Degree Granting Instructions. Please refer to the details in the Master's Degree Granting Instructions.

21. Can the study be postponed at the university?

For undergraduate students: A student may defer their studies at the university for a period not exceeding six academic semesters, according to what is stipulated in Article 14 of the Bachelor's Degree Granting Instructions, whether the period is continuous or intermittent. New or transferred students are not allowed to defer their studies until after completing a full academic semester of enrollment. Please refer to the Student Handbook for details.

For master's students: A student may defer their studies at the university for a period not exceeding two consecutive academic semesters, in accordance with what is stipulated in Articles 25/24 of the Master's Degree Granting Instructions. New or transferred students are not allowed to defer their studies until after completing a full academic semester of enrollment. (Please refer to the details in the Master's Degree Granting Instructions.)

22.Where can I pursue my hobbies?

Students can engage in their cultural, sports, and artistic hobbies through activities organized by the Dean of Student Affairs, such as chess clubs, football, basketball, singing, dabke (traditional dance), acting, and the university choir.



5/-10 University Identity

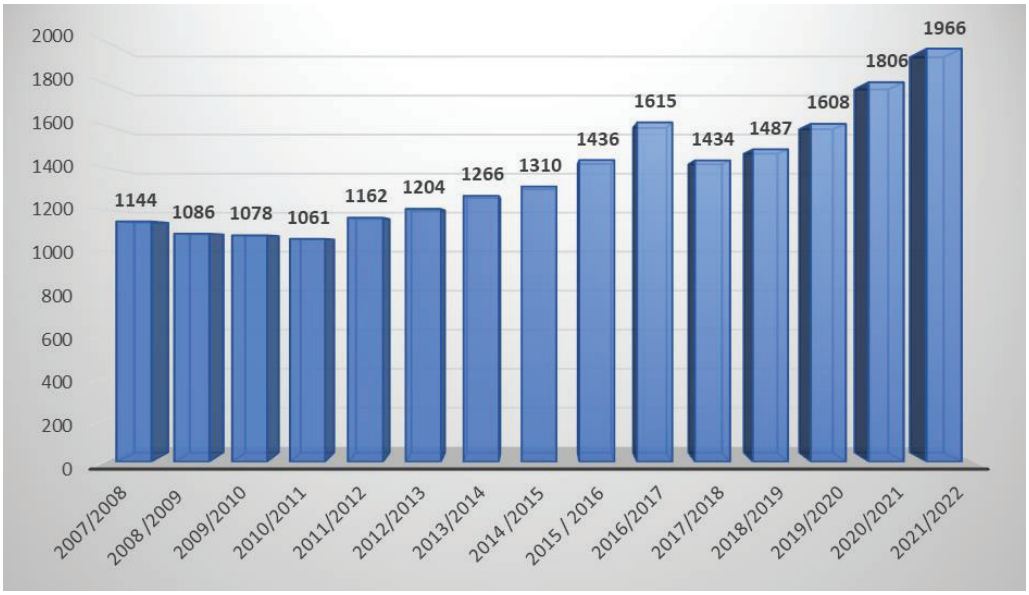
The university ID card is a personal identification document for students within the university campus and must only be used by the student themselves. It is used to access various services across the university facilities. The ID card is issued every semester for free after the student registers their course schedule. If lost, it can be reissued for a replacement fee.

The university ID card is essential for:

1. Entering the campus through all university gates.
2. Using the computer labs spread across the university.
3. Borrowing books from the university library.
4. Visiting the health center.
5. Taking exams, especially computerized ones.
6. Participating in student scientific association elections.



5/ 11- Statistical Data



:Figure 1

The Development of Graduate Numbers from the Academic Year 2007/2008 to 2021/2022



6. University faculties

6/1 - Faculty of Information Technology

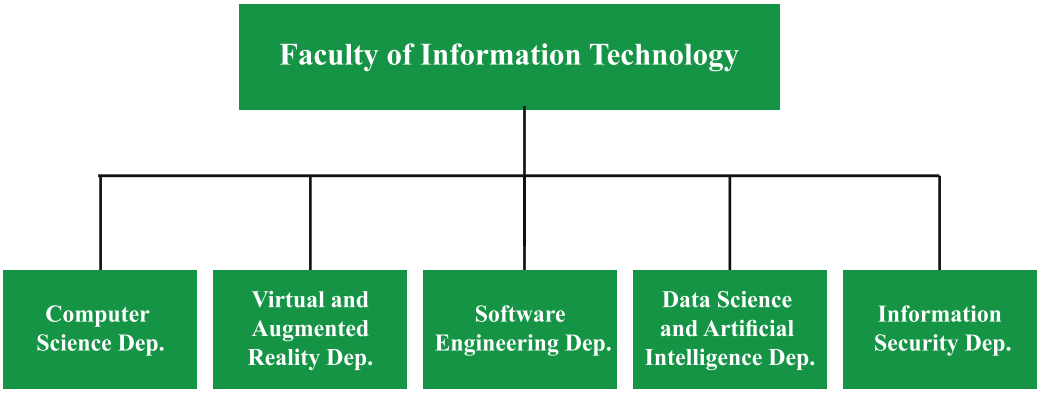


Figure No. (2)

Departments of the Faculty of Information Technology

Vision:

The Faculty of Information Technology seeks to be at the frontier in terms of quality education and research in Information Technology at local and regional levels.

Mission:

To actively contribute in improving information technology profession locally and internationally by providing quality education according to the international standards in order to prepare graduates with employability and research skills and who can contribute actively in serving the community.

Objectives:

• Professional Career Prospect: The ability to obtain a career with good career prospect in programing and information technology by obtaining wide knowledge of the basics of computer science and information technology and communications.

• Lifelong Learning and Postgraduate Studies: Ability to adapt to and keep pace with modern technologies and latest developments in information technology and communication, pursue postgraduate studies and select modern research areas.

• Leadership and Community Service: Ability to endow students with communication skills, creative and innovative thinking and technical skills, build their personality and instill good morals in them, in addition to the ability to provide services and continued support to the local community.

About the Faculty:

The Faculty of Information Technology was established in the university year 2003/2004. Within few years after its establishment, the Faculty of Information Technology has become a role model and one of the first faculties students compete to join because of its excellent academic programs, quality outcomes and its competent teaching and administrative staff. The Faculty of Information Technology attracts best talents with professional, educational and research experience and administrative skills.

The Faculty of Information Technology always seeks to comply with private accreditation standards that have been developed by the Accreditation Council of the Ministry of Higher Education and Scientific Research in all programs it offers. Moreover, the Faculty of Information Technology applies international accreditation standards that have been set by international commissions for IT majors. The Faculty of Information Technology offers various programs that meet labor market needs and keeps pace with latest developments in this rapidly changing area. The Faculty of Information Technology also set a phased timetable to expand its offerings and achieve outcomes represented by qualified students.

Overview:

The Faculty of Information Technology seeks to keep pace with the rapid changes and latest developments in Information Technology. Thus, the faculty makes great efforts to improve capabilities of its teaching staff, provide teaching resources, perform research and improve curricula. The faculty makes significant efforts to meet the needs of local and regional labor markets by preparing qualified and well-trained graduates to serve their community. The faculty's environment is dynamic, motivating and innovation encouraging, making it an incubator for many ideas impacting not only in this university, but also the local community.

Academic and Administrative staff:

The Faculty of Information Technology attracts highly qualified teaching staff who possess experience in both teaching and research. The responsibilities of teaching include: Teaching loads, performing research, student advising, contributing to various faculty committees and participation in their activities, serving the local community and joining teaching staff development programs. Each member of teaching must comply with quality standards and play a major role in the Quality Assurance Process. The faculty carefully selects graduates with the proper experience to provide optimal services to students as well as members of teaching staff. The faculty's team includes: Administrative teaching staff, technical support staff, programmers, network developers, information security specialists, web developers and designers, media officers, e-learning specialists and lab supervisors.

Computer Labs:

The Faculty of Information Technology has many latest computers, with the ratio of these computers exceeding (11.6) computers/student, distributed over (15) computer desks equipped with high-performance network connection devices with international standard specifications to ensure reliable local networks and connection to the Internet. The devices are used in these laboratories use Windows and Linux operating systems, in addition to advanced software that serves a variety of teaching materials. The faculty also provides a laboratory equipped with the highest technologies for virtual and augmented reality, an advanced laboratory for digital evidence (Forensics Science), a specialized laboratory for data science and artificial intelligence, and a specialized laboratory for engineering Software, in addition to programming laboratories.

Teaching Halls and Facilities:

The classrooms are carefully designed to be convenient for students and teachers. The classrooms are equipped with computers, projectors, screens, whiteboards, Internet, in addition to online learning facilities.

Centers and Forums:

The faculty carries out all curricular and extracurricular activities by opening centers and forums to hold these activities and train students. These activities are organized through several offices and centers affiliated with the faculty, including:

- CISCO Academy.
- Creativity and Entrepreneurship Center.
- Student Activities Club (SAC).
- IEEE Club, UOP Branch.
- Programming club.
- Information Technology Student Activities Fair (ITSAF).

Intended Learning Outcomes:

All faculty programs enable the student upon graduation to:

- Analyze complex issues and use computing principles and related courses to find solutions.
- Design, implement, and evaluate computational systems based on requirements.
- Communicate effectively in multiple professional contexts.
- Identify professional responsibilities and make judgments based on legal and ethical principles within the practice of computing.

• Work as a member or leader of a work team to achieve the specified goal.

• Use techniques, tools and skills in the computing profession.

Faculty Programs:

The Faculty of Information Technology offers five distinct specializations to obtain a bachelor's degree in one of the fields of information technology, which are:

Computer Science

This program is rich in the foundations of computer science and diverse in the fields of information technology. The fields of interest in the specialization range from theoretical knowledge to the practical skills needed to develop software for daily, commercial, and industrial businesses. The computer science major prepares graduates armed with theoretical knowledge and practical skills and prepares them to enter the labor market and have creative and leadership capabilities. Thus, the skills possessed by the computer science graduates, which depend primarily on the ability to solve problems, have a large and widespread impact in academic, commercial and industrial environments. Graduates of the computer science program are professionally qualified to work in various fields and have the capabilities to keep pace with modern developments and be well prepared for advanced and postgraduate studies.

This program is delivered full-time over four academic years (total of 134 credit hours) and is designed to include four tracks: Programming, Computer Components and Hardware, Networks and Security, and Modelling. It also focuses on the development of soft skills.

The Department of Computer Science was established in 1991 to keep pace with development and the urgent need to employ information technology to serve various sectors. The department grants a bachelor's degree in computer science. The computer science major at the University of Petra/Faculty of Information Technology is accredited by the American accreditation ABET, and the most important goals of the program are:

• Providing students with the latest developments in computer science and information technology.

• Providing computer science graduates with theoretical knowledge and practical skills and preparing them to enter the labor market and possessing creative and leadership capabilities in the field of specialization.

• Preparing qualified graduates to be successful and professionals in their field, motivated for lifelong learning and committed to serving their community.

• Providing students with the necessary skills to develop their research capabilities in scientific research to be able to pursue their graduate studies.

• Career Opportunities

• Computer Programmer

• Systems Analyst

• Computer Administrator

• Systems Developer

• Network Administrator

• Database Designer/Administrator

• Computer Lab Supervisor

• Research Assistant

• Internet and Web Developer

• Computer Trainer or Instructor

Software Engineering

The software engineering program aims to provide students with the knowledge they need for a professional career in the fields of practical systems engineering and programming project management. In the faculty, students study how to develop and support systems. This field is important and vital to the software industry that is required in the labor market. Students learn the theoretical and practical foundation of practical systems engineering through various methodologies derived from the fields of knowledge in information technology.

• Career Opportunities

Software Engineer, Systems Analyst, Systems Designer, Software Developer, Web Designer, Web Developer, Software Maintenance Engineer, Research Assistant, Computer Trainer and Instructor.

Information Security

The information security plan provides students with the necessary knowledge and skills to maintain computerized processes and information from security risks. The student will learn about the various methods and mechanisms to protect against network attacks and data breaches, thus providing a secure environment and a solid infrastructure that is fully functioning all the time. Students learn ways to design a safe environment and learn methods and tools that help protect, audit, investigate and detect digital crimes and how to develop appropriate protection solutions. This program's study plan is unique, since it is under the

umbrella of information technology, which provides students with the necessary specialized courses in information security and networks, in addition to a selection of a scientific foundations in computer science, programming, computer architecture, databases and systems analysis. Each student is also required to pass a graduation project and field training.

• Career Opportunities

Networks and information security Programmer, Chief of Network and Information Security, Developer and designer of computer security and protection systems, Chief of Wireless Security, Security Systems Analyst and Quality Assurance, Forensic Analyst and Security infrastructure designer.

Data Science and Artificial Intelligence

This is the era of information, data and technology. Therefore, it has become necessary to provide the industrial sector with expertise capable of producing modern technologies, and what is necessary to constantly develop them.

Within the framework of University of Petra' general strategy, which is concerned with developing and creating the necessary programs to keep pace with the knowledge and industrial sectors, the Faculty of Information Technology at the university has created the program of data science and artificial intelligence, which was designed by specialists and according to international standards, specifically for this purpose, which focuses on the theoretical scientific aspect and the applied aspect, to refine theoretical sciences from the first day of the student's enrollment in this program.

We seek to be pioneers in improving the quality of life in our society by creating a generation capable of employing artificial intelligence and data science technologies.

• Career opportunities

Data Scientist, Data Engineer, Machine Learning Engineer, Data Analyst, Intelligent Systems Developer, Analyst

Virtual and Augmented Reality

The field of Virtual and Augmented Reality (VR/AR) is concerned with creating interactive computer environments either augmented on the real world or totally immersive digital environment, as well as, creating intelligent simulations using sophisticated and intelligent information technology. This has made it a promising area for building virtual environments for many applications and services that can improve the quality of individuals' lives, businesses and institutions through the integration of environments into several industries such as: healthcare, tourism, advertising, entertainment, construction, gaming, education, and space industries.

As a result of the rapid development of Virtual and Augmented Reality, and the expected needs of the local and regional market for professionals in this area, the Faculty of Information Technology at University of Petra has introduced this program to provide the technical market with graduates holding the bachelor's degree who are able to design and develop VR/AR environments, and skilled in computer programming, and tools and applications of virtual and augmented reality. The study plan considered the balance between the theoretical side and the practical side, which is supported by specialized modern laboratories. The program's main objectives are:

• Providing students with the latest developments in virtual and augmented reality and information technology.

• Preparing graduates of virtual and augmented reality, armed with theoretical knowledge and practical skills, preparing them to enter the labor market and possessing creative and leadership capabilities in the field of specialization.

• Preparing qualified graduates to be successful and professional in their field, able to adapt to new technologies, motivated for lifelong learning, and have the ability to use effective communication skills, innovative thinking, and technical background to act in a professional and ethical manner to provide services that support the community and the region.

• Providing students with the necessary skills to develop their research capabilities in scientific research to be able to complete their graduate studies.

• Career Opportunities

This program's graduate can work in a variety of fields including:

•Designer of interactive and still 2D computer graphics.

•3D graphics designer.

•Virtual & Augmented Reality environments designer.

•Virtual & Augmented Reality environments developer.

•Designer and Developer of games.

•Director of entrepreneur company in virtual reality industry.

Programmer.

•Systems analyst.

•Project manager.

Advantages of Faculty Programs

The faculty offers programs accredited by the Jordanian Ministry of Higher Education and the Accreditation Commission. Course plans have also been carefully written to meet the accreditation standards of the Ministry of Higher Education and Scientific Research, the American accreditation standards (ABET) and the British standards for software engineering IET.

There are available labs for most courses to implement practical applications, course projects, and graduation projects.

Study Plans for the Bachelor›s Programs of the Faculty of Information Technology (2023-2024)



Computer Science				
Course No.	**Course Title (English)**	**Credit Hours**	**Prerequisite**	**Total**
University Compulsory Requirements (18 Hours)				
9300105	Entrepreneurship and Innovation	2		18
9400100	National Education	3		
9400107	Leadership and social responsibility	2		
9400108	Life Skills	2		
9400109	Military Sciences	3		
9400113	Communication Skills in Arabic (1)	3	9401099 / P.T.	
9400123	Communication Skills in English (1)	3	9402099 / P.T.	
University Elective Requirements (6 Hours)				
University Elective Requirements (Humanities & Social Sciences) (3 Hours)				
9400103	Human Civilization	3		3
9400104	Political Science	3		
9400114	Communication Skills in Arabic (2)	3	9400113	
9400124	Communication Skills in English (2)	3	9400123	
9400133	Jerusalem & the Palestinian Cause	3		
9700102	Human Rights	3		
University Elective Requirements (Science, Technology, Health & Arts) (3 Hours)				
9100101	Science & Life	3		3
9200102	Development and Environment	3		
9500101	First Aid	3		
9500111	Food and Nutrition in Our Life	3		
9600104	Digital Skills	3	9601099 / P.T.	
Faculty Compulsory Requirements (19 Hours)				
103101	Calculus (1)	3		22
103250	Discrete Mathematics (1)	3	103101	
601104	Information Technology Fundamentals	3+*		
601241	Programming Language (1)	3+*	601104	
603101	Introduction to Data Communications & Networking	3	603101+601104	
603391	Systems Analysis & Design	3	601281	
603460	Professional Ethics for Information Technology	1	603391	
Department Compulsory Requirements (60 Hours)				
601111	Programming Language (2)	*3+	601111	60
601212	Data Structures & algorithms	*3	601111+103250	
601213	Computer Logic Design	*3	601104 +103250	
601221	Database (1)	*3	601222	
601242	Internet Programming	*3+	607291+603101	

601281	Modern Programming Language	3+	601212	60
601315	Computation Theory	3	601222	
601316	Advanced Algorithms	3	601222	
601322	Computer Organization & Architecture	3+	601241+104107	
601325	Field Training	3	Dept. Approval+ 603392	
601341	Operating Systems	3	601343+601326	
601400	Distributed Systems and Cloud Computing	3	601432	
601432	Secured Wireless Application Programming	3+	603315+601316	
601480	Graduation Project (1)	3	603392 + 402201	
601485	Graduation Project (2)	3+	601480	
603392	Software Engineering	3	603391+603315	
605264	Information & Network Security	3+	605161	
605477	Artificial Intelligence	3	601326	
606360	Fundamentals of Virtual and Augmented Reality	3+		
606435	Visual Programing & Human-Computer Interaction	3+	601212	
Department Elective Requirements (9 Hours)				
413106	Multimedia Programming	3+	603315	9
601318	Introduction to Internet of Things (IoT)	3+	603315	
601324	Programming Languages & Design	3	601222	
606361	Machine learning	3+	606360	
601408	Selected Topics in Computer Science	3	603391	
904106	Innovation & Entrepreneurship in CS	3+	603392	
603311	Programming by Components	3+	603315	
601465	Computer & Network Maintenance	3+	601343	
601470	Latest Advancements in CS	3+	601316	
601471	Computer Graphics	3+	601326	
601488	Professional Skills in Computer Science	3	402201+603391	
Department Supportive Compulsory Requirements (19 Hours)				
103231	Principles of Statistics	3	103101	19
603101	Introduction to Web Design	3	9601099 / P.T.	
103241	Linear Algebra (1)	3	103101	
103373	Numerical Analysis (1)	1	103241	
104106	General Physics Lab	3	104107+ متزامن	
104107	General Physics for IT	3		
402201	Communication Skills for IT		9400123	
Free Requirements (3 Hours)				
xxxxxx		3		3
University Compulsory Requirements (0 Hours)				
9605000	Community Service (computer since)	0	9400107	0

Virtual & Augmented Reality				
Course No.	**Course Title (English)**	**Credit Hours**	**Prerequisite**	**Total**
University Compulsory Requirements (18 Hours)				
9300105	Entrepreneurship and Innovation	2		18
9400100	National Education	3		
9400107	Leadership and social responsibility	2		
9400108	Life Skills	2		
9400109	Military Sciences	3		
9400113	Communication Skills in Arabic (1)	3	9401099 / P.T.	
9400123	Communication Skills in English (1)	3	9402099 / P.T.	
University Elective Requirements (6 Hours)				
University Elective Requirements (Humanities & Social Sciences) (3 Hours)				
9400103	Human Civilization	3		3
9400104	Political Science	3		
9400114	Communication Skills in Arabic (2)	3	9400113	
9400124	Communication Skills in English (2)	3	9400123	
9400133	Jerusalem & the Palestinian Cause	3		
9700102	Human Rights	3		
University Elective Requirements (Science & Technology) (3 Hours)				
9100101	Science & Life	3		3
9200102	Development and Environment	3		
9500101	First Aid	3		
9500111	Food and Nutrition in Our Life	3		
9600104	Digital Skills	3	9601099 / P.T.	
Faculty Compulsory Requirements (19 Hours)				
103101	Calculus (1)	3		19
103250	Discrete Mathematics (1)	3	103101	
601104	Information Technology Fundamentals	*3+		
601111	Programming Language (1)	*3+	601104	
605161	Introduction to Data Communications & Networking	3	603101+601104	
603391	Systems Analysis & Design	3	607291	
603460	Professional Ethics for Information Technology	1	603315	
Department Compulsory Requirements (60 Hours)				
601241	Computer Logic Design	*3	601104 +103250	60
603315	Internet Programming	*3+	603391+601212	
601212	Programming Language (2)	*3+	607211	
601343	Computer Organization & Architecture	3+	601241+605161	
601432	Operating Systems	3	607353+601343	
601222	Data Structures and Algorithms	*3	103250+601111	
607101	Fundamentals of Virtual and Augmented Reality	3+		

607211	Programming Language for Virtual Reality	3	601111	60
607291	Visual Programing & Human-Computer Interaction	3	203142 + 607211	
607392	Introduction to User Experience Design	3	607291+601222	
607232	3D Modeling	3	603101+203142	
607233	Two- and Three-Dimensional Animation	3	607232 +104121	
607353	V&AR Development & Design	3	607351+607392	
607351	Virtual & Augmented Reality and 3D Interaction	3	607211+607233	
607360	Game design	3	607351+402201	
607400	Field Training	3	Dept. Approval + 607353	
607452	Computing systems of Virtual and Augmented Reality	3	601432	
607461	Interactive Game development & Programming	3	607360	
607480	Graduation Project (1)	3	607360 603391+	
607485	Graduation Project (2)	3	607480	
Department Elective Requirements (9 Hours)				
601314	Multimedia Programming	3	607392	9
601318	Modern Programming Language	3	603315	
601472	Artificial intelligence for VR	3	607353	
606384	Computer Graphics for Virtual Reality	3	104121+607233	
607231	Innovation & Entrepreneurship in VR	3	607360	
607408	Selected Topics in Virtual Reality	3	607353	
607409	Applications of V&AR	3	607353	
607452	Virtual & Augmented Reality Case Studies	3	607353	
607454	Latest Advancements in VR	3	607233	
607470	Intelligent User Interfaces	3	607392	
607495	Professional Skills in Virtual and Augmented Reality	3	402201+603391	
Department Supportive Compulsory Requirements (18 Hours)				
103231	Principles of Statistics	3	103101	18
103241	Linear Algebra (1)	3	103101	
104121	Physics for Virtual Reality	3	607101	
203142	Computer Applications in Graphic Design	3	607101	
603101	Introduction to Web Design	3	9601099 / P.T.	
402201	Communication Skills for IT	3	9400123	
Free Requirements (3 Hours)				
xxxxxx		3		3
University Compulsory Requirements (0 Hours)				
9609000	Community Service	0	9400107	0

Software Engineering				
Course no.	**Course title**	**credit hours**	**Prerequisite**	**Total**
University Compulsory Requirements (18 Hours)				
9300105	Entrepreneurship and Innovation	2		18
9400100	National Education	3		
9400107	Leadership and social responsibility	2		
9400108	Life Skills	2		
9400109	Military Sciences	3		
9400113	Communication Skills in Arabic (1)	3	9401099 / P.T.	
9400123	Communication Skills in English (1)	3	9402099 / P.T.	
University Elective Requirements (6 Hours)				
University Elective Requirements (Humanities & Social Sciences) (3 Hours)				
9400103	Human Civilization	3		3
9400104	Political Science	3		
9400114	Communication Skills in Arabic (2)	3	9400113	
9400124	Communication Skills in English (2)	3	9400123	
9400133	Jerusalem & the Palestinian Cause	3		
9700102	Human Rights	3		
University Elective Requirements (Science & Technology) (3 Hours)				
9100101	Science & Life	3		3
9200102	Development and Environment	3		
9500101	First Aid	3		
9500111	Food and Nutrition in Our Life	3		
9600104	Digital Skills	3	9601099 / P.T.	
Faculty Compulsory Requirements (19 Hours)				
103101	Calculus (1)	3		19
103250	Discrete Mathematics (1)	3	103101	
601104	Information Technology Fundamentals	*3+		
601111	Programming Language (1)	*3+	601104	
605161	Introduction to Data Communications & Networking	3	603101+601104	
603391	Systems Analysis & Design	3	607291	
603460	Professional Ethics for Information Technology	1	603315	
Department Compulsory Requirements (69 Hours)				
601241	Computer Logic Design	3	601104+103250	69
601212	Programming Language (2)	3	601111	
607291	Visual Programing & Human-Computer Interaction	3	601212	
601222	Data Structures and Algorithms	3	601111+103250	
601281	Database (1)	3	601222	
603101	Introduction to Web Design	3	9601099 / P.T.	
603315	Internet Programming	3	607291+603101	

605477	Secured Wireless Application Programming	3	605264+601222	69
601343	Computer Organization & Architecture	3	601241	
601432	Operating Systems	3	601281+601343	
603385	Database Administration	3	601281	
603392	Software Engineering	3	603391 603315+	
603395	Software Testing	3	603391	
603396	IT Project Management	3	603391	
603400	Field Training	3	Dept. Approval +603392	
603404	Requirements Engineering and Specification	3	603392	
603405	Software Architecture & Design	3	603404	
603406	Software Development & Documentation	3	603392	
603480	Graduation Project (1)	3	402201 +603392	
603485	Graduation Project (2)	3	603480	
603490	Quality Management & Process Improvement	3	603396	
603492	Advanced Software Engineering	3	603396	
605264	Information & Network Security	3	605161	
Department Elective Requirements (9 Hours)				
601316	Modern Programming Language	3	103231+601222	9
603410	Enterprise resource planning systems	3	603391	
603311	Programming by Components	3	603315	
603408	Selected Topics in Software Engineering	3	603391	
603409	Innovation & Entrepreneurship in SE	3	603392	
603470	Latest Advancements in SE	3	603315	
603491	Software Configuration Management	3	603392	
603496	Software Engineering CASE Tools	3	603404	
605347	Information Systems Risk Management	3	605264+603391	
603488	Professional Skills in Software Engineering	3	402201+603391	
606360	Artificial Intelligence	3	601222	
Department Supportive Compulsory Requirements (9 Hours)				
103231	Principles of Statistics	3	103101	9
103373	Numerical Analysis (1)	3	103250	
402201	Communication Skills for IT	3	9400123	
Free Requirements (3 Hours)				
xxxxxx		3		3
University Compulsory Requirements (0 Hours)				
9601000	Local community service (software (engineering	0	9400107	0

Data Science & Artificial Intelligence				
Course no.	**Course title**	**credit hours**	**Prerequisite**	**Total**
University Compulsory Requirements (0 Hours) University Compulsory Requirements (18 Hours)				
9300105	Entrepreneurship and Innovation	2		18
9400100	National Education	3		
9400107	Leadership and social responsibility	2		
9400108	Life Skills	2		
9400109	Military Sciences	3		
9400113	Communication Skills in Arabic (1)	3	9401099 / P.T.	
9400123	Communication Skills in English (1)	3	9402099 / P.T.	
University Elective Requirements (6 Hours)				
University Elective Requirements (Humanities & Social Sciences) (3 Hours)				
9400103	Human Civilization	3		3
9400104	Political Science	3		
9400114	Communication Skills in Arabic (2)	3	9400113	
9400124	Communication Skills in English (2)	3	9400123	
9400133	Jerusalem & the Palestinian Cause	3		
9700102	Human Rights	3		
University Elective Requirements (Science, Technology, Health & Arts) (3 Hours)				
9100101	Science & Life	3		3
9200102	Development and Environment	3		
9500101	First Aid	3		
9500111	Food and Nutrition in Our Life	3		
9600104	Digital Skills	3	9601099 / P.T.	
Faculty Compulsory Requirements (19 Hours)				
103101	Calculus (1)	3		22
103250	Discrete Mathematics (1)	3	103101	
601104	Information Technology Fundamentals	3		
605161	Introduction to Data Communications & Networking	3	603101+601104	
603391	Systems Analysis & Design	3	601281	
603460	Professional Ethics for Information Technology	3	603391	
601111	Programming Language (1)	1	601104	
Department Compulsory Requirements (66 hours)				
601212	Programming Language (2)	3	601111	66
601222	Data Structures and Algorithms	3	601111+ 103250	
601281	Database (1)	3	601222	
601432	Operating Systems	3	601281	
606170	Data Science Fundamentals	3	601104	
606271	Big Data	3	606272 + 606170	
606272	Statistics for Data Science	3	103231	

606271	Programming for Data Science	3	606272 + 606271	66
606272	Artificial Intelligence	3	606170 + 601222	
606315	Machine learning	3	606360	
606360	Deep Learning	3	606361	
606361	Data Mining and Warehousing	3	606375+601281	
606362	Data Engineering and Analysis	3	606272 + 603391	
606374	Big Data Analytics	3	606271	
606375	Field Training	3	Dept. Approval+606375	
606376	Robots Programming	3	606361	
606400	Natural Language Processing	3	606362	
606417	Data Exploration and Visualization	3	606374	
606464	DS&AI Automated Systems	3	606362	
606475	Graduation Project (1)	3	402201 + 606375 + 606376	
606480	Computer Vision	3	606361	
606485	Graduation Project (2)	3	606480	
Department Elective Requirements (9 Hours)				
606476	Pattern Recognition	3	606361+ 103241	9
605264	Information & Network Security	3	605161	
606408	Selected Topics in Data Science & AI	3	603391	
606409	Innovation & Entrepreneurship in DS	3	606375	
606465	Applications of AI	3	606362 + 606475	
606467	Knowledge based Systems	3	606361	
606488	Professional Skills in Data Science and Artificial Intelligence	3	603391 + 402201	
606468	Expert Systems	3	606361	
606470	Latest Advancements in DS	3	606375	
Department Supportive Compulsory Requirements (12 Hours)				
103231	Principles of Statistics	3	103101	12
103241	Linear Algebra (1)	3	103101	
603101	Introduction to Web Design	3	9601099 / P.T.	
402201	Communication Skills for IT	3	9400123	
Free Requirements (3 Hours)				
xxxxxx		3		3
University Compulsory Requirements (0 Hours)				
9608000	Community service	0	9400107	0

Information Technology				
Course No.	**Course Title (English)**	**Credit Hours**	**Prerequisite**	**Total**
University Compulsory Requirements (18 Hours)				
9300105	Entrepreneurship and Innovation	2		18
9400100	National Education	3		
9400107	Leadership and social responsibility	2		
9400108	Life Skills	2		
9400109	Military Sciences	3		
9400113	Communication Skills in Arabic (1)	3	9401099 / P.T.	
9400123	Communication Skills in English (1)	3	9402099 / P.T.	
University Elective Requirements (6 Hours)				
University Elective Requirements (Humanities & Social Sciences) (3 Hours)				
9400103	Human Civilization	3		3
9400104	Political Science	3		
9400114	Communication Skills in Arabic (2)	3	9400113	
9400124	Communication Skills in English (2)	3	9400123	
9400133	Jerusalem & the Palestinian Cause	3		
9700102	Human Rights	3		
University Elective Requirements (Science, Technology, Health & Arts) (3 Hours)				
9100101	Science & Life	3		3
9200102	Development and Environment	3		
9500101	First Aid	3		
9500111	Food and Nutrition in Our Life	3		
9600104	Digital Skills	3	9601099 / P.T.	
Faculty Compulsory Requirements (19 Hours)				
103101	Calculus (1)	3		19
103250	Discrete Mathematics (1)	3	103101	
601104	Information Technology Fundamentals	*3+		
601111	Programming Language (1)	*3+	601104	
605161	Introduction to Data Communications & Networking	3	603101+601104	
603391	Systems Analysis & Design	3	601281	
603460	Professional Ethics for Information Technology	1	603391	
Department Compulsory Requirements (66 Hours)				
605262	Local & Wide Area Networks	3	605161	66
601212	Programming Language (2)	3	601111	
601222	Data structures and algorithms	3	601111+103250	
601281	Database (1)	3	601222	
603315	Internet Programming	3	601281+603101	
601432	Operating Systems	3	601281	
603392	Software Engineering	3	603391	
605150	Cybersecurity Fundamentals	3	601104	

605250	Linux Security Fundamentals	3	605150+605161	66
605264	Information & Network Security	3	605161+605150	
605335	Ethical Hacking	3	605264+605250	
605343	Cryptography Theory	3	605264	
605346	Information & Network Security Programming	3	601212+601222	
605349	Data Analytics	3	605264	
605365	Network Monitoring & Documenting	3	605262 + 605264	
605400	Field Training	3	Dept. Approval+603392	
605341	Digital Forensic Investigation	3	605335	
605460	Vulnerability Assessments	3	605335+ 605365	
605461	Software Development Security	3	603392+ 605460	
605480	Graduation Project (1)	3	402201 +603392	
605485	Graduation Project (2)	3	605480	
606360	Artificial Intelligence	3	601222	
Department Elective Requirements (9 Hours)				
605340	Information Security Protocols	3	605264	9
605342	Secure Business Architectures	3	605264	
605347	Information Systems Risk Management	3	605335	
605408	Selected Topics in Information Security	3	603391	
605409	Innovation & Entrepreneurship in InfoSec	3	603392	
605441	Cloud Computing Security	3	605264	
605442	Database Security	3	601281+605335	
605443	Intrusion Detection & Prevention	3	605335	
605446	Biometrics Systems	3	606360 + 605264	
605449	Secured e-Transactions Environment	3	605264	
605470	Latest Advancements in InfoSec	3	605264	
605477	Secured Wireless Application Programming	3	605264+601222	
605488	Professional Skills in Information Security	3	402201+603391	
Department Supportive Compulsory Requirements (12 Hours)				
103231	Principles of Statistics	3	103101	12
103241	Linear Algebra (1)	3	103101	
603101	Introduction to Web Design	3	9601099 / P.T.	
402201	Communication Skills for IT	3	9400123	
Free Requirements (3 Hours)				
xxxxxx		3		3
University Compulsory Requirements (0 Hours)				
9607000	Community Service	0	9400107	0

6/2- Faculty of Administrative & Financial Sciences

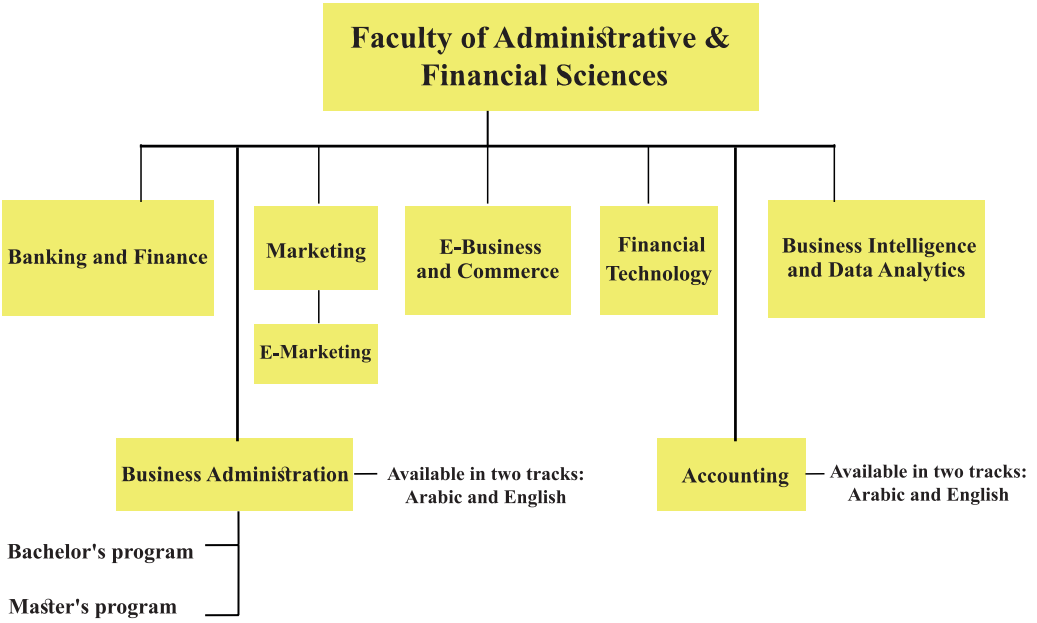


Figure No. (3)
Departments of the Faculty of Administrative and Financial Sciences

Vision:

To be one of the most attractive business schools for students who are seeking high quality business education in Jordan and abroad.

Mission:

The faculty seeks to enable its students to reach the highest levels of proficiency. It is committed to providing expertise dedicated to the success of the educational process, both scientific and practical, to graduate students with leadership qualifications and a full awareness of their potential that will qualify them to make additional differences and values for their societies.

Objectives:

1. Offer a range of educational programs appropriate to the needs of students and the labor market.

2. Provide students with an up-to-date higher education in business and develop them to their full potential.

3. Provide students with the needed knowledge and skills for better understanding of business environment and better performance in their careers.

4. Provide an appropriate environment for research and methods modern teaching.

5. Provide community service through consulting and exchanging information and knowledge.

Strategic Priorities:

- Providing distinguished education that ensures achieving high-quality educational objectives, which reflects positively on the graduates' ability to compete in the labor market.

- Building capabilities and developing students' digital skills to adapt to the ever-changing technological environment.

- Creating and enhancing awareness of social responsibility and environmental preservation as dimensions of sustainability for the well-being of society.

Overview

The Faculty of Administrative and Financial Sciences has been established since the founding of the University in 1991. The faculty grants bachelor's degrees in business administration with two tracks (Arabic and English), banking and finance, financial technology, accounting with two tracks (Arabic and English), business intelligence and data analysis, business and e-commerce, and marketing. It also offers a master's degree in Business Administration (MBA). In addition, faculty members hold graduate degrees from reputable international universities that teach subjects according to their fields of knowledge and specializations.

The Faculty enjoys a distinguished building in the middle of the university campus. The building contains teaching rooms fully equipped with all the necessary technology for the educational process, which lecturers can use to record their lectures and broadcast them directly via the Internet. The faculty building also has meeting rooms, facilities for male and female students, and entrances have been prepared for people with special needs.

The faculty obtained the British international accreditation ASIC for all programs and specializations, obtained membership and eligibility for the American accreditation AACSB and the Canadian accreditation IIMP for the marketing major. The faculty seeks to obtain local accreditation in the future.

The faculty also holds many activities annually, including seminars, lectures, and various community service activities in partnership with the local community.

In the future, the faculty looks forward to:

1. Creating other master's programs in the faculty's specializations according to the labor market's requirements.

2. Obtaining local and international accreditation certificates.

3. Continuing to develop and modernize university teaching methods and tools and develop and advance e-learning in accordance with the needs of quality standards in higher education.

4. Encouraging faculty members to engage in scientific research and benefit from the support provided by the university for this activity.

5. Continuing to activate the activities of the business incubator and make it a center for transforming students' innovations and creativity into promising investment projects.

6. Concluding teaching agreements with prestigious institutions.

7. Establishing partnerships with local community institutions to support bridging the gap between labor market requirements and faculty goals.

Objectives of Academic Programs

Program	Objectives
Business Administration	1. Provide distinguished educational services to students, developing their knowledge and enhancing their chances of succeeding in the labor market. 2. Provide an appropriate educational program that meets the needs of students and is in line with the standards of excellence and the requirements of the labor market. 3. Equip students with the required skills that help them better understand the business environment and enhance their readiness for entrepreneurship. 4. Equip students with scientific, knowledge, and professional capabilities and skills in decision-making and problem-solving in management. 5. Provide consultations and community services by exchanging knowledge and experiences with the local community and other parties.

Banking and Finance	1. Prepare highly qualified graduates who can compete with students of other universities, and who are able to pursue postgraduate studies and enter the labor market easily. 2. Keep abreast of global and local developments in the field of finance. 3. Increase the ability to think and be creative for the students of the department. 4. Develop the student's skills and experience in investment and financial markets.
Accounting	1. Provide students with relevant accounting knowledge in the various fields required for the modern business environment. 2. Provide students with the knowledge and skills necessary to understand and realize ethical, environmental, and professional issues in the modern business environment. 3. Provide students with the practical applications and skills necessary to deal effectively with various accounting applications and systems in the modern business environment. 4. Develop students' skills and abilities to conduct scientific research, analyze data, create a work plan, and make decisions using scientific and statistical methods. 5. Provide students with the necessary skills to use information technology and systems, communicate with professional associations and information sources and prepare for continuous learning. 6. Develop students' communication skills, teamwork, creative thinking, adaptation, and problem-solving abilities in the ever-changing business environment.
E-Business and Commerce	1. Provide the labor market with alumni who can design and build electronic business applications in line with technological developments. 2. Support entrepreneurial emerging companies for business and e-commerce students that serve the society. 3. Implement scientific business theories as baseline for developing practical knowledge in business and electronic commerce. 4. Contribute to developing the skills of using electronic applications in business and e-commerce in various industries.
Business Intelligence and Data Analytics	1. Contribute to establishing pioneering businesses that serve the community. 2. Perform research and advanced studies in the field of electronic business. 3. Contribute to the development of business uses and e-commerce in various sectors.

Marketing	1. Provide students with the required skills and knowledge necessary to understand the theories related to the various fields of marketing. 2. Enable students to develop a wide range of practical skills in the field of marketing. 3. Graduate students who are technically and intellectually qualified to build a distinguished practical career in the field of marketing. 4. Qualify students to deal with the contemporary marketing issues related to the actual labor market. 5. Motivate students to work hard, to be self-motivated, and to excel in a way that enables them to achieve future development in the workplace environment.
Financial Technology	1. Provide a high-level and distinguished program. 2. Provide students with advanced financial sciences and skills that qualify them to enter the financial and business sector. 3. Create an environment that encourages and supports scientific research. 4. Communicate with the local community through exchanging experiences and providing financial and technical consultations.
Master's in Business Administration MBA	1. Prepare and qualify students to manage various business activities efficiently as administrative leaders capable of working in a competitive business environment. 2. Develop students' abilities to conduct theoretical and applied research within a solid scientific methodology characterized by integrity and objectivity. 3. Enhance students' abilities and skills necessary to influence the organization and advance work, such as communication, teamwork, and team leadership. 4. Strengthen channels of cooperation and partnership between the program and business organizations and community institutions to support students towards studying relevant real-life cases and reinforce modern theoretical principles within administrative knowledge in the fields of business and in an integrated and applied manner. 5. Develop students' critical awareness and relevant response to situations and circumstances accompanying local and global business activities in preparation for developing appropriate strategies. 6. Instill the principles of practicing social responsibility and work ethics in students, while providing them with the foundations for understanding and evaluating the ethical, legal, and regulatory dimensions of administrative decisions. 7. Continuously update the knowledge provided to students in a way that meets their needs and is compatible with excellence standards and labor market requirements.

Study Plans for the Bachelor›s Programs of the Faculty of Administrative and Financial Sciences (2023/2024)

Finance and Banking				
Course No.	**Course Title (English)**	**Credit Hours**	**Prerequisite**	**Total**
University Compulsory Requirements (18 Hours)				
9300105	Entrepreneurship and innovation	2		18
9400100	National Education	3		
9400107	Leadership and Social Responsibility	2		
9400108	Life Skills	2		
9400109	Military Sciences	3		
9400113	Communication Skills in Arabic (1)	3	9401099 / P.T	
9400123	Communication Skills in English (1)	3	9402099 / P.T	
University Elective Requirements (6 Hours)				
University Elective Requirements (Humanities) (3 Hours)				
9400103	Human Civilaization	3		3
9400104	Political Science	3		
9400114	Communication Skills in Arabic (2)	3	9400113	
9400124	Communication Skills in English (2)	3	9400123	
9400133	Jerusalem and the Palestinian Cause	3		
9700102	Human Rights	3		
University Elective Requirements (Science, Technology, Agriculture & Health) (3 Hours)				
9100101	Science & Life	3		3
9200102	Development and environment	3		
9500101	First Aid	3		
9500111	Food and Nutrition in Our Life	3		
9600104	Digital culture	3		
Faculty Compulsory Requirements (18 Hours)				
301101	Principles of Management	3		18
302101	Principles of Microeconomics	3		
302111	Principles of Statistics	3		
303101	Principles of Accounting (1)	3		
304101	Introduction to e-Business	3		
306101	Principles of Marketing	3		
Department Compulsory Requirements (60 Hours)				
301212	Operations and Production Management	3	302110	60
302102	Principles of Macroeconomics	3	302101	
302213	Financial Management	3	303101	
302215	Investment Management	3	302213	
302221	Money and Banking	3	302102	
302303	Insurance Management	3	302110	
302321	International Finance	3	302102	

302351	Mathematics For Finance	3	302110	60
302352	Real Estate Investment and Financing	3	302215	
302354	Financial Institutions Management	3	302102	
302401	Computer Applications in Finance and Trading Mechanisms	3	308101	
302411	Feasibility Study and Projects Evaluation	3	302213	
302414	Corporate Finance	3	302213	
302422	Financial and Money Markets	3	302215	
302431	Islamic Banks	3	302102	
302441	Portfolio Management	3	302422	
302452	Financial Risk Management	3	302215	
302498	Graduation Project/ Field Training	3	90 hours	
303102	Principles Of Accounting (2)	3	303101	
303205	Accounting for Financial Institutions	3	303102	
9302000	Community Service	0	9400107	
Department Supportive Compulsory Requirements (12 Hours)				
301103	Introduction to Research Methods	3	302111	12
301221	Commercial Legislation (1)	3	301101	
302110	Mathematics For Business	3		
308101	Administrative and Financial Computer Systems and Applications	3	9601099	
Department Elective Requirements (6 Hours)				
302324	Public Finance	3	302102	6
302353	Life Insurance	3	302110	
302403	Managerial Economics	3	302102	
302450	Banking Operations Management	3	302102	
302455	Topics in Finance (E)	3	302213	
302457	Financial Derivatives	3	302452	
302499	Professional Skills in Financial & Banking Silences	3	90 hours	
Department Elective Requirements(From Other Faculy Department) (6 Hours)				
301311	Human Resources Management	3	301101	6
303305	Financial Statements Analysis	3	303102	
303310	Accounting Information System	3	308101 + 303102	
304411	Entrepreneurship and building the project business plan	3	304101	
304315	Commerce & e-Payment Systems	3	302213	
306310	Marketing of Financial Services	3	306101	
	Free Requirements (6 Hours)			
xxxxxx		6		6
Community service requirement (0 hours)				
9302000	Local community service (financial and (banking sciences	0	9400107	0

Business Administration(Arabic)				
Course No.	**Course Title (English)**	**Credit Hours**	**Prerequisite**	**Total**
University Compulsory Requirements (18 Hours)				
9300105	Entrepreneurship and innovation	2		18
9400100	National Education	3		
9400107	Leadership and Social Responsibility	2		
9400108	Life Skills	2		
9400109	Military Sciences	3		
9400113	Communication Skills in Arabic (1)	3	9401099 / P.T	
9400123	Communication Skills in English (1)	3	9402099 / P.T	
University Elective Requirements (6 Hours)				
University Elective Requirements (Humanities) (3 Hours)				
9400103	Human Civilaization	3		3
9400104	Political Science	3		
9400114	Communication Skills in Arabic (2)	3	9400113	
9400124	Communication Skills in English (2)	3	9400123	
9400133	Jerusalem and the Palestinian Cause	3		
9700102	Human Rights	3		
University Elective Requirements (Science, Technology, Agriculture & Health) (3 Hours)				
9100101	Science & Life	3		3
9200102	Development and Environment	3		
9500101	First Aid	3		
9500111	Food and Nutrition in Our Life	3		
9600104	Digital Skills	3		
Faculty Compulsory Requirements (18 Hours)				
301101	Principles of Management	3		18
302101	Principles of Microeconomics	3		
302111	Principles of Statistics	3		
303101	Principles of Accounting (1)	3		
304101	Introduction to e-Business	3		
306101	Principles of Marketing	3		
Department Compulsory Requirements (60 Hours)				
301212	Operations & Production Management	3	302110	60
301213	Organization Theory	3	301101	
301214	Supply Chain Management	3	301101	
301217	Social Responsibility & Business Ethics	3	301101	
301311	Human Resources Management	3	301101	
301316	Hospitals and Health Care Management	3	301101	
301331	Organizational Behavior	3	301213	
301332	Operations Research in Management	3	301212	

301333	Projects Management & Planning	3	301212	60
301334	Computer Applications in Business Management	3	301212 + 308101	
301372	Business Communication	3	301101 + 9400121	
301401	Strategic Management	3	301331	
301423	International Business	3	301331	
301445	Change Management	3	301331	
301447	Entrepreneurship & Small Business Management	3	301212	
301448	Contemporary Issues in Management	3	90 hours	
301498	Graduation Project/ Field Training	3	90 hours	
302213	Financial Management	3	302101	
303102	Principles of Accounting (2)	3	303101	
306309	Sales Management	3	306101	
9301000	Community Service	0	9400107	
Department Supportive Compulsory Requirements (12 Hours)				
301103	Introduction to Research Methods	3	302111	12
301221	Commercial Legislation (1)	3	301101	
302110	Mathematics For Business	3		
308101	Administrative and Financial Computer Systems and Applications	3	9601099	
Department Elective Requirements (6 Hours)				
301215	Total Quality Management	3	301214	6
301222	Commercial Legislation (2)	3	301221	
301244	Organization & Methods	3	301101	
301307	Knowledge Management in Business	3	301101	
301315	Leadership & Managerial Control	3	30101	
301319	Public Administration	3	301101	
301343	Operations Research in Management (2)	3	301332	
301499	Professional Skills in Business Administration	3	90 hours	
Department Elective Requirements (From Other Faculty Departments) (6 Hours)				
302102	Principles of Macroeconomics	3	302101	6
302221	Money & Banking	3	302101	
303301	Managerial Accounting	3	303102	
304304	e-Business Operations & Models	3	304101	
306201	Marketing Management	3	306101	
Free Requirements (6 Hours)				
xxxxxx		6		6
Community service requirement (0 hours)				
9302000	Local community service (Business Administration	0	9400107	0

Business Administration(English)				
Course No.	**Course Title (English)**	**Credit Hours**	**Prerequisite**	**Total**
University Compulsory Requirements (18 Hours)				
9300105	Entrepreneurship and innovation	2		18
9400100	National Education	3		
9400107	Leadership and Social Responsibility	2		
9400108	Life Skills	2		
9400109	Military Sciences	3		
9400113	Communication Skills in Arabic (1)	3	9401099 / P.T	
9400123	Communication Skills in English (1)	3	9402099 / P.T	
University Elective Requirements (6 Hours)				
University Elective Requirements (Humanities) (3 Hours)				
9400103	Human Civilaization	3		3
9400104	Political Science	3		
9400114	Communication Skills in Arabic (2)	3	9400113	
9400124	Communication Skills in English (2)	3	9400123	
9400133	Jerusalem and the Palestinian Cause	3		
9700102	Human Rights	3		
University Elective Requirements (Science, Technology, Agriculture & Health) (3 Hours)				
9100101	Science & Life	3		3
9200102	Development and Environment	3		
9500101	First Aid	3		
9500111	Food and Nutrition in Our Life	3		
9600104	Digital Skills	3		
Faculty Compulsory Requirements (18 Hours)				
301101	Principles of Management	3		18
302101	Principles of Microeconomics	3		
302111	Principles of Statistics	3		
303101	Principles of Accounting (1)	3		
304101	Introduction to e-Business	3		
306101	Principles of Marketing	3		
Department Compulsory Requirements (60 Hours)				
301212	Operations & Production Management	3	302110	60
301213	Organization Theory	3	301101	
301214	Supply Chain Management	3	301101	
301217	Social Responsibility & Business Ethics	3	301101	
301311	Human Resources Management	3	301101	
301316	Hospitals and Health Care Management	3	301101	
301331	Organizational Behavior	3	301213	
301332	Operations Research in Management	3	301212	
301333	Projects Management & Planning	3	301212	

301334	Computer Applications in Business Management	3	301212 + 308101	60
301372	Business Communication	3	301101 + 9400121	
301401	Strategic Management	3	301331	
301423	International Business	3	301331	
301445	Change Management	3	301331	
301447	Entrepreneurship & Small Business Management	3	301212	
301448	Contemporary Issues in Management	3	90 hours	
301498	Graduation Project/ Field Training	3	90 hours	
302213	Financial Management	3	302101	
303102	Principles of Accounting (2)	3	303101	
306309	Sales Management	3	306101	
9301000	Community Service	0	9400107	
Department Supportive Compulsory Requirements (12 Hours)				
301103	Introduction to Research Methods	3	302111	12
301221	Commercial Legislation (1)	3	301101	
302110	Mathematics For Business	3		
308101	Administrative and Financial Computer Systems and Applications	3	9601099	
Department Elective Requirements (6 Hours)				
301215	Total Quality Management	3	301214	6
301222	Commercial Legislation (2)	3	301221	
301244	Organization & Methods	3	301101	
301307	Knowledge Management in Business	3	301101	
301315	Leadership & Managerial Control	3	30101	
301319	Public Administration	3	301101	
301343	Operations Research in Management (2)	3	301332	
301499	Professional Skills in Business Administration	3	90 hours	
Department Elective Requirements (From Other Faculty Departments) (6 Hours)				
302102	Principles of Macroeconomics	3	302101	6
302221	Money & Banking	3	302101	
303301	Managerial Accounting	3	303102	
304304	e-Business Operations & Models	3	304101	
306201	Marketing Management	3	306101	
Free Requirements (6 Hours)				
xxxxxx		6		6
Community service requirement (0 hours)				
9302000	Local community service (Business Administration	0	9400107	0

Marketing				
Course No.	**Course Title (English)**	**Credit Hours**	**Prerequisite**	**Total**
University Compulsory Requirements (18 Hours)				
9300105	Entrepreneurship and innovation	2		18
9400100	National Education	3		
9400107	Leadership and Social Responsibility	2		
9400108	Life Skills	2		
9400109	Military Sciences	3		
9400113	Communication Skills in Arabic (1)	3	9401099 / P.T	
9400123	Communication Skills in English (1)	3	9402099 / P.T	
University Elective Requirements (6 Hours)				
University Elective Requirements (Humanities) (3 Hours)				
9400103	Human Civilaization	3		3
9400104	Political Science	3		
9400114	Communication Skills in Arabic (2)	3	9400113	
9400124	Communication Skills in English (2)	3	9400123	
9400133	Jerusalem and the Palestinian Cause	3		
9700102	Human Rights	3		
University Elective Requirements (Science, Technology, Agriculture & Health) (3 Hours)				
9100101	Science & Life	3		3
9200102	Development and Environment	3		
9500101	First Aid	3		
9500111	Food and Nutrition in Our Life	3		
9600104	Digital Skills	3		
Faculty Compulsory Requirements (18 Hours)				
301101	Principles of Management	3		18
302101	Principles of Microeconomics	3		
302111	Principles of Statistics	3		
303101	Principles of Accounting (1)	3		
304101	Introduction to e-Business	3		
306101	Principles of Marketing	3		
Department Compulsory Requirements (60 Hours)				
301212	Operations & Production Management	3	302110	60
304411	Entrepreneurship and building the project business plan	3	306312	
306201	Marketing Management	3	306101	
306204	Services Marketing	3	306101	
306205	Integrated Marketing Communications	3	306101	
306223	Tourism Marketing	3	306204	
306309	Sales Management	3	306101	
306310	Financial Services Marketing	3	306204	

306311	Consumer Behavior	3	306101	60
306312	Quantitative Methods in Marketing	3	301103	
306313	New Products Management	3	306201	
306314	E - Marketing	3	306101	
306321	Social and Non-Profit Marketing	3	306101	
306323	Brand Management	3	306313	
306420	Marketing Strategies	3	306201	
306421	International Marketing	3	306201	
306422	Marketing Research	3	306312	
306426	Contemporary Issues in Marketing	3	90 hours	
306428	Business - to - Business Marketing	3	306201	
306498	Graduation Project/ Field Training	3	90 hours	
9306000	Community Service	0	9400107	
Department Supportive Compulsory Requirements (12 Hours)				
301103	Introduction to Research Methods	3	302111	12
302110	Mathematics For Business	3		
304311	Social Media and Electronic Customer Relationship Management	3	304101	
308101	Administrative and Financial Computer Systems and Applications	3	9601099	
Department Elective Requirements (6 Hours)				
306206	Distribution Channels & Retailing	3	306201	6
306207	Public Relations	3	306101	
306210	Materials Management	3	302110	
306324	Health Care Marketing	3	306204	
306404	Customer Relationship Management	3	306204	
306405	Personal Selling Skills	3	306309	
306499	Professional Skills in Marketing	3	90 hours	
Department Elective Requirements(From Other Faculy Department) (6 Hours)				
301221	Commercial Legislations (1)	3	301101	6
302213	Financial Management	3	303101	
303301	Managerial Accounting	3	303101	
304413	Multimedia and Technology	3	306314	
304314	Websites Design and Development	3	306314	
Free Requirements (6 Hours)				
xxxxxx		6		6

Digital Marketing				
Course No.	**Course Title (English)**	**Credit Hours**	**Prerequisite**	**Total**
University Compulsory Requirements (18 Hours)				
9300105	Entrepreneurship and innovation	2		18
9400100	National Education	3		
9400107	Leadership and Social Responsibility	2		
9400108	Life Skills	2		
9400109	Military Sciences	3		
9400113	Communication Skills in Arabic (1)	3	9401099 / P.T	
9400123	Communication Skills in English (1)	3	9402099 / P.T	
University Elective Requirements (6 Hours)				
University Elective Requirements (Humanities) (3 Hours)				
9400103	Human Civilaization	3		3
9400104	Political Science	3		
9400114	Communication Skills in Arabic (2)	3	9400113	
9400124	Communication Skills in English (2)	3	9400123	
9400133	Jerusalem and the Palestinian Cause	3		
9700102	Human Rights	3		
University Elective Requirements (Science, Technology, Agriculture & Health) (3 Hours)				
9100101	Science & Life	3		3
9200102	Development and Environment	3		
9500101	First Aid	3		
9500111	Food and Nutrition in Our Life	3		
9600104	Digital Skills	3		
Faculty Compulsory Requirements (18 Hours)				
301101	Principles of Management	3		18
302101	Principles of Microeconomics	3		
302111	Principles of Statistics	3		
303101	Principles of Accounting (1)	3		
304101	Introduction to e-Business	3		
306101	Principles of Marketing	3		
Department Compulsory Requirements (60 Hours)				
309201	Marketing Management	3	306101	60
309204	Services Marketing	3	306101	
309211	Digital Integrated Marketing Communications	3	306101	
309223	Tourism Marketing	3	309204	
309309	Sales Management	3	306101	
309310	Financial Services Marketing	3	309204	
309311	Consumer Behavior	3	306101	
309312	Quantitative Methods in Marketing	3	301103	

309313	New Products Management	3	309201	60
309314	Digital Marketing	3	306101	
309316	Web Site Design & Analytics	3	304101	
309317	Search Engine Marketing	3	306101	
309318	Social Media Marketing	3	309314	
309321	Social and Non-Profit Marketing	3	306101	
309323	Brand Management	3	309201	
309404	Digital Customer Relationship Management	3	309314	
309420	Digital Marketing Strategies	3	309314	
309422	Marketing Research	3	309312	
309426	Contemporary Issues in Marketing	3	hours 60	
309498	Field Training	3	hours 90	
9306000	Community Service	0	9400107	
Department Supportive Compulsory Requirements (12 Hours)				
203142	Computer Implications in graphic design	3	304101	12
301103	Introduction to Research Methods	3	302111	
302110	Mathematics for Business	3		
308101	Administrative and Financial Computer Systems and Applications	3	9601099	
Department Elective Requirements (6 Hours)				
309206	Distribution Channels & Retailing	3	309201	6
309207	Public Relations	3	306101	
309324	Health Care Marketing	3	309204	
309421	International Marketing	3	309201	
309428	Business - to - Business Marketing	3	309201	
306499	Professional Skills in Marketing	3	hours 90	
Department Elective Requirements(From Other Faculy Department) (6 Hours)				
301212	Operations & Production Management	3	302110	6
301221	(Commercial Legislations (1	3	301101	
302213	Financial Management	3	303101	
303301	Managerial Accounting	3	303101	
304413	Multimedia Technology	3	304101	
Free Requirements (6 Hours)				
xxxxxx		6		6

Financial Technology				
Course No.	**Course Title (English)**	**Credit Hours**	**Prerequisite**	**Total**
University Compulsory Requirements (18 Hours)				
9300105	Entrepreneurship and innovation	2		18
9400100	National Education	3		
9400107	Leadership and Social Responsibility	2		
9400108	Life Skills	2		
9400109	Military Sciences	3		
9400113	Communication Skills in Arabic (1)	3	9401099 / P.T	
9400123	Communication Skills in English (1)	3	9402099 / P.T	
University Elective Requirements (6 Hours)				
University Elective Requirements (Humanities) (3 Hours)				
9400103	Human Civilaization	3		3
9400104	Political Science	3		
9400114	Communication Skills in Arabic (2)	3	9400113	
9400124	Communication Skills in English (2)	3	9400123	
9400133	Jerusalem and the Palestinian Cause	3		
9700102	Human Rights	3		
University Elective Requirements (Science, Technology, Agriculture & Health) (3 Hours)				
9100101	Science & Life	3		3
9200102	Development and Environment	3		
9500101	First Aid	3		
9500111	Food and Nutrition in Our Life	3		
9600104	Digital Skills	3		
Faculty Compulsory Requirements (18 Hours)				
301101	Principles of Management	3		18
302101	Principles of Microeconomics	3		
302111	Principles of Statistics	3		
303101	Principles of Accounting (1)	3		
304101	Introduction to e-Business	3		
306101	Principles of Marketing	3		
Department Compulsory Requirements (60 Hours)				
302213	Financial Management	3	303101	60
302414	Corporate Finance	3	302213	
302422	Financial and Money Markets	3	302213	
302431	Islamic Banks	3	302102	
302441	Portfolio Management	3	302422	
307201	Data Management and Analytics	3	308210	
307302	Artificial Intelligence and Machine Learning for Businesses	3	308210	

307305	Cybersecurity Applications for Business Intelligence	3	308210	60
308210	Basics of Financial Technology	3	308101	
308220	Electronic Banking and Financial Services	3	308210	
308301	Bank Management	3	302102	
308322	Risk Management and Financial Derivatives	3	302213+302110	
308350	Technical Financial Legislation	3	308210	
308355	Data Science Applications in Finance	3	307201	
308400	Financial Analysis	3	302213	
308415	Technology Transformation Management	3	308210	
308420	Blockchain and Financial Applications	3	307302	
308425	Business Models and Innovation in Financial Technology	3	308355	
308430	Financial Modeling	3	302441	
308498	Graduation Project / Field Training	3	90 Hours+308430	
9308000	Community Service	0	9400107	
Department Supportive Compulsory Requirements (15 Hours)				
301103	Introduction to Research Methods	3	302111	15
302102	Principles of Macroeconomics	3	302101	
302110	Mathematics For Business	3		
308101	Administrative and Financial Computer Systems and Applications	3	9601099	
306314	E - Marketing	3	306101	
Department Elective Requirements (3 Hours)				
308201	Insurance Technology	3	302110	3
308352	Special Topics in Financial Technology	3	308210	
308405	Cryptocurrency	3	308210	
308411	Money Laundering and Financial Fraud	3	308350	
308452	Small and Medium Enterprises(SMEs) Finance	3	302213	
308499	Professional Skills in Financial Technology	3	90 hours	
Department Elective Requirements(From Other Faculy Department) (6 Hours)				
301311	Human Resources Management	3	301101	6
301332	Operations Research in Management	3	302110	
302215	Investment Management	3	302213	
302221	Money and Banking	3	302102	
303102	Principles of Accounting (2)	3	303101	
303310	Accounting Information System	3	303101	
304411	Entrepreneurship and Building the Project Business Plan	3	302213	
306310	Marketing of Financial Services	3	306101	
Free Requirements (6 Hours)				
xxxxxx		6		6

Accounting (Arabic)				
Course No.	**Course Title (English)**	**Credit Hours**	**Prerequisite**	**Total**
University Compulsory Requirements (18 Hours)				
9300105	Entrepreneurship and innovation	2		18
9400100	National Education	3		
9400107	Leadership and Social Responsibility	2		
9400108	Life Skills	2		
9400109	Military Sciences	3		
9400113	Communication Skills in Arabic (1)	3	9401099 / P.T	
9400123	Communication Skills in English (1)	3	9402099 / P.T	
University Elective Requirements (6 Hours)				
University Elective Requirements (Humanities) (3 Hours)				
9400103	Human Civilaization	3		3
9400104	Political Science	3		
9400114	Communication Skills in Arabic (2)	3	9400113	
9400124	Communication Skills in English (2)	3	9400123	
9400133	Jerusalem and the Palestinian Cause	3		
9700102	Human Rights	3		
University Elective Requirements (Science, Technology, Agriculture & Health) (3 Hours)				
9100101	Science & Life	3		3
9200102	Development and Environment	3		
9500101	First Aid	3		
9500111	Food and Nutrition in Our Life	3		
9600104	Digital Skills	3		
Faculty Compulsory Requirements (18 Hours)				
301101	Principles of Management	3		18
302101	Principles of Microeconomics	3		
302111	Principles of Statistics	3		
303101	Principles of Accounting (1)	3		
304101	Introduction to e-Business	3		
306101	Principles of Marketing	3		
Department Compulsory Requirements (60 Hours)				
301212	Operation and Production Management	3	302110	60
302213	Financial Management	3	303102	
303102	Principles of Accounting (2)	3	303101	
303201	Accounting for Corporations and Partnerships	3	303102	
303205	Accounting for Financial Institutions	3	303102	
303210	Cost Accounting (1)	3	303102	

303218	Intermediate Accounting (1)	3	303102	60
303220	Intermediate Accounting (2)	3	303218	
303301	Managerial Accounting	3	303102	
303305	Financial Statements Analysis	3	303201	
303310	Accounting Information Systems	3	308101	
303315	Governmental Accounting	3	303102	
303325	Accounting theory	3	303218	
303330	Auditing	3	303201	
303335	Islamic Accounting	3	303102	
303410	Advanced Accounting	3	303201	
303415	Tax Accounting	3	303218	
303420	International Accounting Standards	3	303218	
303425	International Auditing Standards	3	303330	
303498	Graduation Project/ Field Training	3	90 hours	
9303000	Community Service	0	9400107	
Department Supportive Compulsory Requirements (12 Hours)				
301103	Introduction to Research Methods	3	302111	12
302102	Principles of Macroeconomics	3	302101	
302110	Mathematics For Business	3		
308101	Administrative and Financial Computer Systems and Applications	3	9601099	
Department Elective Requirements (6 Hours)				
303320	Accounting for Special Institutions	3	303102	6
303400	Internal Auditing	3	303201	
303405	Accounting Applications Using Computer	3	308101	
303430	Cost Accounting (2)	3	303210	
303435	Accounting Studies in English	3	303102	
303445	Special Issues in Accounting and Auditing	3	303330	
303499	Professional Skills in Accounting	3	90 hours	
Department Elective Requirements(From Other Faculy Department) (6 Hours)				
301217	Social Responsibility & Business Ethics	3	301101	6
301221	Commercial Legislation (1)	3	301101	
304411	Entrepreneurship and Building the Project Business Plan	3	304101	
304315	Commerce & e-Payment Systems	3	301101 + 90 hours	
306309	Sales Management	3	306101	
306311	Consumer Behavior	3	306101	
Free Requirements (6 Hours)				
xxxxxx		6		6

Accounting (English)				
Course No.	**Course Title (English)**	**Credit Hours**	**Prerequisite**	**Total**
University Compulsory Requirements (18 Hours)				
9300105	Entrepreneurship and innovation	2		18
9400100	National Education	3		
9400107	Leadership and Social Responsibility	2		
9400108	Life Skills	2		
9400109	Military Sciences	3		
9400113	Communication Skills in Arabic (1)	3	9401099 / P.T	
9400123	Communication Skills in English (1)	3	9402099 / P.T	
University Elective Requirements (6 Hours)				
University Elective Requirements (Humanities) (3 Hours)				
9400103	Human Civilaization	3		3
9400104	Political Science	3		
9400114	Communication Skills in Arabic (2)	3	9400113	
9400124	Communication Skills in English (2)	3	9400123	
9400133	Jerusalem and the Palestinian Cause	3		
9700102	Human Rights	3		
University Elective Requirements (Science, Technology, Agriculture & Health) (3 Hours)				
9100101	Science & Life	3		3
9200102	Development and Environment	3		
9500101	First Aid	3		
9500111	Food and Nutrition in Our Life	3		
9600104	Digital Skills	3		
Faculty Compulsory Requirements (18 Hours)				
301101	Principles of Management	3		18
302101	Principles of Microeconomics	3		
302111	Principles of Statistics	3		
303101	Principles of Accounting (1)	3		
304101	Introduction to e-Business	3		
306101	Principles of Marketing	3		
Department Compulsory Requirements (60 Hours)				
301212	Operation and Production Management	3	302110	60
302213	Financial Management	3	303102	
303102	Principles of Accounting (2)	3	303101	
303201	Accounting for Corporations and Partnerships	3	303102	
303205	Accounting for Financial Institutions	3	303102	
303210	Cost Accounting (1)	3	303102	

303218	Intermediate Accounting (1)	3	303102	60
303220	Intermediate Accounting (2)	3	303218	
303301	Managerial Accounting	3	303102	
303305	Financial Statements Analysis	3	303201	
303310	Accounting Information Systems	3	308101	
303315	Governmental Accounting	3	303102	
303325	Accounting theory	3	303218	
303330	Auditing	3	303201	
303335	Islamic Accounting	3	303102	
303410	Advanced Accounting	3	303201	
303415	Tax Accounting	3	303218	
303420	International Accounting Standards	3	303218	
303425	International Auditing Standards	3	303330	
303498	Graduation Project/ Field Training	3	90 hours	
9303000	Community Service	0	9400107	
Department Supportive Compulsory Requirements (12 Hours)				
301103	Introduction to Research Methods	3	302111	12
302102	Principles of Macroeconomics	3	302101	
302110	Mathematics For Business	3		
308101	Administrative and Financial Computer Systems and Applications	3	9601099	
Department Elective Requirements (6 Hours)				
303320	Accounting for Special Institutions	3	303102	6
303400	Internal Auditing	3	303201	
303405	Accounting Applications Using Computer	3	308101	
303430	Cost Accounting (2)	3	303210	
303435	Accounting Studies in English	3	303102	
303445	Special Issues in Accounting and Auditing	3	303330	
303499	Professional Skills in Accounting	3	90 hours	
Department Elective Requirements(From Other Faculy Department) (6 Hours)				
301217	Social Responsibility & Business Ethics	3	301101	6
301221	Commercial Legislation (1)	3	301101	
304411	Entrepreneurship and Building the Project Business Plan	3	304101	
304315	Commerce & e-Payment Systems	3	301101 + 90 hours	
306309	Sales Management	3	306101	
306311	Consumer Behavior	3	306101	
Free Requirements (6 Hours)				
xxxxxx		6		6

Business Intelligence and Data Analytics				
Course No.	**Course Title (English)**	**Credit Hours**	**Prerequisite**	**Total**
University Compulsory Requirements (18 Hours)				
9300105	Entrepreneurship and innovation	2		18
9400100	National Education	3		
9400107	Leadership and Social Responsibility	2		
9400108	Life Skills	2		
9400109	Military Sciences	3		
9400113	Communication Skills in Arabic (1)	3	9401099 / P.T	
9400123	Communication Skills in English (1)	3	9402099 / P.T	
University Elective Requirements (6 Hours)				
University Elective Requirements (Humanities) (3 Hours)				
9400103	Human Civilaization	3		3
9400104	Political Science	3		
9400114	Communication Skills in Arabic (2)	3	9400113	
9400124	Communication Skills in English (2)	3	9400123	
9400133	Jerusalem and the Palestinian Cause	3		
9700102	Human Rights	3		
University Elective Requirements (Science, Technology, Agriculture & Health) (3 Hours)				
9100101	Science & Life	3		3
9200102	Development and Environment	3		
9500101	First Aid	3		
9500111	Food and Nutrition in Our Life	3		
9600104	Digital Skills	3		
Faculty Compulsory Requirements (18 Hours)				
301101	Principles of Management	3		18
302101	Principles of Microeconomics	3		
302111	Principles of Statistics	3		
303101	Principles of Accounting (1)	3		
304101	Introduction to e-Business	3		
306101	Principles of Marketing	3		
Department Compulsory Requirements (60 Hours)				
304311	Social Media Management And Customer Relationship Management	3	304101	60
304401	Supply Chain Management	3	307205	
304315	e-Commerce & e-Payment	3	308101	
307101	Introduction to Business Intelligence	3		
307102	Descriptive Statistics for Businesses	3	302111	
307201	Data Management and Analytics	3	307101	
307202	Programming Basics for Business intelligence	3		
307203	Spreadsheets Management and Design for Business Intelligence (VBA)	3	308101	60

307204	Introduction to Databases for businesses	3	307101	
307205	Business Strategies and Enterprise resource planning for businesses	3	304101	
307301	Business Intelligence Programming	3	307202	
307302	Artificial Intelligence and Machine Learning for Businesses	3	307201	
307303	Legislation and ethics for data and businesses	3	307201	
307304	Business Intelligence and Data Mining	3	307204	
307305	Cybersecurity Applications for Business Intelligence	3	307204	
307306	Decision Support Systems for Business Intelligence	3	307205	
307401	Big Data and Datawarehouse	3	307204	
307402	Data Management Predictive Analysis and Visualization	3	307304	
307403	Project Management for Business Intelligence	3	307303	
307498	Graduation Project/ Field Training	3	90 hours	
9307000	Community Service	0	9400107	
Department Supportive Compulsory Requirements (12 Hours)				
301103	Introduction to Research Methods	3	302111	12
301372	Business Communication	3	301101	
302110	Mathematics For Business	3		
308101	Administrative and Financial Computer Systems and Applications	3	9601099	
Department Elective Requirements (6 Hours)				
307206	Data visualisation techniques for businesses	3	307202	6
307207	Content Management Systems	3	307202	
307307	Business Intelligence Methods and Models	3	307205	
307308	Semantic Technologies for Big Data	3	307204	
307404	Advanced analytics for supporting Business intelligence Processes	3	307402	
307405	Mobile programming for Business Intellegence applications	3	307301	
307406	Special Topics in Business Intelligence	3	307304	
307499	Professional Skills in Business Intelligence & Data Analytics	3	90 hours	
Department Elective Requirements(From Other Faculy Department) (6 Hours)				
301311	Human Resource Management	3	301101	6
302303	Insurance Management	3	302101	
303102	Principles of Accounting (2)	3	303101	
304411	Entrepreneurship and Building The Project Business Plan	3	304315	
304412	e-Business Tools and Applications	3	307102	
304413	Multimedia and Technology	3	308101	
306314	E - Marketing	3	308101	
Free Requirements (6 Hours)				
xxxxxx		6		6

E-Business and Commerce				
Course No.	Course Title (English)	Credit Hours	Prerequisite	Total
University Compulsory Requirements (18 Hours)				
9300105	Entrepreneurship and innovation	2		18
9400100	National Education	3		
9400107	Leadership and Social Responsibility	2		
9400108	Life Skills	2		
9400109	Military Sciences	3		
9400113	Communication Skills in Arabic (1)	3	9401099 / P.T	
9400123	Communication Skills in English (1)	3	9402099 / P.T	
University Elective Requirements (6 Hours)				
University Elective Requirements (Humanities) (3 Hours)				
9400103	Human Civilaization	3		3
9400104	Political Science	3		
9400114	Communication Skills in Arabic (2)	3	9400113	
9400124	Communication Skills in English (2)	3	9400123	
9400133	Jerusalem and the Palestinian Cause	3		
9700102	Human Rights	3		
University Elective Requirements (Science, Technology, Agriculture & Health) (3 Hours)				
9100101	Science & Life	3		3
9200102	Development and Environment	3		
9500101	First Aid	3		
9500111	Food and Nutrition in Our Life	3		
9600104	Digital Skills	3		
Faculty Compulsory Requirements (18 Hours)				
301101	Principles of Management	3		18
302101	Principles of Microeconomics	3		
302111	Principles of Statistics	3		
303101	Principles of Accounting (1)	3		
304101	Introduction to e-Business	3		
306101	Principles of Marketing	3		
Department Compulsory Requirements (60 Hours)				
301221	Commercial Legislation (1)	3	301101	60
304100	Principles of Information Technology	3	308101	
304201	e-Business Technologies	3	304101	
304203	e-Business Strategies	3	304101	
304208	Web Applications Programming	3	304100	
304301	Databases for e-Business	3	304208	
304304	e-Business Operations & Models	3	304203	

304305	Websites Systems Security	3	304301	60
304311	Social Media and Electronic Customer Relationship Management	3	304201	
304314	Websites Design and Development	3	308101	
304315	Commerce & e-Payment Systems	3	308101	
304401	e-Supply Chain Management	3	304304	
304402	Business Intelligence Systems	3	304301	
304403	e-Business Systems Development	3	304301	
304405	Ethical and Legislative Issues for e-Business	3	301221	
304411	Entrepreneurship and building the project business plan	3	304304	
304412	e-Commerce Tools and Applications	3	304208	
304413	Multimedia and Technology	3	304314	
304414	e-Business Projects Management	3	304301	
304498	Graduation Project/ Field Training	3	90 hours	
9304000	Community Service	0	9400107	
Department Elective Requirements (6 Hours)				
304307	e-Learning	3	304201	6
304309	Mobile Commerce	3	304208	
304312	e-Government & Change Management	3	304201	
304313	Advance Web Applications Programming	3	304208	
304407	Advanced Topics in e-Business	3	304402	
304499	Professional Skills in E-Business & Commerce	3	90 hours	
Department Elective Requirements(From Other Faculy Department) (6 Hours)				
301372	Business Communication	3	301101	6
302303	Insurance Management	3	302110	
303102	Principles of Accounting (2)	3	303101	
301307	Knowledge Management in Business	3	301101	
306314	e-Marketing	3	308101	
Free Requirements (6 Hours)				
xxxxxx		6		6

Study Plans for the Master of Business Administration (MBA) Program (2023/2024)

Business Administration/ Master/ Thesis Track				
Course No.	**Course Title (English)**	**Credit Hours**	**Prerequisite**	**Total**
First : Obligatory Courses (18 Credit Hours)				
301711	Human Resources Management	3		18
301712	Strategic Management	3		
301721	Research Methods	3		
301723	Production and Operations Management	3		
303724	Accounting and Finance	3		
306721	Marketing Management	3		
Second : Elective Courses (6 Credit Hours)				
301710	Projects Management	3		6
301713	Organizational Behavior	3		
301714	Organization Theory	3		
301715	International Business	3		
301718	Planning and Managerial Control	3		
302730	Financial Markets and Investment	3		
305730	Information Technology Management	3		
Third : Thesis (9 Credit Hours)				
301799	Thesis	9		9

•The thesis credit hours are mandatory.
•If the thesis is not defended after registering the thesis hours, the student must register for zero thesis continuation hours in the following semester until the defense is completed.

Business Administration/ Master/ Comprehensive Exam. Track				
Course No.	**Course Title (English)**	**Credit Hours**	**Prerequisite**	**Total**
First : Obligatory Courses (24 Credit Hours)				
301710	Projects Management	3		24
301711	Human Resources Management	3		
301712	Strategic Management	3		
301714	Organization Theory	3		
301721	Research Methods	3		
301723	Production and Operations Management	3		
303724	Accounting and Finance	3		
306721	Marketing Management	3		
Second : Elective Courses (9 Credit Hours)				
301713	Organizational Behavior	3		9
301715	International Business	3		
301718	Planning and Managerial Control	3		
302730	Financial Markets and Investment	3		
305730	Information Technology Management	3		

Study Plans for the Master of Digital Marketing Program (2023/2024)

Digital Marketing/ Master/ Thesis Track				
Course No.	**Course Title (English)**	**Credit Hours**	**Prerequisite**	**Total**
First : Obligatory Courses (18 Credit Hours)				
306720	Digital Marketing	3		18
306721	Marketing Management	3		
301721	Research Methods	3		
306727	Digital Marketing Strategy	3	306720	
306728	Social media and marketing communication	3	306720	
306729	Digital Marketing Analytics	3	306728	
Second : Elective Courses (6 Credit Hours)				
301710	Digital Consumer behavior	3	306720	6
301713	Contemporary Digital Marketing Issues	3	306729	
301714	Digital brands management	3	306720	
301715	Digital Customer Relationship management	3	306720	
301718	Digital Services Marketing	3	306720	
302730	New e-businesses innovations & Entrepreneurship	3		
305730	Information Technology Management	3		
Third : Thesis (9 Credit Hours)				
306739	Thesis	9		9

•The thesis credit hours are mandatory.
•If the thesis is not defended after registering the thesis hours, the student must register for zero thesis continuation hours in the following semester until the defense is completed.

Business Administration/ Master/ Comprehensive Exam. Track				
Course No.	**Course Title (English)**	**Credit Hours**	**Prerequisite**	**Total**
First : Obligatory Courses (24 Credit Hours)				
306720	Digital Marketing	3		24
306721	Marketing Management	3		
301721	Research Methods	3		
306727	Digital Marketing Strategy	3	306720	
306728	Social media and marketing communication	3	306720	
306729	Digital Marketing Analytics	3	306728	
306730	Digital Consumer behavior	3	306720	
306733	Contemporary Digital Marketing Issues	3	306729	
Second : Elective Courses (9 Credit Hours)				
306734	Digital brands management	3	306720	9
306735	Digital Customer Relationship management	3	306720	
306736	Digital Services Marketing	3	306720	
304702	New e-businesses innovations &Entrepreneurship	3		
307730	Information Technology Management	3		

6/ 3 Faculty of Arts and Science

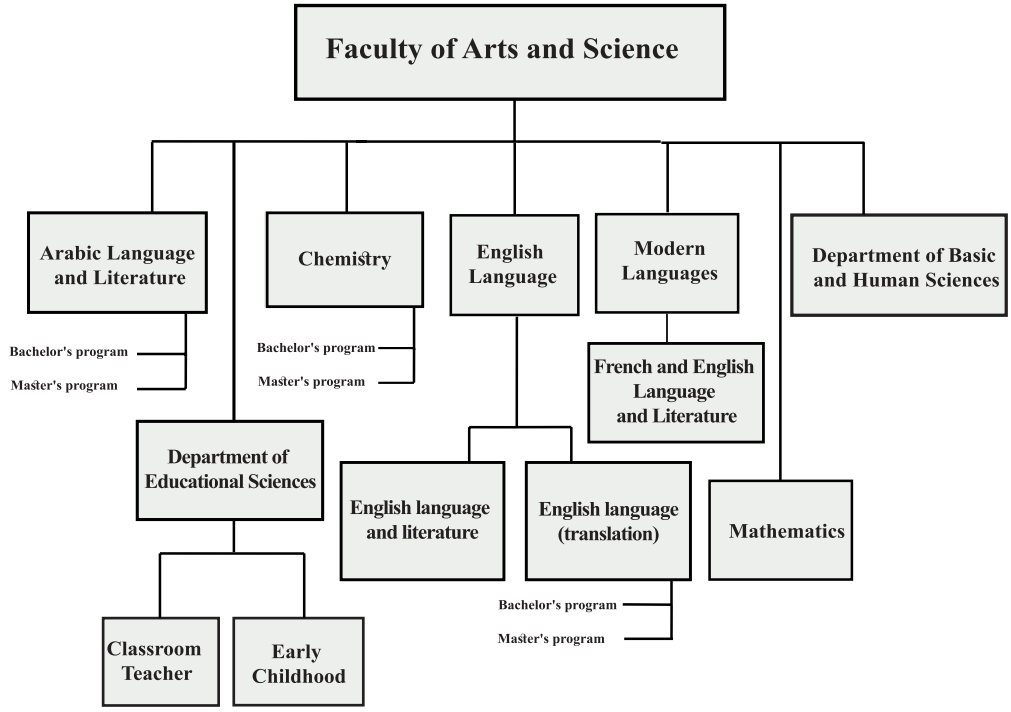


Figure No. (4)
Departments of the Faculty of Arts and Science

Vision:

The Faculty of Arts and Sciences seeks to form a distinguished teaching environment, which will be an incubator for graduating students who have acquired - in various specialties - comprehensive knowledge, excellent professional skills, which qualifies them to compete ably in the labor market, enhances their high competence to lead them to success in their practical future, and makes them useful members of their society, in addition to providing the ability to develop, and studies enrich human knowledge and contribute to the development of the local community.

Mission

* Providing high-quality programs in various specialties.

* Directing mental and psychological energies towards creativity, innovation, and independent thinking.

* Continuous assessment of the educational process, both theoretical and practical.

* Motivating students to self-learn and gain knowledge after graduation.

* Attracting the finest competencies from faculty members.

* Providing the latest technical means to enhance the educational process.

About the Faculty:

Since the university was founded in 1991, two faculties have been established; one for Arts, and one for sciences, and then the two faculties merged in the academic year 2004/2003 as the Faculty of Arts and Sciences. The faculty members contribute to the teaching of university requirements (compulsory, optional and free) in addition to the subjects they teach in various fields of specialization.

In addition to teaching tasks, the faculty provides the appropriate scientific environment for academic members to engage in scientific research and authorship, so that the faculty has become a research center, as well as being a university teaching institution. The faculty provides full opportunities for its members to participate in scientific conferences and seminars inside Jordan, in the Arab World and internationally. It also provides all the scientific material and administrative capabilities to hold such conferences and seminars at the initiative of its various departments.

Objectives:

* Providing students with the necessary knowledge to face the problems and challenges of the era.

* Providing high-quality study plans for various disciplines.

* Building an integrated culture that combines science and art.

* Giving interest in the Arab-Islamic civilization and enrich the Arab library by publishing its repertoire.

* Contributing to the local community service and its development.

* Providing postgraduate studies in humanitarian and scientific disciplines.

To achieve the vision of the faculty:

* It provides its students with high-quality, world-class educational programs in the various specialties covered by the faculty, which are constantly subject to review, in order to improve them.

* It directs the mental and psychological energies of its students towards creation, innovation, criticism, independent thinking, curiosity of cognitive knowledge, scientific research, self-learning, continuing to acquire knowledge live after graduation, the ability to communicate with others, and competent readiness to solve problems.

* The educational process is evaluated on two integrated bases: providing the student with complete theoretical knowledge in their field of specialization, and practical and test applications in this specialty.

* The faculty attracts the finest competencies of specialized professors, distinguished researchers, and skilled technicians, and provides laboratories equipped with the latest technical equipment in its various departments, and is constantly keen to develop the university library holdings of sources and references to serve both professors and students in the various specialties of the faculty.

Programs offered by the faculty:

The Faculty of Arts and Sciences offers eight distinct bachelor's degree programs, in addition to three master's programs in Arabic language and literature, English language/translation, and chemistry.

Program	Objectives
Arabic Language and Literature	- Graduate students specializing in Arabic language and literature with good quality at the bachelor's and master's levels who are able to enter the field of work, by providing them with cognitive, skill, performance and educational abilities in the field of specialization, accompanied by a continuous review of the department's study plans at both stages and adding the necessary. - Contribute to providing students in various programs at the university with language skills that serve their university studies, through what they study in the compulsory university requirements, and constantly improve the level of these courses in accordance with the directives of the Ministry of Higher Education and its visions in this regard, in addition to the compulsory and optional faculty courses offered by the department. - Activate participation in improving the quality of academic life at the faculty and the university by participating in various activities, cultural and academic committees. - Work to develop the academic level of the faculty members in the department, by creating a spirit of positive scientific competition; research, publication, investigation and authorship, whether in joint projects, or individual research, in addition to courses related to various fields. - Continuously communicate with the university library administration, in order to encourage students to complete research, or write reports, as well as review the possibility of developing the collection of Arabic language books and literature in the library. - Provide students with communication and practical skills through interaction with the local community and contributing to its service and participating in seminars, conferences, intellectual events, cultural committees and competitions inside and outside university.

English Language	The objective of the development referred to in the strategic plan of the department is to develop programs that promote the acquisition of knowledge and how to obtain it from various sources, and build skills that enable our students to continue learning for life, which leads to upgrading the level of skills adapted to the labor market, and meet the requirements of graduate studies to contribute to meeting the challenges and variables faced by different societies . Considering the above, the department seeks to achieve the following objectives: 1. Raising the levels of scientific, research and applied practical students to advanced levels that compete with their counterparts in other universities. 2. Preparing qualified graduates in the scientific, research, teaching, applied and technical fields, and transforming them from consumers of thought to people capable of production and creativity. 3. Helping to guide, educate and dissolve the minds and behavior of students and invest their free time effectively. 4. Activating scientific research activities among students as a basic pillar for building programs aimed at achieving continuous self-learning. 5. Promoting and developing scientific research, knowledge base and professional performance among faculty members. 6. Contributing to community service by offering professional programs of a practical nature that meet the requirements of the labor market and post-graduate programs. 7. Providing human capital with scientific, professional and research qualifications to achieve the quantitative and qualitative development of the study programs offered by the department and its infrastructure. 8. Following-up of graduates and employers to measure the suitability of current study programs for the quality of job performance and post-graduate programs.
Early Childhood	- Familiarize with professional philosophy based on modern theories, research on children's development, theories of learning. - Be competent in the use of observation skills, assessment tools, documentation techniques, in assessing the growth and development of children. - Be able to motivate children and help them grow in all areas (cognitive, social, emotional, motor, environmental ... Etc.) - Develop professionally in the preparation and design of activities suitable for the development of children, in all methodological aspects. - Be competent in the design of the environment and child-friendly materials, the selection of appropriate tools. - Work effectively with relevant parties (parents, teachers, and other professionals). - Conduct research that contributes to the development and development of the fields of childhood and workers. - Provide educational opportunities for graduates of early childhood programs.

Classroom Teacher	- Prepare students and teachers through continuous training, through various courses, and field training. - Continuously develop the courses offered by the program, in line with the latest international educational trends. - Have a future view of the provision of course courses in electronic form. - Conduct theoretical and field research by faculty members, to develop your research expertise on the one hand, and developing plans and teaching methods on the other. - Contribute to community service by participating in the educational activities of schools and educational institutions. - Cooperate between the department and other corresponding departments at the local level, and the exchange of educational experiences at the Arab and international levels.
Modern Languages (French and English Language and Liter- (ature	- Prepare students with excellent quality in French and English using the techniques of French language and modern teaching methods, corresponding to the requirements of the age. - Provide students with basic language skills in French and English: (listening, reading, speaking, writing) to enable students to communicate effectively with others and express their opinions and ideas fluently. - Provide students with specialized language knowledge in various fields; such as tourism, trade, and education. - Develop students' abilities in foreign languages to levels consistent with internationally approved standards. - Promote scientific research (theoretical and practical) among faculty members and students in both French and English languages. - Create a spirit of belonging to the national identity.
Chemistry	- Provide high-quality study programs that integrate all components of the educational process and its activities. - Help students to acquire and use chemical knowledge. - Train students to understand the nature of the specialty of chemistry and the learning process. - Deepen the student's sense of the responsibility of the chemist, the importance of his work. - Expand the boundaries of knowledge in the field of chemistry, through research programs in various fields of chemical knowledge. The Department of Chemistry at the University of Petra offers a bachelor's program with a program accreditation from the German-European accreditation (ASIIN), which is the first chemistry department among Jordanian universities to receive this international accreditation. The Department of Chemistry is also looking forward to offering a master's program introduced in the academic year 2022-2023 with high quality, and distinguished in its scientific content, to contribute to the qualification of human resources in the service of industry and scientific research in this vital specialty. The department has an excellent research infrastructure and has a teaching staff of graduates of the most prestigious international universities.

Mathematics	- Provide students with a modern and highly qualified education in mathematics, consistent with the highest international standards. - Enhance students' abilities to think abstractly and critically, solve problems in a logical way, and compose and write proofs in an organized manner. - Enable students to enjoy the mathematical sciences and learn their importance and necessity in life. - Provide students of other disciplines with the necessary and sufficient mathematical and physical information in their specializations. - Enlighten students about the importance of scientific research in the development of local communities and humanity in general.
Department of Basic and Human Sciences	- Promote the spirit of loyalty and belonging to Jordan and understanding contemporary issues in the Arab world. - Provide a clear and comprehensive picture of the roots of Jerusalem and the Palestinian cause. - Develop critical, analytical, and creative thinking skills. - Provide students with the important principles of the concept of politics, and an analysis of the political reality in the world. - Understand society and the prevailing systems in it, social interaction, and highlighting social phenomena in Jordanian society. - Apply management concepts and implement them to entrepreneurial projects. - Develop language, communication and computer skills. - Highlight the importance of science and technology in modern society.



Study plans for the undergraduate programs of the Faculty of Arts and Sciences (2023/2024):

Arabic Language and Literature				
Course No.	**Course Title (English)**	**Credit Hours**	**Prerequisite**	**Total**
University Compulsory Requirements (18 Hours)				
9300105	Entrepreneurship and Innovation	2		18
9400100	National Education	3		
9400107	Leadership and Social Responsibility	2		
9400108	Life Skills	2		
9400109	Military Sciences	3		
9400113	Communication Skills in Arabic (1)	3	9401099/P.T	
9400123	Communication Skills in English (1)	3	9402099/P.T	
University Elective Requirements (6 Hours)				
University Elective Requirements (Humanities) (3 Hours)				
9400103	Human Civilization	3		3
9400104	Political Science	3		
9400114	Communication Skills in Arabic (2)	3	9400113	
9400124	Communication Skills in English (2)	3	9400123	
9400133	Jerusalem and the Palestinian Cause	3		
9700102	Human Rights	3		
University Elective Requirements (Science, Technology, Health & Arts) (3 Hours)				
9100101	Science & Life	3		3
9200102	Development and Environment	3		
9500101	First Aid	3		
9500111	Food and Nutrition in Our Life	3		
9600104	Digital culture	3	9601099	
Faculty Compulsory Requirements (6 Hours)				
401103	The Art of Writing & Composition	3		6
405108	Teaching Thinking	3		
Faculty Elective Requirements (12 Hours)				
401104	Arabic Language Issues in the Modern Age	3		12
401203	Literary Appreciation	3		
402103	English Language - Paragraph Writing	3	9400124	
402104	English Language - Basic Grammar	3	9400123	
402108	French Language	3		
405101	Introduction to Psychology	3		
405109	Inter-Personal Communication Skills	3		
406101	Principles of Education	3		
406218	History of Arab Thought	3		
409103	Communication & Society	3		
409205	Contemporary Arab Media	3		
410133	German for Beginners (1)	3		
410145	Turkish for Beginners (1)	3		
406103	Methods of Scientific Research	3		

Department Compulsory Requirements (69 Hours)				
401211	Pre-Islamic Literature	3		69
401212	Syntax (1)	3		
401213	Islamic & Umayyad Literature	3	401211	
401215	Metrics & Prosody in Poetry	3		
401216	Morphology	3		
401218	Poetry in the Abbasid Period	3	401213	
401240	Old Arabic Prose	3		
401247	Philology	3		
401249	Proofreading & Language Editing	3		
401322	Syntax (2)	3	401212	
401323	Classical Criticism	3		
401326	Andalusian Literature	3	401218	
401327	Syntax (3)	3	401322	
401329	Semantics and Lexicography	3		
401341	Linguistics	3	401247	
401350	Rhetoric and Stylistics	3		
401440	Research Methodology in Language & Literature	3		
401441	Modern Literature (1)	3	401218	
401443	Modern Criticism	3	401323	
401444	Comparative Literature	3	401323	
401446	Modern Literature (2)	3	401240	
401449	Phonetics	3		
401465	Consecutive Era Literature	3	401218	
Department Elective Requirements (15 Hours)				
401110	Introduction to Hebrew Language	3		15
401325	Arabic Teaching Methods	3		
401430	Applied Linguistics	3	401341	
401445	Syntax (4)	3	401327	
401450	Modern Literature(3)	3	401218	
401452	Children›s Language & Literature	3		
401460	Text Analysis	3	401443	
401461	Inimitability of the Holy Quran	3		
401464	Modern Literature in Jordan & Palestine	3		
401467	A Modern Arabic Literator	3	401218	
401469	Creative Writing in Arabic	3		
401470	Sources of Linguistics & Literature	3		
Department Supportive Compulsory Requirements (6 Hours)				
401115	General Islamic History	3		6
401462	Islamic Philosophy	3		
Community service requirement (0 hours)				
9401000	Local community service (Arabic language)	0	9400107	0





Early Childhood				
Course No.	Course Title (English)	Credit Hours	Prerequisite	**Total**
University Compulsory Requirements (18 Hours)				
9300105	Entrepreneurship and Innovation	2		18
9400100	National Education	3		
9400107	Leadership and Social Responsibility	2		
9400108	Life Skills	2		
9400109	Military Sciences	3		
9400113	Communication Skills in Arabic (1)	3	9401099/P.T	
9400123	Communication Skills in English (1)	3	9402099/P.T	
University Elective Requirements (6 Hours)				
University Elective Requirements (Humanities) (3 Hours)				
9400103	Human Civilization	3		3
9400104	Political Science	3		
9400114	Communication Skills in Arabic (2)	3	9400113	
9400124	Communication Skills in English (2)	3	9400123	
9400133	Jerusalem and the Palestinian Cause	3		
9700102	Human Rights	3		
University Elective Requirements (Science, Technology, Health & Arts) (3 Hours)				
9100101	Science & Life	3		3
9200102	Development and Environment	3		
9500101	First Aid	3		
9500111	Food and Nutrition in Our Life	3		
9600104	Digital culture	3	9601099	
Faculty Compulsory Requirements (6 Hours)				
401103	The Art of Writing & Composition	3		6
405108	Teaching Thinking	3		
Faculty Elective Requirements (12 Hours)				
401104	Arabic Language Issues in the Modern Age	3		12
401203	Literary Appreciation	3		
402103	English Language - Paragraph Writing	3	9400124	
402104	English Language - Basic Grammar	3	9400123	
402108	French Language	3		
405101	Introduction to Psychology	3		
405109	Inter-Personal Communication Skills	3		
406101	Principles of Education	3		
406218	History of Arab Thought	3		
409103	Communication & Society	3		
409205	Contemporary Arab Media	3		
410133	German for Beginners (1)	3		
410145	Turkish for Beginners (1)	3		
406103	Methods of Scientific Research	3		

Department Compulsory Requirements (63 Hours)				
405114	Introduction to Child Education	3	406101	63
405219	Music and Drama in Education	3		
405223	Cognitive and Linguistic Development	3		
405222	Psychological and Educational Assessment in Early Childhood	3	405101	
405251	Guiding Children Behavior	3		
405252	Children with Disabilities	3	405112	
405313	Kindergarten Classroom Management	3		
405314	Movement Education	3		
405323	Emotional, Social and Moral Development	3		
405331	Psychology of Play	3		
405341	Kindergarten Curricula	3		
405342	Modern Programs in Early Childhood	3	405112	
405343	Teaching of Reading &Writing	3		
405344	Development of Scientific and Mathematical Concepts	3		
405345	Development of Life and Social Skills	3		
405461	Child Health and Nutrition	3		
405462	Modern Issues in Early Childhood	3		
405470	Practicum	12		
Department Elective Requirements (6 Hours)				
405343	Principles of Mental Health	3		6
405344	Principles of Guidance and Counseling	3		
405345	Developmentally Appropriate Practices	3		
405461	Professional Skills (Child Education)	3		
405462	Psychological and Educational Readings in English	3		
Compulsory department requirements (15 Hours)				
401219	Children›s Literature	3		15
406222	Child Social Upbrining	3		
406323	Art Education and Hand Crafts	3		
406332	Education Technologies	3		
406442	Action Research	3		
Elective section requirements (supporting) (3 Hours)				
406219	Production and Uses of Teaching Aids	**3**		**3**
406282	Vocational Education	**3**		
406283	Environmental Education	**3**		
406284	Educational Psychology	**3**		
Free Requirement				
xxxxxx		3		3
Community service requirement (0 hours)				
9405000	Community service (early childhood)	0	9400107	0

Class Teacher				
Course No.	Course Title (English)	Credit Hours	Prerequisite	**Total**
University Compulsory Requirements (18 Hours)				
9300105	Entrepreneurship and Innovation	2		18
9400100	National Education	3		
9400107	Leadership and Social Responsibility	2		
9400108	Life Skills	2		
9400109	Military Sciences	3		
9400113	Communication Skills in Arabic (1)	3	9401099/P.T	
9400123	Communication Skills in English (1)	3	9402099/P.T	
University Elective Requirements (6 Hours)				
University Elective Requirements (Humanities) (3 Hours)				
9400103	Human Civilization	3		3
9400104	Political Science	3		
9400114	Communication Skills in Arabic (2)	3	9400113	
9400124	Communication Skills in English (2)	3	9400123	
9400133	Jerusalem and the Palestinian Cause	3		
9700102	Human Rights	3		
University Elective Requirements (Science, Technology, Health & Arts) (3 Hours)				
9100101	Science & Life	3		3
9200102	Development and Environment	3		
9500101	First Aid	3		
9500111	Food and Nutrition in Our Life	3		
9600104	Digital culture	3	9601099	
Faculty Compulsory Requirements (6 Hours)				
401103	The Art of Writing & Composition	3		6
405108	Teaching Thinking	3		
Faculty Elective Requirements (12 Hours)				
401104	Arabic Language Issues in the Modern Age	3		12
401203	Literary Appreciation	3		
402103	English Language - Paragraph Writing	3	9400124	
402104	English Language - Basic Grammar	3	9400123	
402108	French Language	3		
405101	Introduction to Psychology	3		
405109	Inter-Personal Communication Skills	3		
406101	Principles of Education	3		
406218	History of Arab Thought	3		
409103	Communication & Society	3		
409205	Contemporary Arab Media	3		
410133	German for Beginners (1)	3		
410145	Turkish for Beginners (1)	3		
406103	Methods of Scientific Research	3		

Department Compulsory Requirements (72 Hours)				
406111	Introduction to Curricula and Teaching Methods	3		
406151	Islamic Education	3		
406161	General Science	3		
406171	Basic Concepts in Mathematics	3		
406221	Educational Psychology	3	405101	
406222	Art Education and Handicrafts	3		
406231	Educational Measurement and Evaluation	3		
406282	Vocational Education	3		
406323	Education Technologies	3		
406332	Action Research	3		
406341	Arabic language and its Teaching Methods (1)	3	406111	72
406342	Arabic language and its Teaching methods (2)	3	406341	
406352	Islamic Education and its Teaching Methods	3	406151	
406354	Social Education and its Teaching Methods	3	406111	
406361	Sciences and their Teaching Methods (1)	3	406161	
406362	Sciences and their Teaching Methods (2)	3	406161	
406371	Mathematics and its Teaching Methods (1)	3		
406372	Mathematics and its Teaching Methods (2)	3		
406412	Classroom Management	3		
406442	Educational and Psychological Readings in English	3	9402099	
406491	Practicum (Classroom Teacher)	12		
Dpartment Elective Requirements(3 Hours)				
406217	Principles of Recitation and Intonation	3		
406219	Production and Use of Teaching aids	3		
406224	Instructional Design	3		3
406283	Environmental Education	3		
406390	Professional Skills (Classroom Teacher)	3		
Compulsory department requirements (9 Hours)				
405219	Music and Drama in Education	3		
405222	Cognitive and linguistic development	3		9
405343	Teaching Reading and Writing	3		
Elective section requirements (supporting) (3 Hours)				
401219	Children›s literature	**3**		
405224	Principles of Mental Health	**3**		
405242	Motor Education	**3**		**3**
405251	Guidance of Children›s Behaviour	**3**		
405252	Children with Disabilities	**3**		
405263	Principles of Guidance and Counseling	**3**		
Free Requirement (3 Hours)				
xxxxxx		3		3
Community service requirement (0 hours)				
9406000	community service (class teacher)	0	(س) 9400107	0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Chemistry				
Course No.	Course Title (English)	Credit Hours	Prerequisite	**Total**
University Compulsory Requirements (18 Hours)				
9300105	Entrepreneurship & Innovation	2		18
9400100	National Education	3		
9400107	Leadership & social Responsibilities	2		
9400108	Life Skills	2		
9400109	Military Science	3		
9400113	Communication Skills in Arabic 1	3	9401099	
9400123	Communication Skills in English 1	3	9402099	
University Elective Requirements (6 Hours)				
University Elective Requirements (Humanities) (3 Hours)				
9400103	Human Civilization	3		3
9400104	Political Science	3		
9400114	Communication Skills in Arabic 2	3	9400113	
9400124	Communication Skills in English 2	3	9400123	
9400133	Jerusalem and the Palestinian Cause	3		
9700102	Human Rights	3		
University Elective Requirements (Science, Technology, Health & Arts) (3 Hours)				
9100101	Science & Life	3		3
9200102	Development & Environment	3		
9500101	First Aid	3		
9500111	Food and Nutrition in Our Life	3		
9600104	Digital Skills	3	9601099	
Faculty Requirement (21 Hours)				
101101	General Chemistry (1)	3		21
101102	General Chemistry (2)	3	((Pre) 101101)	
101106	General Chemistry Lab. (1)	1	((Co) 101101)	
101107	General Chemistry Lab (2)	1	((Pre) 101106)	
103101	Calculus (1)	3		
103102	Calculus (2)	3	((Pre) 103101)	
104101	General Physics (1)	3		
104102	General Physics (2)	3	((Pre) 104101)	
104106	General Physics Lab	1	((Co) 104102)	
Major Requirement Compulsory (63 Hours)				
101211	Organic Chemistry (1)	3	(س) 101102	63
101212	Organic Chemistry (2)	3	(س) 101211	
101213	Organic Chemistry Lab. (1)	2	(س) 101211	
101231	Inorganic Chemistry (1)	3	(س) 101102	
101232	Inorganic Chemistry (2)	3	(س) 101231	
101241	Analytical Chemistry	3	(س) 101102	
101243	Analytical Chemistry Lab	1	(س) 101107	
101245	Analytical Chemistry Lab	3	(س) 101102	

101311	Chemical Toxicology and Safety	3	(س) 101212	63
101312	Organic Chemistry (3)	2	(س) 101213	
101313	Organic Chemistry Lab. (2)	3	(س) 503101 +(س) 101212	
101321	Biochemistry	3	(س) 103102 +(س) 101102	
101322	Physical Chemistry (1)	3	(س) 101321	
101323	Physical Chemistry (2)	2	(س) 101321	
101331	Physical Chemistry Lab. (1)	3	(س) 101232	
101343	Inorganic Chemistry (3)	3	(س) 101243	
101344	Instrumental Methods of Analysis	1	(م) 101343	
101345	Instrumental Methods of Analysis Lab	3	(س) 101241	
101346	Electroanalytical Chemistry	2	(س) 101241	
101349	Analysis & Synthesis of Chemical Products	1	(س) 101346	
101421	Analysis & Synthesis of Chemical Products La	3	(س) 103222 +(س) 101322	
101422	Physical Chemistry (3)	2	(س) 101323	
101434	Physical Chemistry Lab. (2)	2		
101436	-	2	(س) 101434	
101445	Scientific Writing & Seminar	1		
101446	Research Project	3	(س) 101445	
Major Requirement Elective (12 Hours)				
101333	Green Chemistry	3	((Pre) 101231)	12
101401	-	3		
101413	Heterocyclic Chemistry	3	((Pre) 101212)	
101425	Surface Chemistry & Colloids	3	((Pre) 101322)	
101435	Special Topics in Chemistry	3	((Pre) 101232)	
101441	Environmental Chemistry	3	((Pre) 101102)	
101443	Physical Organic Chemistry	3	((Pre) 101311)	
101447	Quality Control	3	((Pre) 101241)	
101450	Professional Skills in Chemistry	3		
101451	Nuclear Chemistry	3	((Pre) 101241)	
101452	Environmental Pollution	3	((Pre) 101102)	
101453	Petroleum Chemistry	3	((Pre) 101212)	
101454	Organic Industries (1)	3	((Pre) 101212)	
101455	Inorganic Industries	3	((Pre) 101232)	
101456	Computer Applications in Chemistry(1)	3	((Pre) 101321)	
101457	Computer Applications in Chemistry(2)	3	((Pre) 101321)	
101458	Organic Industries (2)	3	((Pre) 101212)	
Supporting Requirement Compulsory (9 Hours)				
103222	Differential Equations	3	((Pre) 103102)	9
103231	Principles of Statistics	3	((Pre) 103101)	
503101	Biology 1	3		
Free Requirements (3 hours)				
xxxxxx		3		3

Compulsory remedial subjects (9 hours)				
9401099	Arabic language-Intensive	3		9
9402099	English language-Intensive	3		
9601099	Computer Skills-Intensive	3		
Community service request (0 hours)				
9101000	Community Service (Chemistry)	0	9400107	0





English language and literature				
Course No.	Course Title (English)	Credit Hours	Prerequisite	**Total**
University Compulsory Requirements (18 Hours)				
9300105	Entrepreneurship and Innovation	2		18
9400100	National Education	3		
9400107	Leadership and Social Responsibility	2		
9400108	Life Skills	2		
9400109	Military Sciences	3		
9400113	Communication Skills in Arabic (1)	3	9401099/P.T	
9400123	Communication Skills in English (1)	3	9402099/P.T	
University Elective Requirements (6 Hours)				
University Elective Requirements (Humanities) (3 Hours)				
9400103	Human Civilization	3		3
9400104	Political Science	3		
9400114	Communication Skills in Arabic (2)	3	9400113	
9400124	Communication Skills in English (2)	3	9400123	
9400133	Jerusalem and the Palestinian Cause	3		
9700102	Human Rights	3		
University Elective Requirements (Science, Technology, Health & Arts) (3 Hours)				
9100101	Science & Life	3		3
9200102	Development and Environment	3		
9500101	First Aid	3		
9500111	Food and Nutrition in Our Life	3		
9600104	Digital culture	3	9601099	
Faculty Compulsory Requirements (6 Hours)				
401103	The Art of Writing & Composition	3		6
405108	Teaching Thinking	3		
Faculty Elective Requirements (12 Hours)				
401104	Arabic Language Issues in the Modern Age	3		12
401203	Literary Appreciation	3		
402103	English Language - Paragraph Writing	3	9400124	
402104	English Language - Basic Grammar	3	9400123	
402108	French Language	3		
405101	Introduction to Psychology	3		
405109	Inter-Personal Communication Skills	3		
406101	Principles of Education	3		
406218	History of Arab Thought	3		
409103	Communication & Society	3		
409205	Contemporary Arab Media	3		
410133	German for Beginners (1)	3		
410145	Turkish for Beginners (1)	3		
406103	Methods of Scientific Research	3		

Major Requirement Compulsory (81 Hours)				
402204	Listening Comprehension	3	402104	
402205	Reading & Summarizing	3	9400124	
402206	Oral Skills (1)	3	9400124	
402209	Oral Skills (2)	3	402206	
402220	Introduction to English Literature	3	9400124	
402221	Introduction to Novel	3	402220	
402222	Introduction to English Poetry	3	402220	
402223	Introduction to English Drama	3	402220	
402226	Introduction to Linguistics	3	9400124	
402231	Phonetics	3	9400124	
402305	Advanced Reading (1)	3	402205	
402324	Advanced Grammar	3	402226	
402327	American Literature	3	402220	
402332	Syntax (1)	3	402226	
402334	Essay Writing	3	402103	81
402405	Advanced Reading (2)	3	402305	
402420	Shakespeare and His Age	3	402223	
402426	Literature in the Nineteenth Century	3	402220	
402431	Functional Phonology	3	402231	
402435	Syntax (2)	3	402332	
402461	Literary Criticism and its Schools (Old and Modern)	3	402426	
402464	Teaching English as a Foreign Language and for Specific Purposes (1)	3	402226	
402466	Teaching English as a Foreign Language and for Specific Purposes (2)	3	402464	
403333	Semantics	3	402226	
403337	Discourse and Text Analysis	3	402226	
403428	Report Writing	3	402334	
403470	Field Training	3	402464	
Department Elective Requirements (3 Credit Hours)				
402224	Short Story	3	402220	
402322	World Literature	3	402220	
402326	Renaissance Drama	3	402223	
402335	Psycho and Sociolinguistics	3	402226	
402427	Literature in the Twentieth Century	3	402426	
402432	Applied Linguistics	3	402335	
402473	Special Topics in Linguistics / Literature / Sound System	3	402226	3
402474	Film Analysis and Criticism	3	402405	
402480	Professional Skills in English Language and Literature	3		
403232	Written Translation (E/A)	3	402103	
403429	Written Translation (A/E)	3	403232	
403434	Contrastive Analysis (English/Arabic)	3	402332	
403439	English Stylistics	3	402226	

403458	Arabic Grammar for Translation Purposes	3	9400123	
Department Supportive Requirements (3 Credit Hours)				
402109	Spanish Language	3		3
402225	Comparative Literature	3	402220	
Eighth: Free Requirements (6 Credit Hours)				
xxxx	Elective Course	3		6
xxxx	Elective Course	3		
Community service requirement (0 hours)				
9402000	Community Service (English)	0	9400107	0



English language/translation				
Course No.	Course Title (English)	Credit Hours	Prerequisite	Total
First: University Compulsory Requirements (18 Credit Hours)				
9300105	Entrepreneurship and Innovation	2		18
9400100	National Education	3		
9400107	Leadership and social Responsibility	2		
9400108	Life Skills	2		
9400109	Military Sciences	3		
9400113	Communication Skills in Arabic (1)	3	9401099	
9400123	Communication Skills in English (1)	3	9402099	
Second: University Elective Requirements (6 Credit Hours)				
A: University Elective Requirements (Humanities) (3 hours)				
9400103	Human Civilization	3		3
9400104	Political Science	3		
9400114	Communication Skills in Arabic (2)	3	9400113	
9400124	Communication Skills in English (2)	3	9400123	
9400133	Jerusalem and the Palestinian Cause	3		
9700102	Human Rights	3		
B: University Elective Requirements (Science, Technology, Health & Arts) (3 hours)				
9100101	Science & Life	3		3
9200102	Development and Environment	3		
9500101	First Aid	3		
9500111	Food and Nutrition in Our Life	3		
9600104	Digital culture	3	9601099	
Third: Faculty Compulsory Requirements (6 Credit Hours)				
401103	The Art of Writing & Composition	3	401103	6
405108	Teaching Thinking	3	405108	
Fourth: Faculty Elective Requirements (12 Credit Hours)				
401104	Arabic Language Issues in the Modern Age	3		12
401203	Literary Appreciation	3		
402103	English Language - Paragraph Writing	3	9400124	
402104	English Language - Basic Grammar	3	9400123	
402108	French Language	3		
405101	Introduction to Psychology	3		
405109	Inter-Personal Communication Skills	3		
406101	Principles of Education	3		
406218	History of Arab Thought	3		
409103	Communication & Society	3		
409205	Contemporary Arab Media	3		
410133	German for Beginners (1)	3		
410145	Turkish for Beginners (1)	3		

Fifth: Department Compulsory Requirements (84 Credit Hours)				
402204	Listening Comprehension	3	402104	84
402205	Reading & Summarizing	3	9400124	
402220	Introduction to English Literature	3	9400124	
402221	Introduction to Novel	3	402220	
402224	Short Story	3	402220	
402226	Introduction to Linguistics	3	9400124	
402231	Phonetics	3	9400124	
402305	Advanced Reading (1)	3	402205	
402324	Advanced Grammar	3	402205	
402332	Syntax (1)	3	402226	
402334	Essay Writing	3	402103	
402335	Psycho and Sociolinguistics	3	402226	
403232	Written Translation(E/A)	3	402103	
403242	Computer-Assisted Translation	3	403232	
403333	Semantics	3	402226	
403337	Discourse and Text Analysis	3	402226	
403428	Report Writing	3	402334	
403429	Written Translation (A/E)	3	403232	
403444	Consecutive Interpreting(E/A/E)	3	403429	
403445	Translation of Political Journalistic Texts	3	403429	
403446	Theories of Translation	3	403445	
403447	Seminar in Translation	3	403446	
403451	Field Training in Translation	3	403446	
403453	Translation of Scientific/Literary Texts	3	403429	
403454	Translation of Economic Texts	3	403429	
403455	Translation of Legal Texts	3	403429	
403456	Simultaneous Interpreting (E/A/E)	3	403444	
403457	Lexicology	3	403333	
Sixth: Department Elective Requirements (3 Credit Hours)				
402405	Advanced Reading (2)	3	402305	3
402464	Teaching English as a Foreign language and for Specific Purposes (1)	3	402226	
402466	Teaching English as a Foreign language and for Specific Purposes (2)	3	402464	
402474	Film Analysis and Criticism	3	402405	
403434	Contrastive Analysis (English/Arabic)	3	402332	
403439	English Stylistics	3	402226	
403448	Conference Interpreting (A/E)	3	403456	
403458	Arabic Grammar for Translation Purposes	3	9400123	
403470	Field Training	3	402464	
403480	Professional Skills in Translation	3		

Seventh: Department Supportive Requirements (3 Credit Hours)				
402109	Spanish Language	3		3
402225	Comparative Literature	3	402220	
Eighth: Free Requirements (3 Credit Hours)				
xxxx	Elective Course	3		3
Community service requirement (0 hours)				
9403000	(Local community service (English/translation	0	9400107	0





French & English Language and Literature				
Course No.	**Course Title (English)**	**Credit Hours**	**Prerequisite**	**Total**
University Compulsory Requirements (18 Hours)				
9300105	National Education	2		18
9400100	Entrepreneurship and Innovation	3		
9400107	Life Skills	2		
9400108	Leadership and Social Responsibility	2		
9400109	Military Sciences	3		
9400113	Communication Skills in Arabic (1)	3	9401099	
9400123	Communication Skills in English (1)	3	9402099	
University Elective Requirements (6 Hours)				
University Elective Requirements (Humanities) (3 Hours)				
9400103	Human Civilization	3		3
9400104	Political Science	3		
9700102	Human Rights	3		
9400114	Communication Skills in Arabic (2)	3	9400113	
9400124	Communication Skills in English (2) (Compulsory for this Major)	3	9400123	
9400133	Jerusalem & Palestinian Cause	3		
University Elective Requirements (Science, Technology, Agriculture & Health) (3 Hours)				
9100101	Science & Life	3		3
9200102	First Aid	3		
9500101	Food and Nutrition in Our Life	3		
9500111	Digital Skills	3	9601099	
9600104	Development and Environment	3		
Faculty Elective Requirements (12 Hours)				
401103	The Art of Writing & Composition	3		9
405108	Teaching Thinking	3		
Faculty Elective Requirements (12 Hours)				
401104	Arabic Language Issues in the Modern Age	3		12
401203	Literary Appreciation	3		
402103	English Language - Paragraph Writing (Compulsory for this Major)	3	9400124	
402104	English Language - Basic Grammar (Compulsory for this Major)	3	9400123	
402108	French Language	3		
405101	Introduction to Psychology	3		
405109	Interpersonal Communication Skills	3		
406101	Principles of Education	3		
406218	History of Arab Thought	3		
409103	Communication & Society	3		
409205	Contemporary Arab Media	3		
410133	German for beginners	3		
410145	Turkish for beginners(1)	3		
406103	Methods of Scientific Research			

Department Compulsory Requirements (French) 51 Hours)				
408155	Introduction to French Language	3		51
408156	Introduction to French Grammar	3		
408158	French Language (Intermediate Level)	3	408155	
408159	French Grammar (Intermediate Level)	3	408156	
408160	Conversation and Methods of oral expression in French Language (1)	3	408156	
408256	Advanced Grammar (French)	3	408159	
408260	Conversation and Methods of oral expression in French Language (2)	3	408160	
408264	Writing Skills in French language (1)	3	408256	
408358	The French Novel and Short Story	3	408264	
408359	Writing Skills in French language (2)	3	408264	
408365	Conversation and Methods of oral expression in French Language (3)	3	408260	
408367	French Literature Across History	3	408358	
408454	French Linguistics	3	408256	
408455	Analysis of Selected Literary Texts in French	3	408359	
408456	French Poems	3	408455	
408457	Conversation and Methods of oral expression in French Language (4)	3	408367	
408458	Syntax and Semantics	3	408454	
Department Compulsory Requirements (English) (24 Hours)				
402204	Listening Comprehension	3	(س) 402104	24
402205	Reading & Summarizing	3	(س) 9400124	
402220	Introduction to English Literature	3	(س) 9400124	
402224	Short Story	3	(س) 402220	
402226	Introduction to Linguistics	3	(س) 9400124	
402231	Phonetics	3	(س) 9400124	
402327	American Literature	3	(س) 402220	
402334	Essay Writing	3	(س) 402103	
Department Elective Requirements (French) 6 Hours)				
408355	French Phonetics	3	408256	6
408360	Translation French-Arabic/Arabic-French	3	408256	
408362	Dialogue and Debate (French)	3	408256	
408364	French Culture & Civilization	3	408256	
408366	Professional skills for French and English program	3	408365	
408460	French for Tourism	3	408365	
408462	French Language in Business	3	408365	
408464	Methods of Teaching French for Non-Native Speakers	3	408256	
Department Elective Requirements (English) (3 Hours)				
402223	Introduction to English Drama	3	402220	3
402305	Advanced Reading (1)	3	402205	
402324	Advanced Grammar	3	402226	
402424	Literature in Nineteenth and Twentieth Centuries	3	402220	

402461	Literary Criticism and its Schools (Old and Modern)	3	402424	3
403232	Written Translation (E/A)	3	402103	
403337	Discourse and Text Analysis	3	402226	
Department Supportive Compulsory Requirements (3 Hours)				
402109	Spanish Language	3		3
402110	German Language			
402225	Comparative Literature	3	402220	
Free Requirements (6 Hours)				
xxxxxx		3		6
xxxxxx		3		
Community service requirement (0 hours)				
9408000	Local community service (French language)	0	9400107	0



Basic sciences/mathematics				
Course No.	**Course Title (English)**	**Credit Hours**	**Prerequisite**	**Total**
University Compulsory Requirements (18 Hours)				
9300105	Entrepreneurship and Innovation	2		18
9400100	National Education	3		
9400107	Leadership and Social Responsibility	2		
9400108	Life Skills	2		
9400109	Military Sciences	3		
9400113	Communication Skills in Arabic (1)	3	9401099 / P.T	
9400123	Communication Skills in English (1)	3	9402099 / P.T	
University Elective Requirements (6 Hours)				
University Elective Requirements (Humanities) (3 Hours)				
9400103	Human Civilization	3		3
9400104	Political Science	3		
9400114	Communication Skills in Arabic (2)	3	9400113	
9400124	Communication Skills in English (2)	3	9400123	
9400133	Jerusalem and the Palestinian Cause	3		
9700102	Human Rights	3		
University Elective Requirements (Science, Technology, Health & Arts) (3 Hours)				
9100101	Science & Life	3		3
9200102	Development and Environment	3		
9500101	First Aid	3		
9500111	Food and Nutrition in Our Life	3		
9600104	Digital Skills	3	9601099	
Faculty Compulsory Requirements (16 Hours)				
101103	General Chemistry	3		20
103101	Calculus (1)	3		
103102	Calculus (2)	3	103101	
103231	Principles of Statistics	3	103101	
104101	General Physics (1)	3		
104111	General Physics Laboratory (1)	1	104101/ concurrent	
Department Compulsory Requirements (70 Hours)				
103201	Calculus (3)	3	103102	70
103212	Introduction to Real Analysis	3	103251	
103222	Differential Equations	3	103102	
103241	Linear Algebra (1)	3	103102	
103242	Abstract Algebra (1)	3	103251	
103251	Fundamentals of Mathematics	3	103102	
103262	Euclidean Geometry	3	103201	
103313	Real Analysis (1)	3	103212	

103314	Real Analysis (2)	3	103313	70
103322	Partial Differential Equations	3	103222	
103332	Probability Theory	3	103201	
103344	Number Theory	3	103251	
103365	General Topology	3	103251	
103373	Numerical Analysis (1)	3	103102	
103381	Linear Programming	3	103241	
103414	Complex Analysis	3	103313	
103431	Mathematical Statistics (1)	3	103332	
103433	Applied Statistics	3	103431	
103442	Abstract Algebra (2)	3	103242	
103443	Linear Algebra (2)	3	103241	
103445	Matrix Theory	3	103241	
103472	Applied Mathematics	3	103322	
103479	Mathematical Modeling	3	103322	
103498	Seminar	1	Fourth Year	
Department Elective Requirements (12 Hours)				
103376	Graph Theory	3	103251+103241	12
103401	History of Mathematics	3	Fourth Year	
103402	Teaching Mathematics	3	Fourth Year	
103403	Professional Skills in Mathematics	3		
103413	Theory of Special Functions	3	103314	
103415	Functional Analysis	3	103314	
103422	Advanced Differential Equations	3	103222	
103432	Mathematical Statistics (2)	3	103431	
103451	Set Theory	3	103251	
103470	Math. Software Packages	3	Fourth Year	
103474	Numerical Analysis (2)	3	103373	
103481	Nonlinear Programming	3	103381	
103482	Calculus of Variations	3	103201	
103483	Optimal Control Theory	3	103222	
103492	Special Topics in Mathematics	3	Fourth Year	
Department Supportive Compulsory Requirements (7 Hours)				
104102	General Physics (2)	3	104101	7
104112	General Physics Laboratory (2)	1	104111 &104102/ concurrent	
601104	Information Technology Fundamentals	3		
Free Requirements (3 Hours)				
xxxxxx		3		3
Community service requirement (0 hours)				
9103000	Community Service (Mathematics)	0		0

Study plan for the Master's program in English Language/Translation (2023/2024):

English Language/Translation/Master's/Thesis				
Course No.	**Course Title (English)**	**Credit Hours**	**Prerequisite**	**Total**
First: Obligatory Courses (18 Credit Hours)				
403701	Written Translation into Arabic	2		18
403702	Written Translation into English	3		
403703	Contrastive Linguistics	3		
403705	Theories of Translation	3		
403707	Methods of Research in Translation	3		
403712	Literary Translation	3		
Second: Elective Courses (6 Credit Hours)				
403704	Simultaneous Translation	3		6
403706	Analysis and Criticism of Translated Texts	3		
403711	Scientific and Technical Translation	3		
403713	Economic and Business Translation	3		
403714	Conference Translation	3		
403715	Lexicology and Lexicography	3		
403716	Semantics and Pragmatics	3		
403719	Machine Translation	3		
403720	Legal and Court Translation	3		
403721	Political and Journalistic Translation	3		
Third: Thesis (9 Credit Hours)				
403799	Thesis	9		9

- The number of hours of dissertation is mandatory.
- If there is no discussion after registering the thesis hours, the student must register zero continuation hours for the thesis in the next semester until discussion.

English Language/Translation/Master's/Comprehensive				
Course No.	**Course Title (English)**	**Credit Hours**	**Prerequisite**	**Total**
First : Obligatory Courses (24 Credit Hours)				
403701	Written Translation into Arabic	3		24
403702	Written Translation into English	3		
403703	Contrastive Linguistics	3		
403705	Theories of Translation	3		
403706	Analysis and Criticism of Translated Texts	3		
403707	Methods of Research in Translation	3		
403712	Literary Translation	3		
403716	Semantics and Pragmatics	3		
Second : Elective Courses (9 Credit Hours)				
403704	Simultaneous Translation	3		9
403711	Scientific and Technical Translation	3		
403713	Economic and Business Translation	3		
403714	Conference Translation	3		
403715	Lexicology and Lexicography	3		
403719	Machine Translation	3		
403720	Legal and Court Translation	3		
403721	Political and Journalistic Translation	3		
Third: Comprehensive Examination				
403798	Comprehensive Examination	0		0



Study plan for the Master's program in Arabic Language (2023/2024):

Arabic Language and Literature/Master's/Thesis				
Course No.	**Course Title (English)**	**Credit Hours**	**Prerequisite**	**Total**
First : Obligatory Courses (15 Hours)				
401721	Trends of Modern and Contemporary Arabic Poetry	3		15
401731	Arabic in the Light of Modern Linguistics	3		
401741	Issues in Old Literaty Critieism	3		
401751	Rhetoric and Stylistics	3		
401761	Research Methodologies in Language and Literature	3		
Second : Elective Courses (9 Credit Hours)				
401711	Studies in Old Arabic Literature	3		9
401712	Old Arabic Narrative Texts	3		
401722	Issues of Modern Arabic Narrative and its Technical Aspects	3	401731	
401732	Text Linguistics and Discourse Analysis	3		
401733	Studies in Modern Arabic Language Issues	3	401761	
401734	Studies in Applied Arabic Linguistics	3		
401735	Schools of Syntax	3	401761	
401736	Seminar in Language and Syntax	3	401761	
401742	Methods of Modern Literary Criticism	3		
401743	Seminar in Literature and Criticism	3	401761	
401762	Manuscripts Editing and Publishing	3	401761	
Third : Thesis (9 Credit Hours)				
	Thesis	9		9

- The number of hours of dissertation is mandatory.
- If there is no discussion after registering the thesis hours, the student must register zero continuation hours for the thesis in the next semester until discussion.



Arabic Language and Literature/Master's/Comprehensive				
Course No.	**Course Title (English)**	**Credit Hours**	**Prerequisite**	**Total**
First : Obligatory Courses (24 Credit Hours)				
401711	Studies in Old Arabic Literature	3		24
401721	Trends of Modern and Contemporary Arabic Poetry	3		
401722	Issues of Modern Arabic Narrative and its Technical Aspects	3		
401731	Arabic in the Light of Modern Linguistics	3		
401732	Text Linguistics and Discourse Analysis	3		
401741	Issues in Old Literaty Critieism	3		
401761	Research Methodologies in Language and Literature	3		
401797	Scientific Research	3		
Second : Elective Courses (9 Credit Hours)				
401712	Old Arabic Narrative Texts	3		9
401733	Studies in Modern Arabic Language Issues	3		
401734	Studies in Applied Arabic Linguistics	3	401731	
401735	Schools of Syntax	3		
401736	Seminar in Language and Syntax	3	401761	
401742	Methods of Modern Literary Criticism	3		
401743	Seminar in Literature and Criticism	3	401761	
401751	Rhetoric and Stylistics	3		
401762	Manuscripts Editing and Publishing	3		
Third : Comprehensive Examination				
401798	Comprehensive Examination	0		0



Study plan for the Master's program in Chemistry (2023/2024):

Chemistry / Master's / Thesis				
Course Number	Course Title (english)	Credit Hours	Prerequisite	Total
University Compulsory Requirements (15 Hours)				
101710	Molecular Structures and Mechanisms of Organic Reactions	3		15
101720	Study of Spectrum & Molecular Structure	3		
101730	Chemistry of Coordination and Organometallic Compounds	3		
101740	Advanced Instrumental Methods of Chemical Analysis	3		
101750	Research Methods in Chemistry	3		
University Elective Requirements (9 Hours)				
101711	Spectroscopy of Organic and Organometallic Compounds	3	101720	9
101712	Advanced Organic Industries	3		
101713	Chemistry of Natural Products	3	101710	
101714	Advanced Biochemistry	3	101710	
101721	Surface Chemistry & Colloids	3		
101722	Computational Chemistry	3		
101731	Chemical Applications of Group Theory	3	101730	
101732	Advanced Inorganic Industries	3		
101734	Materials Science	3	101730	
101741	Advanced Environmental Analysis	3	101740	
101742	Advanced Separation Techniques	3		
101751	Nanotechnology	3		
101752	Special Topics in Chemistry	3		

- The number of hours of dissertation is mandatory.
- If there is no discussion after registering the thesis hours, the student must register zero continuation hours for the thesis in the next semester until discussion.

Chemistry / Master's / Comprehensive				
Course Number	Course Title (English)	Credit Hours	Prerequisite	Total
University Compulsory Requirements (24 Hours)				
101710	Molecular Structures and Organic Reaction Mechanisms	3		24
101711	Spectroscopy of Organic and Organometallic Compounds	3	101710	
101720	Spectroscopy and Molecular Structure	3		
101721	Surface and Colloidal Chemistry	3		
101730	Coordination Compounds and Organometallic Chemistry	3		
101740	Modern Methods in Chemical Analysis	3		
101741	Advanced Environmental Analysis	3	101740	
101750	Research Methods in Chemistry	3		
University Elective Requirements (9 Hours)				
101712	Advanced Organic Industries	3		9
101713	Chemistry of Natural Products	3		
101722	Computational Chemistry	3		
101731	Chemical Applications of Group Theory	3	101730	
101732	Advanced Inorganic Industries	3		
101734	Materials Science	3		
101742	Advanced Separation Techniques	3		
101751	Nanotechnology	3		
101752	Special Topics in Chemistry	3		



6/4 Faculty of Architecture and Design

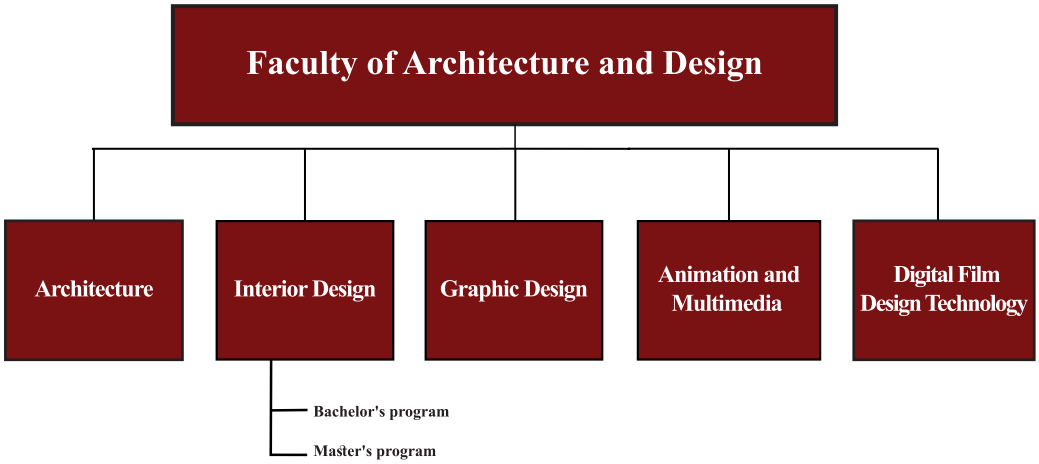


Figure No. (5)
Departments of the Faculty of Architecture and Design

Vision:

The distinguished advancement of architecture and design in the local and regional environment, keeping pace with the latest achievements in human civilization.

Mission:

Since architecture and design have a fundamental role in providing an environment consistent with the aesthetic and spiritual values of their owners, which helps to improve moral and material production, the faculty is keen on preparing distinguished segments of specialists with creative abilities, creativity, and innovation, called architectural achievement and design of all kinds.

About the Faculty:

The Faculty of Architecture and Design at the University of Petra was established with two departments: architecture and interior design in 1991-1992. The graphic design department joined in 2003, then the animation and multimedia department in 2016, and in 2022 the Digital Film Design Technology Department was established. It is based on the credit hours system and currently offers the first university degree (Bachelor) in these five disciplines. The faculty also introduced in the second semester of the academic year 2022-2023 a master's program in interior design) with two tracks: thesis/ dissertation, or a comprehensive exam.

The faculty is distinguished by its applied specialties, which gives it a distinctiveness that makes it able to constantly communicate with the labor market, put forward realistic projects to train students during their studies, and pay attention to the infrastructure of international standards. The faculty has provided a platform for educational resources to help students study, in addition to two theaters, two theoretical lecture halls, twenty-three drawing halls, seven computer platforms, a platform for lighting and acoustics, a platform for silkscreen, a platform for ceramics, a platform for photography, a platform

for the preparation of architectural models, a fine arts studio, a carpentry and blacksmithing workshop, and a permanent exhibition hall for students' works.

In 2022, the Faculty of Architecture and Design received the Jordanian quality assurance certificate issued by the accreditation authority for higher education institutions and quality assurance for four years.

The faculty follows the policy of sending students to the best foreign universities where five specialties are available: architecture, interior design, graphic design, animation and multimedia, and digital film design technology. Candidates are selected accurately, fairly and on a well-thought-out competitive basis.

The faculty also provides everything necessary to encourage faculty members to scientific research, such as supporting their attendance at international conferences inside and outside the kingdom, providing the necessary sources, references and computers, and securing sufficient financial allocations to meet the requirements of scientific research and spreading its culture. The faculty members are working on international projects with prestigious universities such as: University College London, Oxford, Berlin, Reading, Leeds, Brighton, Sheffield, Anglia Ruskin, and others, reflecting the high level of faculty research, which resulted in the Faculty of architecture and design receiving the Newton award for scientific research in 2020 from the British government.

In addition, the faculty, with its five departments, is open to the local community, through projects for students related to reality, and directed to meet the needs and aspirations of the community in the present and future. There are more than thirty memorandums of understanding with various institutions from the local community that have opened the way for students to work on real projects, which has enhanced their skills to enter the labor market.

The faculty attracts prominent figures in its specialty to teach and invites other important figures to give specialized scientific lectures. The judging committees are also formed from inside and outside the faculty from distinguished practitioners in the profession and academics to evaluate students' projects, to achieve greater openness to the local community and benefit from its energies, and to ensure objectivity and integrity in judging.

To enrich the students' public and private experiences, the faculty organizes art competitions, responds to invitations to participate in others held by local and international institutions, in addition to targeted scientific field trips inside and outside the kingdom. The faculty also pays attention to the establishment of sport matches that enhance the spirit of competition and activate the physical and mental abilities of students. The faculty organizes art exhibitions for students, as well as exhibitions organized by faculty members, reflecting the diversity of your orientations and the art schools to which they belong, which provides a clear picture of the cultural diversity and artistic momentum that the faculty abounds in.

Since the local and regional labor market needs a distinctive quality contributed by the Faculty of Architecture and Design at the University of Petra in various disciplines, the demand for hiring graduates of the faculty has increased because of their good reputation and scientific competence related to the essence of sustainable development. To meet the renewed needs of this market, as it appeared in the latest official assessment, the University of Petra is leading in its level of Jordanian universities; it is the first among private universities, and the third of all.

Programs offered by the Faculty:

The Faculty of Architecture and Design offers five distinct bachelor's degree programs, and one master's program, namely:

Program	Objectives
Architecture	* Provide students with the skills of creative architectural design that keeps pace with modern construction and technological developments and meets the needs of society and the surrounding environment. * Provide the engineering labor market with qualified cadres capable of developing professional performance and serving the local community to ensure the preservation of professional ethics. * Provide an effective university environment that helps creativity, scientific research and applied thinking, stimulates teamwork and develops communication skills.
Bachelor's in Interior Design	* Qualify specialized cadres who deal with internal spaces with high professionalism commensurate with the requirements of the era and its changes. * Hone the talents and abilities of the student to make them able to present distinctive projects related to the external cultural, social, and religious environment. * Build a scientific strategy to develop the reality of interior design. * Assist students in preparing research and studies that enable them to continue their higher studies. * Prepare study plans adapted to the needs of the market. * Follow-up scientific and technical developments and scientific research that lead to the development of interior design specialization. * Hold specialized scientific conferences and taking advantage of modern digital technologies that are related to the specialty of interior design. *Follow-up of all scientific developments through self-learning during the student's study and after graduation from the university.
Graphic Design	* Provide the labor market with qualified staff possessing an integrated structure of skills and knowledge that qualifies them to build a successful career in the field of graphic design. * Connect students directly with the labor market through focusing and training on field applications in the field of graphic design. * Develop students' basic skills necessary for the preparation of scientific and Applied Research in the field of graphic design. * Develop students' skills and abilities in the management, evaluation, design and implementation of projects in the field of graphic design. * Provide students with the necessary skills and abilities to use design technology in various applications of graphic design. * Develop students' skills and abilities in oral, written and visual communication, teamwork, analysis, creative thinking, problem solving and self-building to serve the culture and values of society. * Enhance students' awareness to respond to various environmental changes and their effects on the fields of graphic design. * Hone students' lifelong learning skills.

Animation and Multimedia	* Provide students with a high-quality program and encourage them to develop their own creative abilities at an advanced level in contemporary animation and digital media design. * Build students' creative confidence to enhance their chances of working in local and regional animation markets. * Provide students with the refinement of their practical and theoretical skills, technical skills and knowledge of the methods used in the production of animation and digital media. * Prepare students to export their Arab identity and culture through animated films. * Attend international events related to the animation industry and Digital Media Design in order to expand the knowledge base of students and keep abreast of the latest developments in the field of animation and digital media design, in addition to direct interaction with animation artists and directors of different nationalities. * Establish an official archive and library of Arabic animated films so that it is an open source and accessible to students, professionals and researchers. * Encourage students to have a direct customer experience by giving them realistic tasks. * Provide collaborative workshops with Arab and international filmmakers to produce animated short films every year and putting the student's name in the produced films in order to support the student in the job market after graduation.
Digital Film Design Technology	* Prepare experienced creative specialists in the field of film and television design technology to keep abreast of developments in the field. * Develop students' knowledge in the fields of design and media in films of all kinds, focusing on modern technology and digital media. * Qualify students to compete and work in the fields of film and television content industry locally and regionally. * Encourage creativity and scientific research in the field of film and television content industry. * Coordinate with the relevant authorities to develop scientific and practical content and strengthen the relationship with the labor market. * Serve the local community through joint creative projects with institutions or associations.
Master's in Interior Design	* Develop students' skills and refining their creative talents to prepare distinguished graduates in the field of interior design to meet the requirements of society and the local and international market. * Qualify specialized scientific cadres who deal with internal spaces with high professionalism commensurate with the requirements of the era and its changes. * Build a scientific strategy to develop the reality of interior design.

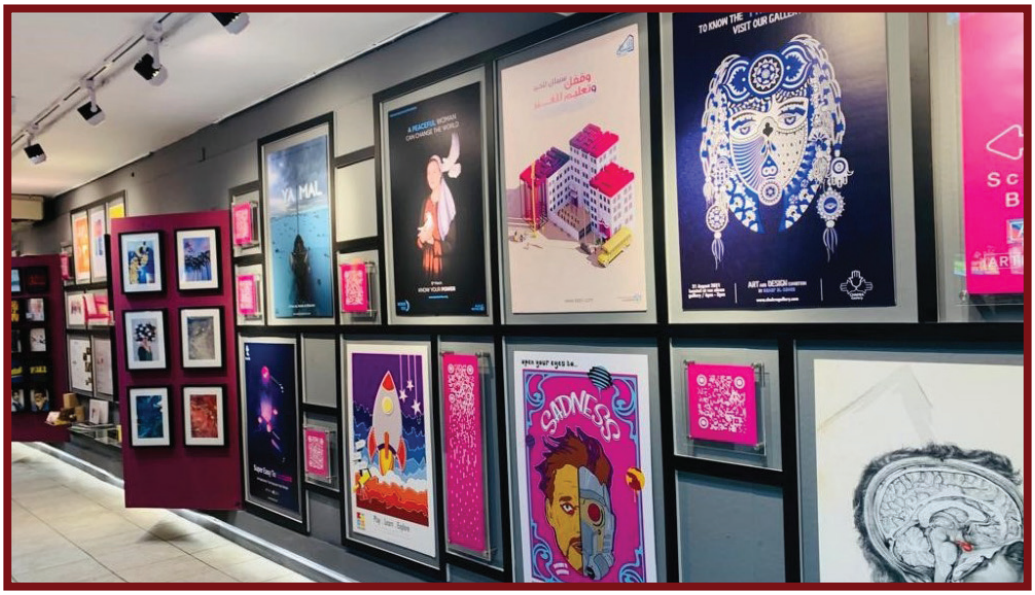
Study Plans for the Bachelor's Programs of the School of Architecture and Design (20232024/)

Architecture Engineering				
Course No.	**Course Title (English)**	**Credit Hours**	**Prerequisite**	**Total**
University Requirement Compulsory (18 Hours)				
9300105	Entrepreneurship & Innovation	2		18
9400100	National Education	3		
9400107	Leadership & Social Responsibilities	2		
9400108	Life Skills	2		
9400109	Military Science	3		
9400113	Communication Skills in Arabic 1	3	((Pre) 9401099)	
9400123	Communication Skills in English 1	3	((Pre) 9402099)	
University Requirement Elective (6 Hours)				
University Elective Requirements (Humanities) (3 hours)				
9400103	Human Civilization	3		3
9400104	Political Science	3		
9400114	Communication Skills in Arabic 2	3	(س) 9400113	
9400124	Communication Skills in English 2	3	(س) 9400123	
9400133	Jerusalem and the Palestinian Cause	3		
9700102	Human Rights	3		
University Elective Requirements (Science, Technology, and Health) (3 hours)				
9100101	Science & Life	3		3
9200102	Development & Environment	3		
9500101	First Aid	3		
9500111	Food and Nutrition in Our Life	3		
9600104	Digital Skills	3	((Pre) 9601099)	
Mandatory Faculty requirements (15 hours)				
201135	History and Theories of Art and Architecture (1	3		15
201136	History and Theories of Art and Architecture (2	3	((Pre) 201135)	
202103	Basic Design	3		
203107	Free-Hand Drawing	3		
203221	Aesthetics and Art Appreciation	3		
Faculty electives (3 hours)				
201337	Documentation of Cultural Heritage	**3**		3
202208	Painting	**3**		
203208	Design and Graphic Art	**3**		
203422	Theory of Semiotics in Design	**3**		
205336	Stop-Motion Animation	**3**		
Major Requirement Compulsory (107 Hours)				
201113	Principles of Architectural Design	3	((Pre) 202103)	107
201171	Architectural Drawing 2-D	3		
201175	Architectural Drawing 3-D	3	((Pre) 201171)	

201211	Architectural Design (1)	4	((Pre) 201175 & (Pre) 201113)	107
201212	Architectural Design (2)	4	((Pre) 201211)	
201235	Modern and Contemporary Architecture	3	((Pre) 201236)	
201236	History and Theory of Art and Architecture (3)	2	((Pre) 201136)	
201243	Lighting and Acoustics for Architectural	2	((Pre) 104101 & (Pre) 103101)	
201256	Building Construction	3	((Pre) 201171)	
201257	Building Construction & Construction System	2	((Pre) 201256)	
201273	Computer Aided Architectural Design (1)	2	((Pre) 201171)	
201275	Computer Aided Architectural Design (2)	3	((Pre) 201273)	
201313	Architectural Design (3	4	((Pre) 201275 & (Pre) 201212)	
201314	Architectural Design (4	4	((Pre) 201313)	
201318	Interior Spatial Design	2	((Pre) 201275)	
201319	Architectural Working Drawings	3	((Pre) 201257)	
201336	Environment and Behavior	2	((Pre) 201212)	
201359	Mechanical and Sanitary Systems for Architecture	2	((Pre) 201257)	
201365	Planning and Housing	3	((Pre) 201212)	
201372	Computer-Aided Architectural Design (3)	3	((Pre) 201273 & (Pre) 201212)	
201382	Environmental Design for Architectural	3	((Pre) 201243 & (Pre) 201212)	
201390	Professional Internship	6		
201415	Architectural Design (5)	4	((Pre) 201314)	
201416	Architectural Design (6)	4	((Pre) 201461 & (Pre) 201415)	
201417	Architectural Detailing	2	((Pre) 201319)	
201421	Building Legislation and Professional Practice	3	((Pre) 201313)	
201426	Quantities, Specifications and Contracts	2	((Pre) 201319)	
201427	Construction Project Management	3	((Pre) 201426)	
201431	Analysis & Criticism In Architecture	3	((Pre) 201336 & (Pre) 201235)	
201433	Architectural Programming and Writing	2	((Pre) 201314)	
201461	Landscape Planning and Design	3	((Pre) 901309 & (Pre) 201212)	
201481	Sustainable Architecture and Energy	3	((Pre) 201382)	
201562	Urban Planning and Design	4	((Pre) 201416)	
201566	Local Architecture and Conservation of Heritage	2	((Pre) 201365)	
201572	Multi-Media Skills	1	((Pre) 201372)	
201594	Graduation Project (1)	1	((Pre) 201433 & (Pre) 201416)	
201595	Graduation Project (2)	4	((Pre) 201594 & (Pre) 201390)	
Elective major requirements (3 hours)				
201428	Professional Skills for Architecture	3	((Pre) 201421)	3
201471	Advanced Computer Applications	3	((Pre) 201275)	
201532	Special Topics in Architecture	3	((Pre) 201212)	
201552	Innovation in Construction Techniques	3	((Pre) 201257)	
201563	Geographic Information Systems / Architecture	3	((Pre) 901309)	
Mandatory support requirements (15 hours)				
103101	Calculus (1)	3		15
104101	General Physics (1)	3		

901101	Engineering Workshops	1		15
901307	Structures (1)	2	104101 & 103101	
901308	Structures (2)	2	901307	
901309	Surveying	2	103101	
Compulsory remedial subjects (9 hours)				
9401099	Arabic language-Intensive	3		9
9402099	English language-Intensive	3		
9601099	Computer Skills-Intensive	3		
Community service requirement (0 hours)				
9201000	Community Service (Architecture)	0	9400107	0





Interior Design				
Course No.	**Course Title (English)**	**Credit Hours**	**Prerequisite**	**Total**
University Requirement Compulsory (18 Hours)				
9300105	Entrepreneurship & Innovation	2		18
9400100	National Education	3		
9400107	Leadership & Social Responsibilities	2		
9400108	Life Skills	2		
9400109	Military Science	3		
9400113	Communication Skills in Arabic 1	3	((Pre) 9401099)	
9400123	Communication Skills in English 1	3	((Pre) 9402099)	
University Requirement Elective (6 Hours)				
University Elective Requirements (Humanities) (3 hours)				
9400103	Human Civilization	3		3
9400104	Political Science	3		
9400114	Communication Skills in Arabic 2	3	9400113	
9400124	Communication Skills in English 2	3	9400123	
9400133	Jerusalem and the Palestinian Cause	3		
9700102	Human Rights	3		
University Elective Requirements (Science, Technology, and Health) (3 hours)				
9100101	Science & Life	3		3
9200102	Development & Environment	3		
9500101	First Aid	3		
9500111	Food and Nutrition in Our Life	3		
9600104	Digital Skills	3	((Pre) 9601099)	
Mandatory Faculty requirements (15 hours)				
201135	History and Theories of Art and Architecture (1	3		15
201136	History and Theories of Art and Architecture (2	3	((Pre) 201135)	
202103	Basic Design	3		
203107	Free-Hand Drawing	3		
203221	Aesthetics and Art Appreciation	3		
Faculty electives (3 hours)				
201337	Documentation of Cultural Heritage	**3**		3
202208	Painting	**3**		
203208	Design and Graphic Art	**3**		
203422	Theory of Semiotics in Design	**3**		
205336	Stop-Motion Animation	**3**		
Major Requirement Compulsory (88 hours)				
202111	Architectural Drawings for Interior Design	3		88
202113	Principles of Interior Design	3	((Pre) 202103)	
202114	Color Theory	3		
202115	Perspective, Shade, and Shadow	2	((Pre) 202111)	
202214	Presentation Techniques	2	((Pre) 202115)	

202224	History of Modern Architecture & Interior Design	3	((Pre) 201136)	88
202225	Computer-Aided Design (1)	3	((Pre) 202111)	
202231	Interior Design (1)	4	202113 & 202111	
202232	Interior Design (2)	4	((Pre) 202231)	
202255	Technical Manual & Workshops	3		
202317	Sociology and Psychology of Interior Design	2	((Pre) 202331)	
202320	Working Drawings (1)	3	((Pre) 202257)	
202325	Computer-Aided Design (2)	3	((Pre) 202225)	
202328	Lighting and Acoustics for Interior Design	2	202257& 202231	
202329	Working Drawings (2)	3	((Pre) 202320)	
202331	Interior Design (3)	4	((Pre)& 202325 (Pre) 202232)	
202332	Interior Design (4)	4	((Pre) 202331)	
202333	Textiles and Furnishings	2		
202334	Furniture Design (1)	3		
202335	Furniture Design (2)	3	((Pre) 202334)	
202372	Professional Internship	6		
202412	Graduation Project Research for Interior Design	2	((Pre) 202332)	
202422	Analysis and Criticism in Interior Design	3	((Pre) 202317 & (Pre) 202224)	
202423	Specifications, Quantities and Professional Practice	3	((Pre) 202329)	
202425	Computer-Aided Design (3)	3	((Pre) 202325)	
202430	Garden Design	2	((Pre) 202232)	
202437	Interior Design (5)	4	(Pre) 202332 (Pre) & 202372 & (Pre) 202224	
202462	Graduation Project for Interior Design	6	((Pre) 202437 & (Pre) 202412)	
Elective major requirements (3 hours)				
202364	Professional Skills in Interior Design	3	((Pre) 202331)	3
202424	Ornament in Interior Design	3	((Pre) 202232)	
202429	Special Topics in Interior Design	3	((Pre) 202224)	
202439	Specialized Furniture Design	3	((Pre) 202332)	
Mandatory support requirements (7 hours)				
201349	Technical Installations in Buildings	3	((Pre) 202331)	7
202256	Construction Materials and Techniques (1)	2	((Pre) 202111)	
202257	Construction Materials and Techniques (2)	2	((Pre) 202256)	
Compulsory remedial subjects (9 hours)				
9401099	Arabic language-Intensive	3		9
9402099	English language-Intensive	3		
9601099	Computer Skills-Intensive	3		
Community service requirement (0 hours)				
9202000	Community Service (Interior Design)	0	9400107	0

Graphic Design				
Course No.	Course Title (English)	Credit Hours	Prerequisite	Total
University Requirement Compulsory (18 Hours)				
9300105	Entrepreneurship & Innovation	2		18
9400100	National Education	3		
9400107	Leadership & Social Responsibilities	2		
9400108	Life Skills	2		
9400109	Military Science	3		
9400113	Communication Skills in Arabic 1	3	((Pre) 9401099)	
9400123	Communication Skills in English 1	3	((Pre) 9402099)	
University Requirement Elective (6 Hours)				
University Elective Requirements (Humanities) (3 hours)				
9400103	Human Civilization	3		3
9400104	Political Science	3		
9400114	Communication Skills in Arabic 2	3	9400113	
9400124	Communication Skills in English 2	3	9400123	
9400133	Jerusalem and the Palestinian Cause	3		
9700102	Human Rights	3		
University Elective Requirements (Science, Technology, and Health) (3 hours)				
9100101	Science & Life	3		3
9200102	Development & Environment	3		
9500101	First Aid	3		
9500111	Food and Nutrition in Our Life	3		
9600104	Digital Skills	3	((Pre) 9601099)	
Mandatory Faculty requirements (15 hours)				
201135	History and Theories of Art and Architecture (1	3		15
201136	History and Theories of Art and Architecture (2	3	((Pre) 201135)	
202103	Basic Design	3		
203107	Free-Hand Drawing	3		
203221	Aesthetics and Art Appreciation	3		
Faculty electives (3 hours)				
201337	Documentation of Cultural Heritage	**3**		3
202208	Painting	**3**		
203208	Design and Graphic Art	**3**		
203422	Theory of Semiotics in Design	**3**		
205336	Stop-Motion Animation	**3**		
Major Requirement Compulsory (86 hours)				
203105	Technical Drawing & Perspective	3		80
203111	Graphic Design Principles	3	((Pre) 203141)	
203122	Color Theory and Techniques	3		
203141	Computer Applications in Graphic Design	3		
203222	Visual Communication Theories	3	((Pre) 203231)	

203231	History of Graphic Design and Theories	3		80
203234	Designing an Advertising poster	3	((Pre) 203252)	
203242	Infographic and Illustration Design	3	((Pre) 205221 & (Pre) 203141)	
203243	Visual Identity and Brand Design	3	((Pre) 203280)	
203251	Etching Techniques	3	((Pre) 203107)	
203252	Digital Photography	3	((Pre) 203141)	
203280	Typography	3	((Pre) 203141)	
203315	Advertisement & Promotion Design	3	((Pre) 203234)	
203317	Web Design (1)	3	((Pre) 203342)	
203321	Design Psychology & Methodology	3	((Pre) 203221)	
203342	Animation	3	((Pre) 203243)	
203343	Animation and Motion Graphics	3	((Pre) 203342)	
203354	Traditional & Electronic Publication Design	3	((Pre) 203280)	
203358	Package Design	3	((Pre) 203354)	
203398	Field Training for Graphic Design	6		
203410	Multimedia Design	3	((Pre) 203343)	
203442	Management and Design of Electronic Application	3	((Pre) 203317)	
203443	Artificial Intelligence in Graphic Design	3	((Pre) 203315)	
203493	Graduation Project Research for Graphic Design	2	((Pre) 203321 & (Pre) 203234)	
203494	Graduation Project for Graphic Design	6	((Pre) 203493)	
Elective major requirements (6 hours)				
203223	Graphic Design Techniques, Materials & Tools	3	(Pre) 203122 & (Pre) 203111))	6
203281	Arabic Calligraphy and Ornamentation	3	(Pre) 203111))	
203301	Pottery	3		
203316	Design of Permanent and Mobile Exhibitions	3	(Pre) 203234))	
203323	3D Modeling Design	3	(Pre) 205221))	
203331	Professional Skills in Graphic Design	3	(Pre) 203315))	
203425	Marketing and Consumer Psychology	3	(Pre) 203321))	
Supporting Requirement Compulsory (6 Hours)				
205221	Image Processing Applications	3	(Pre) 203141))	6
306101	Principles of Marketing	3		
Complementary Courses Compulsory (9 Hours)				
9401099	**Arabic language-Intensive**	**3**		
9402099	**English language-Intensive**	**3**		
9601099	**Computer Skills-Intensive**	**3**		
Community service requirement (0 hours)				
9203000	Community Service (Graphic Design)	0	9400107	0

Animation & Multimedia				
Course No.	**Course Title (English)**	**Credit Hours**	**Prerequisite**	**Total**
University Requirement Compulsory (18 Hours)				
9300105	Entrepreneurship & Innovation	2		18
9400100	National Education	3		
9400107	Leadership & Social Responsibilities	2		
9400108	Life Skills	2		
9400109	Military Science	3		
9400113	Communication Skills in Arabic 1	3	((Pre) 9401099)	
9400123	Communication Skills in English 1	3	((Pre) 9402099)	
University Requirement Elective (6 Hours)				
University Elective Requirements (Humanities) (3 hours)				
9400103	Human Civilization	3		3
9400104	Political Science	3		
9400114	Communication Skills in Arabic 2	3	9400113	
9400124	Communication Skills in English 2	3	9400123	
9400133	Jerusalem and the Palestinian Cause	3		
9700102	Human Rights	3		
University Elective Requirements (Science, Technology, and Health) (3 hours)				
9100101	Science & Life	3		3
9200102	Development & Environment	3		
9500101	First Aid	3		
9500111	Food and Nutrition in Our Life	3		
9600104	Digital Skills	3	((Pre) 9601099)	
Mandatory Faculty requirements (15 hours)				
201135	History and Theories of Art and Architecture (1	3		15
201136	History and Theories of Art and Architecture (2	3	((Pre) 201135)	
202103	Basic Design	3		
203107	Free-Hand Drawing	3		
203221	Aesthetics and Art Appreciation	3		
Faculty electives (3 hours)				
201337	Documentation of Cultural Heritage	**3**		3
202208	Painting	**3**		
203208	Design and Graphic Art	**3**		
203422	Theory of Semiotics in Design	**3**		
205336	Stop-Motion Animation	**3**		
Major Requirement Compulsory (71 hours)				
205122	Applications In Digital Illustration	3		71
205131	Anatomy Drawing	3	(Pre) 203107))	
205211	Animation History &Theories	3		
205213	Characters Kinetic Design	3	(Pre) 205131))	

205214	Scriptwriting for animation cinema & TV	3	(Pre) 205222))	
205221	Image Processing Applications	3	(Pre) 205122))	
205222	Fundamentals of Animation & Multimedia	3	(Pre) 205131))	
205231	2D Animation	3	(Pre) 205222 & (Pre) 205122))	
205309	Field Training	6		
205332	Characters and Backgrounds Design	3	(Pre) 205222))	
205333	3D CGI Modeling	3	(Pre) 205231))	
205334	3D Animation	3	(Pre) 205333))	
205337	Storyboard Design	3	(Pre) 205332))	
205339	Advanced 2D Animation	3	(Pre) 205231))	
205341	Motion Media Design	3	(Pre) 205231))	
205344	UI / UX Design	3	(Pre) 602104 & (Pre) 205122))	
205431	Advanced 3D Animation	3	(Pre) 205334))	
205441	Visual and Sound Effects Art	3	(Pre) 205341 & (Pre) 205334))	
205442	Digital Game Design	3	(Pre) 205341 & (Pre) 205334))	
205443	Producing & Directing Animation Films	3	(Pre) 205341))	
205498	Graduation Project Thesis	2	(Pre) 205309))	
205499	Graduation Project	6	(Pre) 205498))	
Elective major requirements (6 hours)				
203222	Visual Communication Theories	3		6
203232	History of Graphic Design	3		
203233	Modern & Contemporary & its Applications	3	(Pre)201132	
203321	Design Psychology & Methodology	3		
205233	Artistic Drawing and Perspective	3	((Pre) 203107)	
205490	Professional Skill in Animation	3		
Supporting Requirement Compulsory (12 Hours)				
203122	Color Theory and Techniques	3		12
203280	Typography	3	((Pre) 205122)	
306101	Principles of Marketing	3		
602104	Information Technology Fundamentals	3		
Free Requirements (3 hours)				
xxxxxx		3		3
Complementary Courses Compulsory (9 Hours)				
9401099	**Arabic language-Intensive**	**3**		9
9402099	**English language-Intensive**	**3**		
9601099	**Computer Skills-Intensive**	**3**		
Community service requirement (0 hours)				
9205000	Community Service (Animation & Multimedia)	0	9400107	0

Digital Film Design Technology				
Course No.	**Course Title (English)**	**Credit Hours**	**Prerequisite**	**Total**
University Requirement Compulsory (18 Hours)				
9300105	Entrepreneurship & Innovation	2		18
9400100	National Education	3		
9400107	Leadership & Social Responsibilities	2		
9400108	Life Skills	2		
9400109	Military Science	3		
9400113	Communication Skills in Arabic 1	3	((Pre) 9401099)	
9400123	Communication Skills in English 1	3	((Pre) 9402099)	
University Requirement Elective (6 Hours)				
University Elective Requirements (Humanities) (3 hours)				
9400103	Human Civilization	3		3
9400104	Political Science	3		
9400114	Communication Skills in Arabic 2	3	9400113	
9400124	Communication Skills in English 2	3	9400123	
9400133	Jerusalem and the Palestinian Cause	3		
9700102	Human Rights	3		
University Elective Requirements (Science, Technology, and Health) (3 hours)				
9100101	Science & Life	3		3
9200102	Development & Environment	3		
9500101	First Aid	3		
9500111	Food and Nutrition in Our Life	3		
9600104	Digital Skills	3	((Pre) 9601099)	
Mandatory Faculty requirements (15 hours)				
201135	History and Theories of Art and Architecture (1	3		15
201136	History and Theories of Art and Architecture (2	3	((Pre) 201135)	
202103	Basic Design	3		
203107	Free-Hand Drawing	3		
203221	Aesthetics and Art Appreciation	3		
Faculty electives (3 hours)				
201337	Documentation of Cultural Heritage	**3**		3
202208	Painting	**3**		
203208	Design and Graphic Art	**3**		
203422	Theory of Semiotics in Design	**3**		
205336	Stop-Motion Animation	**3**		
Department Compulsory Requirements				
208111	Scenic Drawing and Perspective	3		86
208112	Computer-Aided Design	3		
208131	Photography and Storyboard	3		
208221	Introduction to Cinematography	3	((Pre) 208131)	

208222	Basics of Sound	3		
208223	Introduction to Editing	3		
208231	Introduction to Directing	3	((Pre) 208131 & (Pre) 208111)	
208232	Screenwriting Skills	3		
208233	Introduction to Cinema Production	3		
208241	The Art of Digital Editing	3	((Pre) 208223)	86
208242	Sound Techniques in Digital Film	3	((Pre) 208222)	
208243	Production Design for Film	3	((Pre) 208111 & (Pre) 202103)	
208311	Trends and Artistic Movements in Cinema	3	90 Hours	
208321	Sound Effects and Music for Film	3	((Pre) 208222)	
208322	Advanced Cinematography	3	((Pre) 208341)	
208323	Digital Cinematic Tricks	3	((Pre) 208221)	
208331	Advanced Screenwriting	3	((Pre) 208232)	
208332	Directing with Actors	3	((Pre) 208231)	
208341	Lighting Design-Gaffering	3	((Pre) 208221)	
208342	Workshops and Set Construction	2	((Pre) 208243)	
208361	Professional Internship	6		
208421	Shooting Advertisements and Video Clips	3	((Pre) 208231)	
208431	Production Management in Digital Film	3	((Pre) 208233)	
208441	Costumes and Props Design for Film	3	((Pre) 208243)	
208442	Visual Effects	3	((Pre) 208241)	
208443	Color Correction	3	((Pre) 208442)	
208491	Graduation Project Thesis	3	(Pre) 202213 +90 Hours	
208492	Graduation Project	3	((Pre) 208491 & (Pre) 208361)	
Elective major requirements (3 hours)				
203141	Computer Applications in Graphic Design	3		3
203316	Design of Permanent and Mobile Exhibitions	3	((Pre) 208341)	
203321	Design Psychology & Methodology	3		
208334	TV directing and programs	3	((Pre) 208231)	
208490	Professional Skills in Digital Film Design Technology	3		
Supporting Requirement Compulsory (6 Hours)				
203342	Animation	3	((Pre) 208112)	6
804330	Digital Advertising Design	3	((Pre) 208112)	
Complementary Courses Compulsory (9 Hours)				
9401099	**Arabic language-Intensive**	**3**		9
9402099	**English language-Intensive**	**3**		
9601099	**Computer Skills-Intensive**	**3**		
Community service requirement (0 hours)				
9208000	Community Service (Digital Film Design Technology	0	9400107	0

Study plan for the Master's program in Interior Design (2023/2024):

Interior Design / Master/ Thesis				
Course No.	Course Title (English)	Credit Hours	Prerequisite	Total
University Requirement Compulsory (15 Hours)				
202711	Contemporary Theories in Interior Design	3		15
202712	Advanced Scientific Research Methodologies	3		
202721	Advanced Computer Aided Design	3		
202731	Human Engineering and Interior Design	3		
202732	Advanced Interior Design - 1	3	((Pre) 202731)	
University Requirement Elective (9 Hours)				
202713	Local and Regional Interior Design	3		9
202714	Seminar in Sustainable Interior Design	3		
202715	Advanced Studies in Interior Design	3		
202722	Advanced Implementation Techniques in Interior Design	3		
202723	Project Management in Interior Design	3		
202724	Methods of Teaching Interior Design	3		
202725	Complementary and Accessories of Interior Design	3		
202733	Advanced Interior Design - 2	3	((Pre) 202732)	
202734	Advanced Interior Lighting Design	3		
202735	Advanced Arabic and Islamic Interior Design	3		

- The number of hours of dissertation is mandatory.
- In the event that there is no discussion after registering the hours for the thesis, the student must register zero continuous hours for the thesis in the next semester until discussion.

Interior Design / Master/ Comprehe				
Course No.	Course Title (English)	Credit Hours	Prerequisite	Total
University Requirement Compulsory (24 Hours)				
202711	Contemporary Theories in Interior Design	3		24
202712	Advanced Scientific Research Methodologies	3		
202714	Seminar in Sustainable Interior Design	3		
202721	Advanced Computer Aided Design	3		
202723	Project Management in Interior Design	3		
202731	Human Engineering and Interior Design	3		
202732	Advanced Interior Design - 1	3	((Pre) 202731)	
202734	Advanced Interior Lighting Design	3		
University Requirement Elective (9 Hours)				
202713	Local and Regional Interior Design	3		9
202715	Advanced Studies in Interior Design	3		
202722	Advanced Implementation Techniques in Interior Design	3		
202724	Methods of Teaching Interior Design	3		
202725	Complementary and Accessories of Interior Design	3		
202733	Advanced Interior Design - 2	3	((Pre) 202732)	
202735	Advanced Arabic and Islamic Interior Design	3		

6/5 Faculty of Pharmacy and Medical Sciences

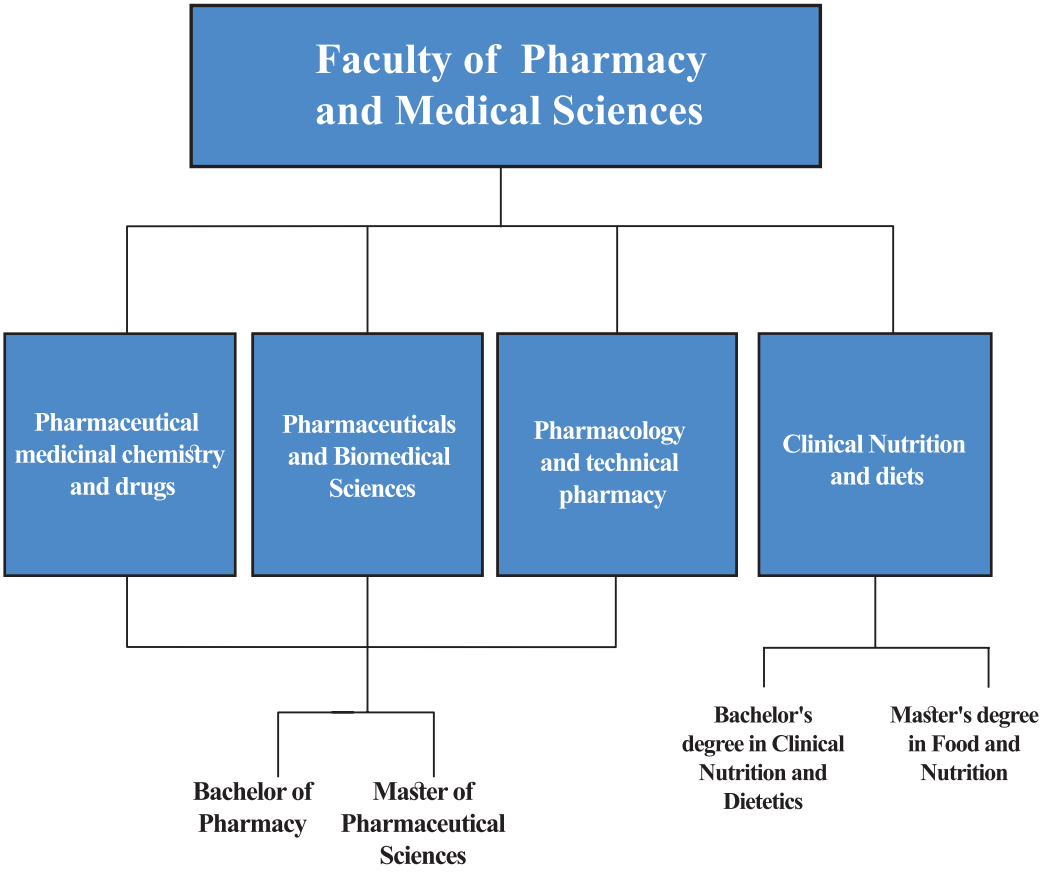


Figure No. (6)
Departments of the Faculty of Pharmacy and Medical Sciences

Vision:

To achieve excellence and creativity in the field of pharmacy, so that the Faculty of Pharmacy and Medical Sciences enjoys a prestigious position at the local and international levels, and to be a leader in the development of scientific research fields and optimal community partnership.

Mission:

- Providing graduates with balanced, thoughtful knowledge, teaching them to take professional and moral responsibility.

- Providing information and technical skills to meet the diverse pharmaceutical needs in the public and private sectors.

- The faculty should become a research-based educational center, focused on co-operation between pharmaceutical sciences and pharmaceutical industries.

- Affirming the commitment to lifelong learning, in order to enable graduates to compete in the labor market and serve the community.

About the Faculty:

* The Faculty of Pharmacy and Medical Sciences was established at the University of Petra in Amman, Jordan, in 1991.

* The faculty offers a bachelor's program in pharmacy, a bachelor's in nutrition, and a master's program in Pharmaceutical Sciences.

* The duration of the bachelor's program in pharmacy is 5 years (164 credit hours), while the master's program in Pharmaceutical Sciences consists of 33 credit hours, including 9 credit hours, for a research thesis. As for the bachelor's program in Clinical Nutrition and dieting, it is 4 years (136 credit hours).



Faculty Departments	About the Department
Pharmacology and technical pharmacy	The department offers many basic and optional subjects for both graduate and undergraduate studies, including physical Pharmacy, Pharmaceutical forms, biopharmaceutics, pharmacokinetics, Pharmaceutical Microbiology, and Industrial Pharmacy. The Department cooperates with the pharmaceutical industry regarding the research of master's students.
Pharmaceutical medicinal chemistry and drugs	The department introduces the basic concepts of the chemical and physical properties of the drug, and also examines the understanding of the chemical composition of the drug, how it develops, through the change of chemical aggregates, and the impact on the potency, toxicity and mechanics of the drug. The department emphasizes the importance of the plant as a source of medicines, by introducing the chemical composition extracted from the plant, how to isolate it, and the field of its effectiveness.
Pharmaceuticals and Biomedical Sciences	The Department seeks to unify and integrate Pharmaceutical Sciences with basic medical sciences, in order to create a successful program for the student, and make him capable and scientifically qualified upon graduation .The department teaches several pharmaceutical and biomedical subjects, including anatomy, physiology, immunology, microbiology, basic and Clinical Biochemistry, in addition to Pharmacology, Toxicology, Clinical Pharmacy, and Pharmaceutical Care.
Clinical Nutrition and diets	At the nutrition department, we are proud to be one of the best educational and academic options for students in the Kingdom and the Arab world, with a wide variety of nationalities of students. We are proud that the Department of Nutrition has received local accreditation from the accreditation authority of higher education institutions. The Department of nutrition is interested in modern methods of teaching students, by providing the latest and best educational curricula and Sciences that explain the importance and value of the food we eat daily and working to apply it in the department's laboratories equipped with a number of the best devices used in the analysis, preservation and manufacture of food while maintaining its nutritional value. On the other hand, in order to maintain the quality and quality of education, the department adopts field and laboratory research programs supervised by a group of qualified faculty members to generate modern scientific knowledge, which has been translated through scientific research and field training to meet the needs of the labor market. The Department of Nutrition provides a nutrition clinic for the purposes of assessing the nutritional status, scientific research, providing nutrition consultations to the local community, practical application of diet and disease curricula, and developing students' communication skills. The clinic also has the latest and most accurate devices that are used to measure height, weight and body components, linking science with practical application with the latest modern and computerized teaching methods.

Study plans for the undergraduate programs of the Faculty of Pharmacy and Medical Sciences (2023/2024):

Pharmacy and medical sciences/pharmacy				
Course Number	**Course Name**	**Credit Hours**	**Pre-requisite/Co-req-uisite**	**Total**
University Compulsory Requirments (18) hours				
9300105	Entrepreneurship & Innovation	2		18
9400100	National Education	3		
9400107	Leadership & social Responsibilities	2		
9400108	Life Skills	2		
9400109	Military Science	3		
9400113	Communication Skills in Arabic 1	3		
9400123	Communication Skills in English 1	3		
Elective university requirements (6 hours)				
University Elective Requirments- Human Sciences (3) hours				
9400103	Human Civilization	3		3
9400104	Political Science	3		
9400114	Communication Skills in Arabic 2	3		
9400124	Communication Skills in English 2	3		
9400133	Jerusalem and the Palestinian Cause	3		
9700102	Human Rights	3		
University Elective Requirments- Science and Technology and Health and Arts (3) hours				
9100101	Science & Life	3		3
9200102	Development & Environment	3		
9500101	First Aid	3		
9500111	Food and Nutrition in Our Life (for Non-Nutrition students)	3		
9600104	Digital Skills	3		
Faculty Compulsory Requirments (27) hours				
101103	General Chemistry	3	-	27
101108	General Chemistry - Practical	1	101103	
101115	Organic Chemistry for Medical Sciences	3	101103+101108	
103101	Calculus (1)	3	-	
103333	Biostatistics	2	103101	
104104	General Physics for Medical Sciences	2	-	
501170	Biology	3	-	
501171	Biology Practical	1	501170	
501272	Biochemistry	3	101115	
501172	Anatomy and Physiology 1	3	501171+501170	
501270	Anatomy and Physiology 2	2	501172	
501271	Anatomy and Physiology- Practical	1	501270	
Major Compulsory Requirements (101) hours				
501213	Pharmaceutical Organic Chemistry	3	101115	101
501214	Pharmaceutical Organic Chemistry- Practical	1	501213	
501200	Pharmaceutical Analytical Chemistry	2	101103+101108	

501230	Pharmaceutics	3	104104	
501231	Pharmaceutics -Practical	1	501230	
501201	Microbiology	2	501270+501271	
501202	Mircobiolgy - Practical	1	501201	
501300	Medicinal Chemistry 1	3	501213+501214	
501301	Medicinal Chemistry 2	3	501300	
501203	Phytochemistry and Pharmacognosy 1	2	501213+501214	
501321	Pharmacy Ethics and Jurisprudence	2	Pass 60 hrs	
501351	Pharmacology 1	3	501210	
501352	Pharmacology 2	3	501201+501351	
501353	Pharmaceutical dosage forms, compounding and calculations	3	501230+501231	
501354	Pharmaceutical dosage forms, compounding and calculations- Practical	1	501353	
501330	Pharmaceutical Technology	3	501353+501354	
501331	Pharmaceutical Technology - Practical	1	501330	
501400	Medicinal Chemistry 3	3	501301	
501417	Instrumental Analysis	2	501200	
501418	Instrumental Analysis- Practical	1	501417	
501303	Phytochemistry and Pharmacognosy 2	2	501203	
501304	Phytochemistry and Pharmacognosy 2- Practical	1	501303	
501401	Biopharmaceutics and Pharmacokinetics	3	501330+501331	
501402	Biopharmaceutics and Pharmacokinetics - Practical	1	501401	
501302	Pharmaceutical Microbiology	2	501201+501353	101
501356	Non-Prescription Drugs	2	501351	
501452	Pharmacology 3	2	501352	
501454	Pharmacology 3- Practical	1	501452	
501390	Pharmaceutical Training 1	2	Pass 90 hrs	
501490	Pharmaceutical Training 2	2	Pass 120 hrs	
501459	Phytotherapy	2	501303+501304	
501513	Pharmaceutical Marketing	3	Pass 120 hrs	
501510	Pharmacoeconomics	2	Pass 120 hrs	
501525	Drug Delivery Systems	2	501401+501402	
501455	Pharmacotherapy 1	3	501352	
501456	Pharmacotherapy 2	3	501455	
501550	Pharmacotherapy 3	3	501455	
501458	Drug Informatics and Public Health	2	103333+501455	
501357	Pharmacy Practice 1- Practical	1	501351	
501512	Pharmacy Practice 2- Practical	1	501550	
501515	Clinical Toxicology	2	501455	
501430	Cosmetics	2	501353+501354	
501410	Clinical Cases - Practical	1	501455	
501599	Graduation Project	2	Pass 120 hrs	
501435	Pharmaceutical Biotechnology	2	501330+501403	
501436	Pharmaceutical Biotechnology- Practical	1	501435	
501210	Pathophysiolgy	3	501270+501271	

501355	Clinical Biochemistry and Clinical Nutrition	3	501210+501272	101
501403	Immunology	2	501201	
Major Elective Requirments (9) hours				
501043	Cell Signaling	3	Pass 100 hrs	9
501563	Quality Assurance of Drugs	**3**	Pass 100 hrs	
501085	Pharmacogenomics and Personalized Medicine	**3**	Pass 100 hrs	
501044	Infectious Diseases and Infection Control	**3**	Pass 100 hrs	
501087	Biologics and Biosimilars	**3**	Pass 100 hrs	
501560	Selected Topics in Pharmacology	**3**	Pass 100 hrs	
501082	Advanced Clinical Pharmacy Services	**3**	Pass 100 hrs	
501083	Uncommon use of medications	**3**	Pass 100 hrs	
501584	Drug Design	**3**	Pass 100 hrs	
501565	Advanced Pharmaceutical Analysis	**3**	Pass 100 hrs	
501586	Selected topics In Pharmacy	**3**	Pass 100 hrs	
501592	Research Methodology	**3**	Pass 100 hrs	
501594	Advanced Pharmaceutical Technology	**3**	Pass 100 hrs	
501595	Nuclear Pharmacy and Radiation Technology	**3**	Pass 100 hrs	
501596	Communication Skills in Pharmacy	**3**	Pass 100 hrs	
501050	Advanced organic chemistry and drug synthesis	**3**	Pass 100 hrs	
501051	Advanced topics in bioconjugation chemistry	**3**	Pass 100 hrs	
501561	Clinical Pharmacokinetics	**3**	Pass 100 hrs	
501062	Complementroy and Alternative Medicine	3	Pass 100 hrs	
501063	Advanced Clinical Nutrition	3	Pass 100 hrs	
501064	Pharmacovigilance	3	Pass 100 hrs	
501065	Substance Misuse and Addiction	**3**	Pass 100 hrs	
501066	Regulatory Affairs	**3**	Pass 100 hrs	
501067	Gene and Protein Delivery Using Nanotechnology	**3**	Pass 100 hrs	
Free Course (3) hours				
xxxxxx		3		3
Compulsory Community Service requirement (0)				
9500000	Local Community Service (Faculty of Pharmacy and Medical Sciences)	0	9400107	0

Clinical nutrition and dietetics				
Course No.	Course Title (English)	Credit Hours	Prerequisite	Total
University Compulsory Requirements (18 Hours)				
9300105	Entrepreneurship and Innovation	2		18
9400100	National Education	3		
9400107	Leadership and social responsibility	2		
9400108	Life Skills	2		
9400109	Military Sciences	3		
9400113	Conmunication Skills in Arabic(1)	3	9401099	
9400123	CommunicationSkills in English(1)	3	9402099	
University Elective Requirements (6 Hours)				
University Elective Requirements (Humanities)(3 Hours)				
9400103	Human Civilization	3		3
9400104	Political Science	3		
9400114	Conmunication Skills in Arabic (2)	3	9400113	
9700124	CommunicationSkills in English(2)	3	9400123	
9400133	Journalism&Palestenian Case	3		
9400171	Introduction to Sociology	3		
9400191	Principles of Communication	3		
9700102	human rights	3		
University Elective Requirements (Science, Technology, Health and Arts)(3 Hours)				
9100101	Science & Life	3		3
9400140	Introduction in Fine Art	3		
9200102	Development and Environment	3		
9500101	First Aid	3		
9500111	Food and Nutrition in Our Life	3		
9600101	Computer Skills	3	9601099	
9600104	Digital Skills	3		
Faculty Compulsory Requirements (21 Hours)				
101103	General Chemistry	3		21
101108	General Chemistry Lab.	1	101103 or synchronous	
103333	Biostatistics	2	103101	
104103	General Physics for Medical Sciences	3		
501241	Analytical Chemistry for Medical Sciences	3	101103	
503101	Biology (1)	3		
503102	Biology (2)	3	503101	
503105	Biology Lab. (1)	1	503101 or synchronous	
503106	Biology Lab (2)	1	503102 or synchronous	
Department Compulsory Requirements (76 Hours)				
503209	Introduction in food science	3	503102	76
503210	Introduction in Nurtition science	3	503102	
503225	Principles of Microbiology	3	503102	

503310	Food chemistry and analysis	3	501241+503214	76
503309	Human Nutrition	3	503210	
503313	Food Preparation	3	503209	
503308	Meal Planning	3	503320	
503317	Food Microbiology	3	503225	
503319	Food Technology	3	503313	
503320	Therapeutic Nutrition (1)	4	503309	
503323	Therapeutic Nutrition (2)	4	503320+503213	
503332	Nutrition Counseling and education	3	Passing 103 hours	
503391	Training in Therapeutic and clinical Nutrition	6	503323	
503392	Training in Food Services	3	503319	
503423	Nutrition During Human›s Life Cycle	3	503320	
503426	Seminar and Reserch	2	Fourth year level	
503427	Management of Food Institutions	3	503210	
503305	Nutrition and Physical Fitness	3	503320	
503429	Community Nutrition	3	«503432 And pass 103 hours.”	
503430	Food Quality Control	3	503319+503431	
503431	Food Hygiene	3	503317	
503432	Nutritional Assessment	3	503309	
503428	Advanced Food Technology	3	503319	
503440	Clinical Nutrition and Metabalic Disorders	3	503323	
Department Elective Requirements(3Hours)				
405105	Child Health & Nutrition	3		3
406220	Principles of Mental Health	3		
501570	Herbal Medicine	3		
503490	Professional skills in clinical nutrition and dietetics	3		
503325	Selected Topics in Nutrition & Dietetics	3	503320	
503329	Food Biotechnology	3	503225	
503424	Nutrition Information Systems	3	9600101	
Department Supportive Compulsory Requirements (13 Hours)				
101115	Organic Chemistry for Medical Sciences	3	101103	13
101117	Organic Chemistry for Medical Sciences Lab	1	101115 or synchronous	
103101	Calculus (1)	3		
503214	Food and Nutritional Biochemistry	3	101115	
503213	Physiology	3	503102	
Community service requirement (0 hours)				
9500000	Local community service (clinical nutrition and (dietetics	0	9400107	0

Study Plan for the Masters Program in Pharmaceutical Sciences (2023 /2024):

Pharmaceutical Sciences \ Master›s Degree \ Thesis Track				
Course No.	Course Title (English)	Credit Hours	Prerequisite	total
First : Obligatory Courses (18 Credit Hours)				
501706	Pharmaceutical Dosage Forms	3		18
501721	Pharmaceutical Microbiology	3		
501722	Analytical Techniques & Quality Control	3		
501723	Pharmacology	3		
501725	Biopharmacy and Pharmacokinetics	3		
501727	Medicinal Chemistry	3		
Second : Elective Courses (6 Credit Hours)				
501710	New Drug Development & Approval Process	2		6
501712	Drug Delivery Systems	2		
501713	Preformulation	2		
501715	Pharaceutical Biotechnology	2		
501716	Selected Topics in Pharmacology	2		
501717	Drug Design	2		
501718	Development of Herbal Pharmaceuticals	2		
501719	Clinical Pharmacy	2		
501720	Experimental Design & Data Analysis	3		
501724	phytochemistry	3		
501731	Clinical Pharmacokinetics (TDM)	3		
501726	Targeted Drug Development	2		
501777	Seminar	1		

The number of thesis hours is mandatory.
If there is no discussion after recording the thesis hours, the student must register zero continuation hours for the thesis in the following semester.



Pharmaceutical Sciences \ Master›s Degree \ Comprehensive Exam. Track				
Course No.	Course Title (English)	Credit Hours	Prerequisite	Total
First : Obligatory Courses (24 Credit Hours)				
501706	Pharmaceutical Dosage Forms	3		24
501720	Experimental Design & Data Analysis	3		
501721	Pharmaceutical Microbiology	3		
501722	Analytical Techniques & Quality Control	3		
501723	Pharmacology	3		
501724	Phytochemistry	3		
501725	Medicinal Chemistry	3		
501727	Biopharmacy and Pharmacokinetics	3		
Second : Elective Courses (9 Credit Hours)				
501710	Biopharmacy and Pharmacokinetics Process	2		9
501712	Drug Delivery Systems	2		
501713	Preformulation	2		
501715	Pharmaceutical Biotechnology	2		
501716	Selected Topics in Pharmacology	2		
501717	Drug Design	2		
501718	Development of Herbal Pharmaceuticals	2		
501719	Clinical Pharmacy	2		
501731	Clinical Pharmacokinetics (TDM)	3		
501727	Targeted Drug Development	2		
501777	Seminar	1		



Study plan for the Master's program in Food and Nutrition (2023/2024):

Food and Nutrition/Master›s/Thesis				
Course No.	Course Title (English)	Credit Hours	Prerequisite	Total
First : Obligatory Courses (18 Credit Hours)				
503711	Advanced Clinical Nutrition	3		18
503721	Macronutrients in Nutrition and Metabolism	3		
503722	Vitamins and Minerals in Nutrition and Metabolism	2		
503723	Processing & Development of Healthy Food Products	12+		
503781	Biostatistical Analysis	2		
503782	Advanced Analysis Methods in Food and Nutrition	21+		
503791	Seminar & Research Methodology	2		
Second : Elective Courses (6 Credit Hours)				
503723	Advenced Food Microbiology	21+		6
503735	Nutrition and Immunity	3		
503720	Dairy technology	21+		
503712	Advanced Assessment of Nutritional Status	3		
503713	Functional Foods	3		
503732	Maternal and Child Nutrition	3		
503733	Food and Nutritional Epidemiology	3		
503741	Policies and Planning in Food & Nutrition	3		
503714	Food Safety Management	3		
503743	Food Toxicology	3		
503744	Food Standards and Legislation	3		
Third : Thesis (9 Credit Hours)				
503799	Thesis	9		9

The number of hours of dissertation is mandatory.

- In the event that there is no discussion after registering the thesis hours, the student must register zero continuation hours for the thesis in the next semester until discussion.



Food and Nutrition/Masters/Comprehensive				
Course No.	Course Title (English)	Credit Hours	Prerequisite	Total
First : Obligatory Courses (27 Credit Hours)				
503711	Advanced Clinical Nutrition	3		27
503721	Macronutrients in Nutrition and Metabolism	3		
503722	Vitamins and Minerals in Nutrition and Metabolism	2		
503723	Processing & Development of Healthy Food Products	12+		
503781	Biostatistical Analysis	2		
503782	Advanced Analysis Methods in Food and Nutrition	21+		
503791	Seminar & Research Methodology	2		
503744	Food Standards and Legislation	3		
503713	Functional Foods	3		
503733	Food and Nutritional Epidemiology	3		
Second : Elective Courses (6 Credit Hours)				
503735	Nutrition and Immunity	3		6
503723	Advenced Food Microbiology	21+		
503720	Dairy technology	21+		
503714	Food Safety Management	3		
503712	Advanced Assesment of Nutritional Status	3		
503741	Policy and Planning in Food and Nutrition	3		
503732	Maternal and Child Nutrition	3		
503743	Food Toxicology	3		
Third : Comprehensive exam (0 Credit Hours)				
503800	Comprehensive exam	0	0	0



6/6 Faculty of Law

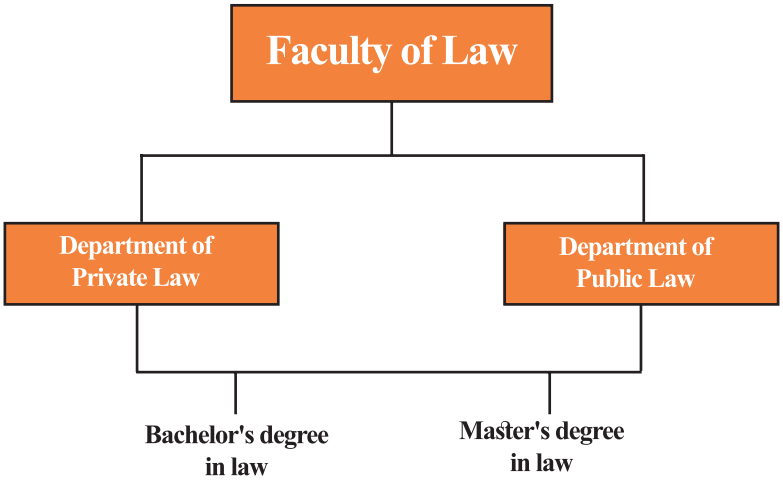


Figure No. (7)
Departments of the Faculty of Law

About the Faculty:

Since its foundation in 2011, the Faculty of law has been striving to prepare distinguished jurists who are able to stand up to the latest developments in legal sciences by preparing its students with scientific and practical preparation that qualifies them to serve our communities with integrity and professionalism, as well as supporting access to a society based on justice, equality and respect for the principle of the rule of law, in line with the requirements of the times, the communications and information revolution and the needs of the labor market .

The faculty makes strenuous efforts in preparing its students to serve their community by focusing on several issues, foremost of which is providing students with research methods and skills in legal matters. Therefore, the faculty was keen to double the materials devoted to scientific research, where the bachelor's program plan included the basics and curricula of legal research and the research project material. The faculty is also keen to prepare students for professional life after graduation and obtaining bachelor's and master's degrees by linking education with reality and life, so that learning is not only limited to remembering and memorizing, but to also analyzing, critical thinking, innovating and being creative. Hence, the faculty has developed a course (mock trials and judicial applications) to qualify students' participation in mock trial competitions at the national, regional and international levels.

At the same time, the faculty is keen to activate extracurricular activities to help students engage in legal work and communicate with law enforcement institutions through the establishment of the legal clinic program as an extracurricular activity aimed at qualifying students to provide legal consultations through communication with members of the local community.

The faculty seeks to enable its students to have at least one foreign language through its keenness to teach some courses in English. At the same time, it pro-

vides a suitable environment for students to invest their energies well and directing them to what serves them personally and for the general benefit of society.

Vision:

A leading faculty locally and regionally in preparing distinguished and legally qualified leaders to serve our communities with integrity and professionalism in order to support access to justice and respect for the principle of the rule of law, and with a modern vision in line with the requirements of the age and the requirements of the labor market.

Mission:

Preparing graduates scientifically and practically by providing an environment that enables faculty students to acquire values, knowledge, legal, practical and information technology skills, motivates them to scientific research, critical thinking, entrepreneurship and community service and ensures respect for the values of freedom, justice, equality and the rule of law.

Values:

1-justice, integrity and rule of law

2-respect for Human Rights

3-the right to knowledge

4-academic freedom

5-equal opportunities

6-participatory and teamwork

7-serving the community

Goals and objectives:

1. Create an academic and administrative environment capable of achieving the vision and mission of the faculty, by emphasizing the application of sound governance concepts.

2. Create a scientific environment of a legal nature rich in knowledge, by providing distinguished academic staff and developing specialized legal programs.

3. Provide a qualitative legal education supported by practical programs that are useful at both the cognitive and professional levels.

4. Promote intellectual activities, freedom of expression, and always striving to maintain a rich educational and cultural environment that respects differences and contributes positively to the culture of the local community.

5. Provide appropriate and advanced learning and education resources for the purposes of qualifying professors and students and contributing to maintaining and ensuring quality standards.

6. Support curricular and extracurricular activities, initiating events that enrich the social aspect, and directing the efforts of academic staff and students towards community service.

7. Support research, scientific and legal knowledge production and enable researchers to export and transfer it.

Study plan for undergraduate programs at the Faculty of Law (20232024):

Law				
Course No.	**Course Title (English)**	**Credit Hours**	**Prerequisite**	**Total**
University Requirement Compulsory (18 Hours)				
9300105	Entrepreneurship & Innovation	2		18
9400100	National Education	3		
9400107	Leadership & social Responsibilities	2		
9400108	Life Skills	2		
9400109	Military Science	3		
9400113	Communication Skills in Arabic 1	3	((Pre) 9401099)	
9400123	Communication Skills in English 1	3	((Pre) 9402099)	
Elective university requirements (6 hours)				
University Elective Requirements (Humanities) (3 hours)				
9400103	Human Civilization	3		3
9400104	Political Science	3		
9400114	Communication Skills in Arabic 2	3	((Pre) 9400113)	
9400124	Communication Skills in English 2	3	((Pre) 9400123)	
9400133	Jerusalem and the Palestinian Cause	3		
9700102	Human Rights	3		
University Elective Requirements (Science, Technology, and Health) (3 hours)				
9100101	Science & Life	3		3
9200102	Development & Environment	3		
9500101	First Aid	3		
9500111	Food and Nutrition in Our Life	3		
9600104	Digital Skills	3	(Pre)9601099	
9700102	Human Rights	3		
Faculty Requirement Compulsory (21 Hours)				
701111	Introduction to Law	3		21
701112	Sources of Obligation	3	((Pre) 701111)	
701131	Principles of Commercial Law	3	((Pre) 701111)	
702121	(Administrative Law (1	3	((Pre) 701111)	
702151	Political Systems and Constitutional Law	3		
702161	(Public International Law (1	3		
702171	Criminal law/ General part	3	(Pre)701111	
Major Requirement Compulsory (69 Hours)				
701113	-	3	((Pre) 701111)	69
701213	Civil Law / Rules of Obligation	3	((Pre) 701112)	
701233	-	3	((Pre) 701131)	
701314	Nonminated Contracts	3	((Pre) 701213)	
701315	Labour Law and Social Security Law	3	((Pre) 701213)	
701334	-	3	((Pre) 701131)	

701341	law of Civil Procedures	3	((Pre) 701213)	
701417	Civil Law / Real Rights	3	((Pre) 701213)	
701418	Private International Law	3	((Pre) 701213)	
701433	-	3	((Pre) 701131)	
701436	intellectual Property Rights	3	((Pre) 701131)	
701437	E-Commerce Law	3	((Pre) 701131)	
701442	Law of Evidence and Enforcement	3	((Pre) 701213)	
701443	Research Project	3	100 Hours	
702222	Public Finance and Tax Law	3	((Pre) 702151)	69
702223	Administrative Law (2)	3	((Pre) 702121)	
702224	Administrative Judiciary	3	((Pre) 702121)	
702252	Jordanian Constitutiona Lawl	3	((Pre) 702151)	
702272	Criminal Law / Part 1	3	((Pre) 702171)	
702273	Criminal Law / Part 2	3	((Pre) 702171)	
702325	E-Administrative Law	3	((Pre) 702223)	
702367	Public International Law (2)	3	((Pre) 702161)	
702474	Law of Criminal Procedures	3	((Pre) 702273)	
Elective major requirements (9 hours)				
701316	Insurance Contract	3	((Pre) 701213)	
701335	-	3	((Pre) 702252)	
701419	Arbitration and Alternative Dispute Resolution L	3	((Pre) 701213)	
701434	Transportation Law	3	((Pre) 701131)	
701445	Professional skills in Law	3	((Pre) 701241)	
701453	Nationality law and Foreignes Status	3	((Pre) 701111)	
702352	-	3	((Pre) 701233)	
702354	Civil Rights and Liberties	3	((Pre) 702151)	9
702362	International organization Law	3	((Pre) 702161)	
702364	international Humanitarian Law	3	((Pre) 702161)	
702366	Environmental Law	3	((Pre) 702161)	
702463	International Law of Human Rights	3	((Pre) 702161)	
702475	Special Crimes	3	((Pre) 702171)	
702476	Forensic Medicine	3	((Pre) 702272)	
702477	Criminology and Penology	3	((Pre) 702171)	
Mandatory support requirements (15 hours)				
701241	-	3	((Pre) 701213)	
701291	Legel Treminology in English / French	3	((Pre) 701111)	
702375	Information Technology Crimes	3	((Pre) 702273)	15
702483	-	3		
702484	-	3	((Pre) 702483)	
Compulsory remedial subjects (9 hours)				
9401099	Arabic language-Intensive	3		
9402099	English language-Intensive	3		9
9601099	Computer Skills-Intensive	3		
Community service requirement (0 hours)				
9700000	Local community service (Law)	0	9400107	0

Study plan for the Master of Laws program (2023/2024):

Law/Master's/Thesis				
Course No.	Course Title (English)	Credit Hours	Prerequisite	Total
University Requirement Compulsory (18 Hours)				
701711	Legal Research Methods	3		18
701713	Civil Law	3		
701721	Commercial Law	3		
702722	Administrative Law	3		
702724	Public International Law	3		
702726	Criminal Law	3		
Elective university requirements (6 hours)				
701723	The Civil Procedures Law	3		6
701725	Real Estate Law	3		
701726	Civil Liability	3		
701731	Insolvency Law	3		
701733	Arbitration Law	3		
701735	Intellectual Property and Contemporary Technology Law	3		
702727	Electronic Commerce Law	3		
702730	Labor and Social Security Law	3		
702740	Human Rights in the Information Era	3		
702741	Criminal Procedures Law	3		
702743	Cyber Crimes	3		
702745	International Criminal Judiciary	3		
702748	Legal Studies in English	3		

The number of thesis hours is mandatory.
If there is no discussion after recording the thesis hours, the student must register zero continuation hours for the thesis in the following semester until the discussion takes place.



Law/Master's/Thesis / Comprehensive Track				
Course No.	**Course Title (English)**	**Credit Hours**	**Prerequisite**	**Total**
University Requirement Compulsory (18 Hours)				
701711	Legal Research Methods	3		24
701713	Civil Law	3		
701721	Commercial Law	3		
701723	Administrative Law	3		
702722	Comparative Constitutional Law	3		
702724	Public International Law	3		
702726	Criminal Law	3		
702746	Electronic Commerce Law	3		
Elective university requirements (9 hours)				
701725	Real Estate Law	3		9
701726	Civil Liability	3		
701731	Insolvency Law	3		
701733	Arbitration Law	3		
701735	Intellectual Property and Contemporary Technology Law	3		
702727	Labor and Social Security Law	3		
702730	Human Rights in the Information Era	3		
702740	Criminal Procedures Law	3		
702741	Cyber Crimes	3		
702743	International Criminal Judiciary	3		
702745	International Criminal Judiciary	3		
702748	International responsibility in cyberspace	3		



6/7-Faculty of Mass Communication

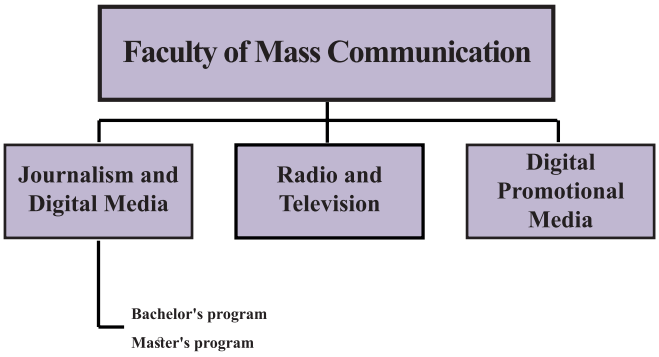


Figure No. (8)
Departments of
the Faculty of Mass Communication

About the Faculty:

The Faculty of Mass Communication was established as a Department of journalism and media at the Faculty of Arts and Sciences at the University of Petra in 1991 with the beginning of the establishment of the university to be the first department in this specialty in Jordanian private universities. The faculty has graduated hundreds of graduates since it was a department and until now. Many of whom are currently working in prestigious Jordanian, Arab and international media organizations.

The faculty offers four comprehensive academic programs, three of which are at the bachelor's level and include journalism and digital media, radio and television, digital promotional media, in addition to master's in media and journalism. These programs qualify students academically and practically through training in advanced radio and television laboratories and studios provided by the university to refine the skills and experiences of students and qualify them to work in the media fields in all fields: print, visual, audio, and digital.

Vision:

The Faculty of Mass Communication aspires to be the best and first choice for those wishing to study media specialization locally, regionally and internationally.

Mission:

Providing a distinguished scientific environment that contributes to the dissemination of knowledge and the development of graduates' skills in the field of media in its various branches in accordance with the best international practices.

Objectives:

1. Provide the scientific knowledge and practical applications necessary for students to be distinguished and competitive in the labor market.

2. Continuously develop study programs, keep pace with the rapid developments in communication technology and methods of electronic and integrated education, and link them with the needs of the current and future labor market of media.

3. Cooperate with local, regional and international higher education institutions to develop media education and training.

4. Develop scientific research in the fields of media communication to serve the development of professional performance, community service and sustainable development.

5. Contribute to the development of society through the provision of communication and media services necessary for its development and development.

6. Contribute to the development of the media sector by providing specialized studies, training and consulting services in all media disciplines.

7. Attract distinguished academic, technical and administrative staff in the media field, and developing your capabilities continuously and in line with technological developments.

8. Develop creative, entrepreneurial and critical thinking among students and enable them to use scientific methods in research and writing.

9. Expand the network of relations with local, regional and international press and media institutions to train students and serve the media sector.

Values:

* Leadership

* Excellence

* Creativity

• High professionalism

* Continuous development

Departments and Programs offered by the faculty:

A. Journalism and Digital Media

The Department of Journalism and Digital Media aims to:

1. Provide a high-level educational program that qualifies its employees for distinguished professional work.

2. Develop study programs, keeping pace with the rapid developments in communication technology, and link them to the current and future needs of the media labor market.

3 Actively participate in scientific research efforts in the fields of journalism and digital media and link them with the priorities of community service and achieving sustainable development.

4 Continuously develop of the skills of faculty members and technical and administrative staff in the department in line with technological novelties and modern teaching and learning methods.

5. Activate relations with local, regional and international press institutions in order to contribute to raising the media capabilities and skills of students.

Future prospects for graduates of the department and areas of work:

* Written journalism: editing, journalistic directing.

* Daily and weekly newspapers.

* News and digital sites.

B. Department of Radio and Television

The radio and television department aims at the following:

1. Provide a high-level educational program that qualifies its employees for distinguished professional work.

2. Develop study programs, keep pace with the rapid developments in communication technology, and link them to the needs of the current and future media labor market.

3. Actively participate in scientific research efforts in the fields of radio and television and link them with the priorities of community service and achieving sustainable development.

4. Continuously develop the skills of faculty members and technical and administrative staff in the department in line with technological novelties and modern teaching and learning methods.

5. Activate relations with local, regional and international media institutions in order to contribute to raising the media capabilities and skills of students.

Future prospects for graduates of the department and areas of work:

* Radio and television presentation.

* Program preparation for radio and television.

* Announcers and correspondents.

* Writing for radio, television and news editing.

* Radio and television directing.

* Radio and television interviews and investigations.

C. Digital Promotional Media Department:

The digital promotional media department aims to:

1. Provide a high-level educational program that qualifies its employees for distinguished professional work.

2. Develop study programs, keep pace with the rapid developments in communication technology, and link them to the needs of the current and future media labor market.

3. Actively participate in scientific research efforts in the fields of digital promotional media and link them with the priorities of community service and achieving sustainable development.

4. Continuously develop the skills of faculty members and technical and administrative staff in the department in line with technological novelties and modern teaching and learning methods.

5. Activate relations with relevant local, regional and international institutions in order to contribute to raising the media capabilities and skills of students.

Future prospects for graduates of the department and areas of work:

* Creation and management of digital sites.

* Manage and create the content of social media pages.

* Providing consulting and promotional services to public and private sector institutions.

* Work in public relations and promotion departments in various institutions.



Curriculum plans for the Bachelor›s program at the Faculty of Mass Communication (2023- 2024)

Journalism and Digital Media				
Course Code	Course Title	Credit Hours	Prerequisite	Total
Mandatory university requirements (18 hours)				
9300105	Entrepreneurship and Innovation	2		18
9400100	National Education	3		
9400107	Leadership and Social Responsibility	2		
9400108	Life Skills	2		
9400109	Military Science	3		
9400113	Arabic Communication Skills (1)	3	9401099	
9400123	English Communication Skills (1)	3	9402099	
Elective university requirements (6 hours)				
University Elective Requirements (Humanities) (3 hours)				
9400103	Humanities Civilization	3		3
9400104	Political Science	3		
9400114	Arabic Communication Skills (2)	3	9400113	
9400124	English Communication Skills (2)	3	9400123	
9400133	Jerusalem and the Palestinian Issue	3		
9700102	Human Rights	3		
University Elective Requirements (Science, Technology, and Health) (3 hours)				
9100101	Science and Life	3		3
9200102	Development and Environment	3		
9500101	First Aid	3		
9500111	Food and Nutrition in Our Lives (for non-nutrition students)	3		
9600104	Digital Culture	3	9601099	
Mandatory Faculty requirements (15 hours)				
803110	Introduction to Communication	3		15
803111	Jordanian Media	3		
803210	Public Opinion and Advertising	3	803110	
803310	Communication Theories	3		
803311	Media Research Methods	3		
Faculty electives (9 hours)				
802230	Community Radios	3	9400107	**9**
802241	Media Institutions Management (for non-radio and television students	3	803110	
802252	Media and Development	3	803110	
802354	Film and Television Criticism	3		
803115	Communication Media Genesis and Evolution	3		
803116	Communication and Society	3		
803118	Contemporary Arab Media	3		
803312	International Communication	3		
803410	Media Translation	3	803213	

Mandatory major requirements (36 hours)				
803121	Introduction to Journalism and Digital Media	3		63
803122	(Journalism Writing (1	3		
803211	Introduction to Digital Promotional Media	3		
803212	Media Ethics and Legislation	3		
803213	English Media Skills	3	9400123 (s)	
803221	Digital News Reporting	3	803122 (s)	
803222	(Journalism Writing (2	3	803122 (s)	
803230	Digital Photojournalism	3	803121 (s)	
803231	Graphic Design for Media	3		
803232	Image Processing Applications	3	803230 (s)	
803235	Radio and Television Programs	4		
803240	(Data Journalism (Infographics	4	803122 (s)	
803314	Specialized Media	3	803121 (s)	
803320	Production and Journalistic Directing	3	803221 (s)	
803340	Mobile Journalism	3	803221 (s)	
803342	Social Networks	3	803121 (s)	
803343	Digital Websites Design and Management	2	803121 (s)	
803420	Investigative Journalism	3	803222 (s)	
803440	Field Training	3	80	
803441	Graduation Project	3	90	
Elective major requirements (21 hours)				
802140	Technical Skills in Radio and Television (1)	3	803235 (s)	12
802243	Art of Presentation	3	803235 (s)	
802329	Documentary Film	3	803235 (s)	
803223	News Agencies	3		
803241	Information Search Skills on the Internet	3		
803313	Special Topic in Communication	3	60	
803315	Media Issues	3	60	
803330	Photojournalism Report	3	803230 (s)	
803344	Animation for Digital Media	3	803231 (s)	
803445	Digital Promotional Media Campaigns	3	803211 (s)	
803446	Professional Skills in Journalism and Digital Media	3		
Elective support requirements (9 hours)				
302100	Principles of Economics for Media Students	3		9
302111	Principles of Statistics	3		
401205	Arabic Language Writing Skills	3		
401212	Grammar (1)	3		
402205	Reading and Summarizing	3	9400124 (s)	
405101	Introduction to Psychology (Compulsory for Educational Sciences Department students)			
405109	Interpersonal Communication Skills			

Free Requirements (3 hours)				
xxxxxx		3		3
Compulsory Remedial Courses (9 hours):				
9401099	Arabic Language Remedial	3		9
9402099	English Language Remedial	3		
9601099	Computer Skills Remedial	3		
Community Service Requirement (0 hours):				
9809000	Local Community Service (Journalism and Digital (Media	0	9400107	0





Radio and Television				
Course Code	**Course Title**	**Credit Hours**	**Prerequisite**	**Total**
University Required Courses (18 hours)				
9300105	Entrepreneurship and Innovation	2		18
9400100	National Education	3		
9400107	Leadership and Social Responsibility	2		
9400108	Life Skills	2		
9400109	Military Sciences	3		
9400113	Communication Skills in Arabic (1)	3	9401099 (s)	
9400123	Communication Skills in English (1)	3	9402099 (s)	
University Elective Courses (6 hours)				
Humanities Courses (3 hours)				
9400103	Humanities Civilization	3		3
9400104	Political Science	3		
9400114	Communication Skills in Arabic (2)	3	9400113 (s)	
9400124	Communication Skills in English (2)	3	9400123 (s)	
9400133	Jerusalem and the Palestinian Cause	3		
9700102	Human Rights	3		
Science, Technology, and Health Courses (3 hours)				
9100101	Science and Life	3		3
9200102	Development and Environment	3		
9500101	First Aid	3		
9500111	Food and Nutrition in Our Lives (for non-Nutrition students)	3		
9600104	Digital Culture	3	9601099(s)	
Faculty Required Courses (15 hours)				
803110	Introduction to Communication	3		15
803111	Jordanian Media	3		
803210	Public Opinion and Advertising	3	803110 (s)	
803310	Communication Theories	3		
803311	Media Research Methods	3		
Faculty Elective Courses (9 hours)				
802230	Community Radios	3	9400107(s)	**9**
802241	Management of Media Institutions (for non-Radio and Television students)	3	803110 (s)	
802252	Media and Development	3	803110 (s)	
802354	Cinematic and Television Criticism	3		
803115	Communication and Society	3		
803116	Arab Contemporary Media	3		
803118	International Communication	3		
803312	Media Translation	3		
803410	Digital Media Translation	3	803213 (s)	

Specialization Required Courses (36 hours)				
802112	Introduction to Radio and Television	3		63
802113	Radio and Television Writing	3	802112 (s)	
802140	Technical Skills in Radio and Television (1)	3	802112 (s)	
802221	Radio News	3	802113 (s)	
802223	Preparation and Production of Radio Programs	3	802113 (s)	
802225	Television News	3	802113 (s)	
802232	Radio Directing	3	802140 (s)	
802243	Art of Presentation	3	802113 (s)	
802250	Principles of Public Relations and Advertising	3		
802327	Preparation and Production of Television Programs	3	802113 (s)	
802329	Documentary Film	4	66	
802330	Television Directing	4	802140 (s)	
802333	Special News Coverage	3	66	
802345	Script Writing	3	802113 (s)	
802415	Media Issues in Radio and Television	3	60	
802425	Graduation Project	3	90	
802434	Specialized Media for Radio and Television	2	60	
802440	Field Training	3	80	
802442	Management of Radio and Television Institutions	3	60	
802450	International Public Relations	3	802250 (s)	
Major Elective Courses (21 hours)				
802233	Sports Programs in Radio and Television	3	(802112 (s))	12
802235	Radio and Television Drama	3	(802112 (s))	
802236	Children's Programs in Radio and Television	3	(802112 (s))	
802244	Radio and Television Interview	3	(802112 (s))	
802326	Radio and Television Investigation	3	(802113 (s))	
802342	Technical Skills in Radio and Television (2)	3	(802140 (s))	
802346	Applications in Digital Media	3	(803121 (s))	
802348	Applications in Documentary Film Production	3	(802329 (s))	
802355	Special Topic in Radio and Television	3		
802446	Professional Skills in Radio and Television	3		
803121	Introduction to Journalism and Digital Media	3		
803212	Ethics and Media Legislation	3		
803213	Media Skills in English	3	(9400123 (s))	
803231	Graphic Design for Media	3		
Optional Supportive Requirements 9 hours				
302100	Principles of Economics for Media Students	3		9
302111	Principles of Statistics	3		
401205	Writing Skills in Arabic	3		
401212	Arabic Syntax (1)	3		
402205	Reading and Summarizing	3	9400124 (s)	
405101	Introduction to Psychology (Mandatory for students in the Educational Sciences Department)			
405109	Interpersonal Communication Skills			

Free Requirements (3 hours)				
xxxxxx		3		3
Compulsory Remedial Courses (9 hours)				
9401099	Arabic Language - Remedial	3		9
9402099	English Language - Remedial	3		
9601099	Computer Skills - Remedial	3		
Community Service Requirement (0 hours)				
9802000	Local Community Service (Radio and Television)	0	9400107 (s)	0





Digital Promotional Media				
Course Code	**Course Title**	**Credit Hours**	**Prerequisite**	**Total**
University Mandatory Requirements (18 hours)				
9300105	Entrepreneurship and Innovation			18
9400100	National Education			
9400107	Leadership and Social Responsibility			
9400108	Life Skills			
9400109	Military Sciences			
9400113	Communication Skills in Arabic (1)		9401099 (s)	
9400123	Communication Skills in English (1)		9402099 (s)	
University Elective Requirements (6 hours)				
Humanities (3 hours)				
9400103	Human Civilization			3
9400104	Political Science			
9400114	Communication Skills in Arabic (2)		9400113 (s)	
9400124	Communication Skills in English (2)		9400123 (s)	
9400133	Jerusalem and the Palestinian Cause			
9700102	Human Rights			
Science, Technology, and Health (3 hours)				
9100101	Science and Life			3
9200102	Development and Environment			
9500101	First Aid			
9500111	Food and Nutrition in Our Lives (Non-Nutrition Students)			
9600104	Digital Culture		9601099(s)	
Faculty Mandatory Requirements (15 hours)				
803110	Introduction to Communication			15
803111	Jordanian Media			
803210	Public Opinion and Advertising		803110 (s)	
803310	Communication Theories			
803311	Media Research Methods			
Faculty Elective Requirements (9 hours)				
802230	Community Radio		9400107(s)	9
802241	Management of Media Institutions (Non-Radio and Television Students)		803110 (s)	
802252	Media and Development		803110 (s)	
802354	Film and Television Criticism			
803115	Communication Media Origins and Evolution			
803116	Communication and Society			
803118	Contemporary Arab Media			
803312	International Communication			
803410	Media Translation		803213 (s)	

Major Requirements (36 hours)			
803240	Data Journalism (Infographics)	804230 (s)	63
803342	Social Networks		
803343	Design and Management of Digital Sites		
804121	Introduction to Digital Promotional Media		
804123	Introduction to Marketing		
804210	Digital Public Relations		
804211	Digital Advertising		
804215	Persuasive Communication and Appeals		
804221	Audience Characteristics in the Digital Environment		
804223	Promotional Media Campaigns	804121 (s)	
804230	Creating Content for Promotional Media	804121 (s)	
804240	Computer Design Programs	804121 (s)	
804242	Information Retrieval Skills Online		
804330	Digital Advertising Design	804211 (s)	
804331	Ethics of Digital Media and Legislation		
804340	Media and Digital Promotion Research	803311 (s)	
804345	Digital Media Production	804221 (s)	
804435	Promotional Media on Social Networks	804223 (s)	
804437	Field Training	80	
804439	Graduation Project	90	
Specialized Elective Requirements (21 Hours)			
803235	Radio and Television Programs		12
803315	Media Issues	60	
804216	Applications in Computer Design Programs		
804224	Social and Political Marketing		
804241	Personal Selling Communication Skills		
804311	Public Relations and Image Building	804210 (s)	
804313	English Language Media Skills	9400123 (s)	
804327	Special Topic in Promotional Media	60	
804332	Integrated Promotional Media	804230 (s)	
804333	Digital Media Illustrations		
804434	Production of Visual Promotional Materials		
804446	Artistic Skills in Digital Promotional Media		
Optional Supportive Requirements (9 hours)			
302100	Principles of Economics for Media Students		9
302111	Principles of Statistics		
401205	Writing Skills in Arabic		
401212	(Arabic Syntax (1		
402205	Reading and Summarizing	9400124 (s)	
405101	Introduction to Psychology (Mandatory for students in the (Educational Sciences Department		
405109	Interpersonal Communication Skills		

Free Requirements (9 hours)				
xxxxxx		3		3
Compulsory Remedial Courses (9 hours)				
Community Service Requirement (0 hours)				
9804000	Local Community Service (Promotional Digital Media)	0	9400107	0





The academic plan for the Master's program in Journalism and Digital Media for the academic year 2024/2023

Journalism and Digital Media/Master's/Thesis				
Course Code	**Course Title**	**Credit Hours**	**Prerequisite**	**Total**
Compulsory University Requirements (15 hours)				
809742	Advanced Studies in Communication Theories	3		15
809743	Seminar in Media Research Methods	3		
809744	Contemporary Issues in Media	3		
809745	Media Topics in English	3		
809747	Public Opinion and Advertising	3		
Optional University Requirements (9 hours)				
809712	Applications in News Editorial	3		9
809713	Applications in Investigative Journalism	3		
809714	Magazine Editing and Production	3		
809715	Writing for Electronic Media	3		
809721	Advanced Writing for Radio and Television	3		
809722	Applications in Radio and Television Arts	3		
809723	Radio and Television Program Development and Production	3		
809731	Applications in Public Relations	3		
809732	Public Relations and Crisis Management	3		
809733	Advertising Campaign Strategies	3		
809734	Media Institutions Management	3		
809740	Statistical Applications in Media	3		
809741	Media Ethics and Legislation	3		
809746	Intercultural Communication	3		

- The number of thesis hours is compulsory.

- If there is no defense after registering thesis hours, the student must register zero hours for thesis continuity in the following semester until the defense.

The comprehensive track of the Master's program in Journalism and Digital Media				
Course Code	**Course Title**	**Credit Hours**	**Prerequisite**	**Total**
Compulsory University Requirements (24 hours)				
809712	Applications in News Editorial	3		24
809721	Advanced Writing for Radio and Television	3		
809732	Public Relations and Crisis Management	3		
809741	Media Ethics and Legislation	3		
809742	Advanced Studies in Communication Theories	3		
809743	Seminar in Media Research Methods	3		
809744	Contemporary Issues in Media	3		
809745	Media Topics in English	3		
Optional University Requirements (9 hours)				
809713	Applications in Investigative Journalism	3		9
809714	Magazine Editing and Production	3		
809715	Writing for Electronic Media	3		
809722	Applications in Radio and Television Arts	3		
809723	Radio and Television Program Development and Production	3		
809731	Applications in Public Relations	3		
809733	Advertising Campaign Strategies	3		
809734	Media Institutions Management	3		
809740	Statistical Applications in Media	3		
809746	Intercultural Communication	3		
809747	Public Opinion and Advertising	3		



6/8-Faculty of Engineering

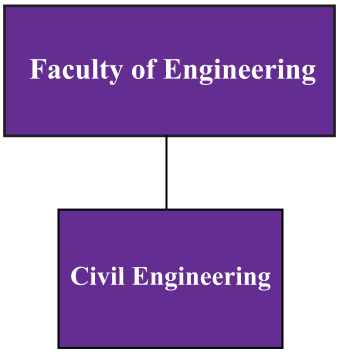


Figure No. (9)

Vision:

The vision of the Faculty of Engineering is to excel by graduating highly qualified engineers, conducting scientific research recognized locally and regionally, in addition to meeting the needs of the local and regional community by providing them with highly qualified engineers, and providing distinguished professional and community services locally and to the countries of the region.

Mission:

The mission of the Faculty of Engineering is to provide its graduates with high-level knowledge and skills in the field of engineering, prepare them to practice engineering jobs efficiently to meet the ever-changing needs of society, and continue to learn in their field. The Faculty of Engineering also seeks to provide a learning environment that encourages excellence, innovation, ethical practices and responsibility towards society.

Objectives:

* Ensure that graduates have the basic knowledge, problem-solving skills, the ability to conduct engineering experiments, and the design capabilities necessary to practice engineering professions.

* Graduate engineers with the necessary knowledge and skills to identify and evaluate design alternatives, their social, economic, environmental impacts and related public safety requirements.

* Graduate engineers who have the necessary oral and written communication skills to pursue a successful professional life.

* Prepare graduates to work effectively within highly qualified engineering teams.

* Equip and prepare graduates to deal with ethical and professional issues.

* Prepare graduates for professional licensing and leadership roles and training them in lifelong learning skills.

About the Faculty:

Interest in the establishment of the Faculty of Engineering at the University of Petra began in late 2012, stemming from the fact that the University of Petra always believes in developing, expanding and diversifying its educational, research and community service horizons. The intensive work carried out by specialized committees at the university and distinguished members of those committees, including His Excellency the Supreme Chancellor of the University of Petra, His Excellency the President of the University, Deans of other Faculties, in addition to managers and experts from inside and outside the university, eventually led to the adoption of the decisive decision to establish the Faculty of Engineering, and work began immediately on this matter.

The Faculty of Engineering was officially opened with its own building and facilities at the University of Petra in 2018, the beginning was with the bachelor's program in a distinguished Department of Civil Engineering in 2016, and the graduation of the first two batches of the Department of Civil Engineering was celebrated in the academic year 2020/2019. Planning and preparation for the establishment of more leading engineering programs at the bachelor's and master's level is also currently underway.

The faculty strives to keep abreast of engineering developments, raise the level of education and its standards, and graduate professional engineers who can engage in various engineering professions, and are qualified to complete your higher studies in qualitative and multiple specialties at prestigious international universities. The faculty also seeks to provide all the needs of faculty members in order to develop their professional abilities, conduct scientific research, and participate in local and international scientific seminars and conferences. The faculty continuously updates the study plans to keep pace with the engineering and industrial developments in the fields of knowledge and the requirements of the labor market. The faculty also maintains continuous communication and cooperation with major engineering companies and the industry sector in order to secure the training of its students and create job opportunities for them after graduation. The Faculty of Engineering does not forget its leading role in emphasizing community service.

The faculty has been working since the first day to obtain local and international accreditations, as this is on its list of top priorities, and local accreditation has been obtained and work is underway to obtain international accreditations.

The Faculty of Engineering building is a modern and distinguished building in all respects, and the moment a visitor enters the Faculty of engineering, they feel that the building is unique, it is a building designed with a modern architectural design, sustainable, environmentally friendly, comfortable and takes into account the requirements of people with special needs. The laboratories at the Faculty of Engineering are spacious and equipped with the latest devices and equipment. The huge classrooms and lecture halls are elegantly furnished and professionally equipped to provide high-quality education in various forms, both face-to-face

and online learning. Contemporary computer stands are equipped with modern and licensed engineering programs and amazing display styles.

A central heating/cooling system operates throughout the year to keep students and staff efficient and productive. Spacious offices for faculty members, clean facilities, seminar rooms, meeting rooms, and many infrastructure advantages, all make the Faculty of Engineering building a unique modern model of its kind.

As for the teaching staff, laboratory supervisors and administrative staff, the faculty members are scientifically qualified, they are selected and appointed under long, professional and precise procedures that ultimately lead to the selection of the best and most competent within their exact specialization in their field of knowledge, so that all of them are graduates of the most prestigious international universities and have outstanding experience in teaching and conducting scientific research. As for laboratory supervisors, they are appointed under the same procedures, and they are subjected to intensive courses and by companies supplying laboratory equipment on the operation of these devices and equipment, and on conducting scientific experiments inside and outside laboratories professionally and professionally.

The combination of an exceptional infrastructure, modern and carefully selected practical curricula, an outstanding teaching staff and a group of professional professionals who are all dedicated to providing and transferring your experiences professionally and with mutual respect with their students leads without any doubt to make the Faculty of Engineering at the University of Petra an unparalleled faculty among the examples of engineering faculties at the local and regional level. We hope that you will visit the Faculty of Engineering and we will be very happy to welcome you and provide more help and information.



The curriculum plan for the Bachelor's program in the Faculty of Engineering for the academic year 2024/2023

Civil Engineering				
Course Code	Course Title	Credit Hours	Prerequisite	Total
Compulsory University Requirements (18 hours)				
9300105	Entrepreneurship & Innovation	2		18
9400100	National Education	3		
9400107	Leadership & social Responsibilities	2		
9400108	Life Skills	2		
9400109	Military Sciences	3		
9400113	Communication Skills in Arabic (1)	3	9401099 / P.T	
9400123	Communication Skills in English (1)	3	9402099 / P.T	
Optional University Requirements (6 hours)				
Optional University Requirements (Humanities) (3 hours)				
9400103	Human Civilization	3		3
9400104	Political Science	3		
9400114	Communication Skills in Arabic 2	3	9400113	
9400124	Communication Skills in English 2	3	9400123	
9400133	Jerusalem and the Palestinian cause	3		
9700102	Human Rights	3		
Optional University Requirements (Science, Technology, and Health) (3 hours)				
9100101	Science & Life	3		3
9200102	Development & Environment	3		
9500101	First Aid	3		
9500111	Food and Nutrition in Our Life	3		
9600104	Digital Skills	3	9601099 / P.T	
Compulsory Faculty Requirements (32 hours)				
101103	General Chemistry	3		32
101108	General Chemistry Laboratory	1	101103 Synchronous	
103101	Calculus (1)	3		
103102	Calculus (2)	3	103101	
103201	Calculus (3)	3	103102	
104101	General Physics (1)	3		
104102	General Physics (2)	3	104101	
104106	General Physics Laboratory	1	104102 Synchronous	
601115	Programming for Engineers	3		
103231	Principles of Statistics	3	103101	
103241	Linear Algebra (1)	3	103101	
103373	Numerical Analysis (1)	3	103102+601115	
Faculty Compulsory Requirements (13 Hours)				
901101	Engineering Workshops	1		13
901102	Computer Aided Engineering Drawing	3		

901202	Mathematics for Engineering Students	3	103102	13
901203	Engineering Ethics	1		
901373	Management & Engineering Economy	3	103102	
901400	Technical Writing *	2	9400123+(70 Hours)	
Specialization Compulsory Requirements (82 Hours)				
901201	Material Science	3	101108 Synchronous	82
901204	Engineering Surveying	3	103101	
901205	Engineering Surveying Lab.	1	901204 Synchronous	
901211	Statics	3	103102104101+	
901214	Dynamics	2	901211	
901220	Geology for Engineering Students	3	101103	
901232	Strength of Materials	3	901211	
901233	Materials Lab.	1	901232 Synchronous	
901241	Highway Engineering	3	901204	
901302	Civil Engineering Drawing	1	901102	
901313	Fluid Mechanics	3	901200+ 901211	
901323	Geotechnical Engineering	3	901221	
901326	Geotechnical Engineering Lab.	1	901323 Synchronous	
901331	Building Materials	3	901201101103+	
901332	Building Materials Lab.	1	901331 Synchronous	
901333	Structural Analysis (1)	3	901232	
901334	Structural Analysis (2)	3	901333+ 10373 Synchronous	
901354	Hydraulics Lab.	1	901355 Synchronous	
901355	Hydraulics and Hydrology	3	901313	
901424	Foundations Design	3	901435+ 901323	
901435	Reinforced Concrete (1)	3	901331+ 901333	
901437	Reinforced Concrete (2)	3	901435	
901438	Steel Structures	3	901334	
901442	Pavement Design	3	901241	
901443	Highway Paving Materials Lab.	1	901442 Synchronous	
901445	Traffic and Transportation Engineering	3	103231+ 901241	
901453	Wastewater Treatment Engineering	3	901355	
901454	Wastewater Treatment Engineering Lab.	1	901453 Synchronous	
901456	Environmental Engineering	3	901355+ 101103	
901471	Construction Project Management	3	901373	
901497	Engineering Field Training **	3	(115 Hours)	
901571	Specifications, Contracts & Quantity Survey	3	901435+ 901302	
901598	Graduation Project (1) ***	1	(120Hours) 901497+901400	
901599	Graduation Project (2)	2	901598	

Optional Specialization Requirements (9 hours)				
901501	Computer Applications in Civil Engineering	3	Dept. Approval	
901524	Advanced Topics in Geotechnical Engineering	3	901424	
901532	Reinforced Concrete (3)	3	901437	
901533	Advanced Steel Structures	3	901438	
901534	Pre-Stressed Concrete	3	901435	
901535	Earth Retaining Structures	3	901424	
901536	Bridge Design	3	901437+ 901438	
901542	Airport and Railway Engineering	3	901241	
901544	Urban Transportation Planning	3	901445	
901549	Advanced Topics in Traffic and Transportation Engineering	3	901241+ 901445	9
901551	Environmental Impact Assessment	3	901456	
901552	Advance Water Treatment Technique	3	901453	
901555	Advanced Hydrology	3	901313	
901559	Advanced Topics in Environmental Engineering	3	901456 Synchronous	
901561	Advanced Engineering Surveying	3	901204	
901562	Surveying Techniques	3	901204	
901572	Construction Project Planning & Scheduling	3	901471	
901581	Special Topics in Civil Engineering (1)	3	Dept. Approval	
901582	Special Topics in Civil Engineering (2)	3	Dept. Approval	
Community Service Requirement (0 hours)				
9900000	Local Community Service (Civil Engineering)	0	9400107 (s)	0



7. Deanships in the University

7/1 - Deanship of Scientific Research and Graduate Studies:

Scientific research and graduate studies are two fundamental pillars of academic activity at University of Petra. The Dean of Scientific Research and Graduate Studies oversees these research activities at the university.

The "Scientific Research Council" is responsible for supporting research activities at the university. It reviews and supports research projects, publications, requests to attend local, regional, and international scientific conferences, in addition to supporting seminars and scientific conferences at the university.

The Council of Graduate Studies supervises and develops postgraduate study programs at the university. The granting of academic degrees to postgraduate students at the university after completing the requirements is attributed to the Council of Deans.

The tasks of the deanship in the field of graduate studies include seven programs at University of Petra, namely: Master's in English Language - Translation, Master's in Pharmaceutical Sciences, Master's in Journalism and Media, Master's in Business Administration (MBA), Master's in Arabic Language and Literature, Master's in Chemistry, and Master's in Interior Design.



7/2 - Deanship of Student Affairs:

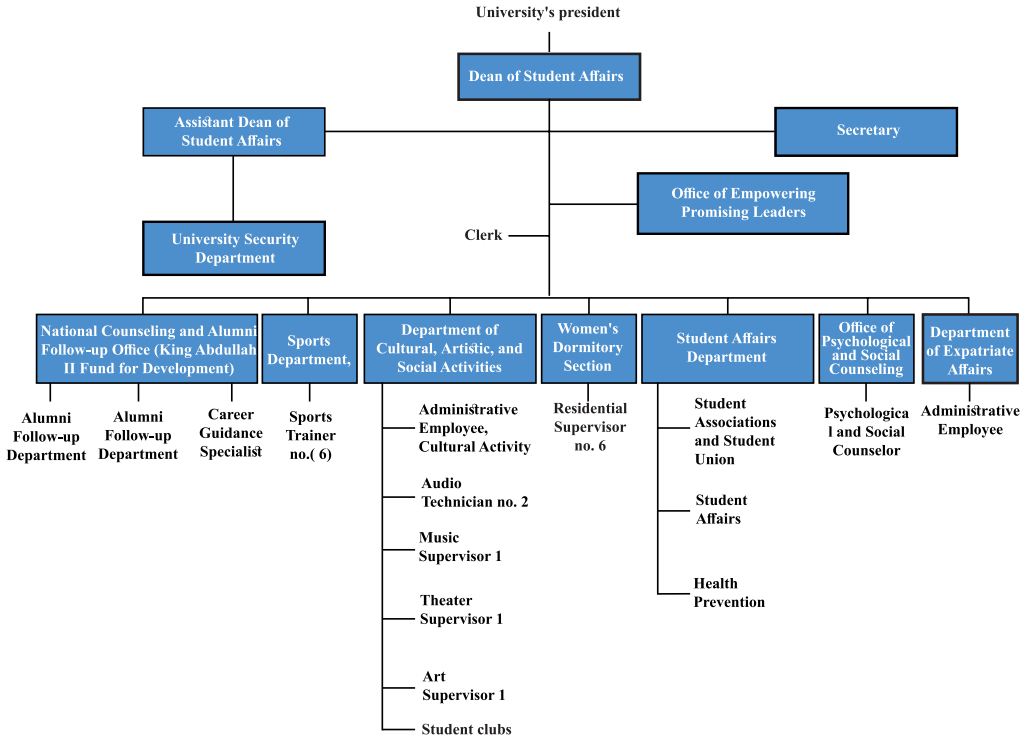


Figure no. (10)

The organizational structure of the Student Affairs Deanship

Vision:

To be a leading and innovative deanship at both the local and regional levels in the field of diverse student activities and distinctive student services.

Mission:

To build a generation of students who possess physical, mental, and psychological well-being, nurturing their capabilities, stimulating their potentials, enhancing positive values, providing the requirements for success and excellence, and creating a supportive and safe university environment. This environment encourages engagement in various sports, artistic, and social activities, enabling students to effectively contribute to the service of their nation and community.

Values:

- The student is the focus of our attention and the center of our work.
- Leadership and innovation in providing all student services and activities.
- Emphasis on commitment to good values and ethics.
- Providing a safe environment for students.
- Instilling a culture of positive dialogue, respecting opinions, and respecting others' opinions.
- Commitment to ethical and social responsibility.

Objectives:

• Providing sports programs and activities, developing and refining various sports talents among students, and promoting the concept of fair competition among them.

• Raising the cultural and social awareness of students, engaging with national issues through cultural, social, and artistic programs.

• Cultivating initiative and creativity among students and igniting a spirit of positive competition.

• Supporting and refining the talents of outstanding and high-achieving students, providing them with financial and moral support.

• Sustaining communication with and engagement of graduates, working to strengthen their relationship with the university, and tracking their achievements.

• Shaping the personality of the student and developing life skills by offering various qualitative studies and workshops in collaboration with external specialized experiences.

• Encouraging students to engage in voluntary work, serving their university community and local society.

Services and Activities of the Deanship of Student Affairs:

The Deanship of Student Affairs provides services to university students and the local community through the following departments and sections:

A. Student Services:

The Student Services Department is responsible for identifying students' needs for various services and ensuring their fulfillment. Additionally, the department oversees the process of conducting elections for student scientific associations, the Student Union Council, and student clubs. Furthermore, the department is in charge of organizing student trips and facilities that provide food, drinks, and entertainment services, ensuring their compliance with health and safety standards. This is to provide a healthy, supportive, and safe environment that fosters students' creativity.

B. Department of Artistic, Cultural, and Social Activities:

The Department of Artistic, Cultural, and Social Activities provides students with the opportunity to engage in and develop their hobbies, elevate their cultural awareness, and participate in cultural, social, and artistic events. The deanship organizes celebrations, festivals, and various seminars to enhance students' abilities and skills in singing, playing musical instruments, folk dancing, theater, and public service. Additionally, it plans and implements students' voluntary activities. The deanship also monitors students who excel in artistic endeavors and follows up on the publication of the annual book for graduates.

C. Department of Sports Activity:

The Department of Sports Activity plays a role in nurturing and refining students' athletic talents, recognizing that sports serve as a means of communication among people worldwide. Sports go beyond physical training; they encompass moral and social development, contributing to the formation of one's character. The sports activity department focuses on attracting students of both genders to participate in collective and individual sports activities, organizing training courses, conducting internal tournaments, and forming various university sports teams. To facilitate these objectives, the university provides a multipurpose facility with fitness halls, basketball and football courts, volleyball and badminton courts, table tennis rooms, and an aerobics hall. The deanship, in collaboration with eligible students, also oversees the allocation of sports excellence scholarships.

D. Department of Foreign Students Affairs:

The Department of Foreign Students Affairs assists international students in adapting to the university environment, particularly the Jordanian environment. It helps them address any challenges they may encounter during their studies at the university, facilitates legal procedures for their residency in Jordan, and handles all legal procedures to secure residence permits and work permits for non-Jordanian faculty members. The university issues entry visas for foreign students and annual residence permits necessary for studying. This process involves early notification to the Deanship of Student Affairs. It's worth noting that the university is characterized by its diverse community, including students of various Arab and foreign nationalities.

E. Career Counseling and Alumni Follow-up Office:

The Career Counseling and Alumni Follow-up Office is responsible for the following tasks:

*Guiding students to choose appropriate majors that align with their abilities and professional interests.

* Identifying strengths and weaknesses in personal skills that students may encounter during their academic and professional journey.

* Identifying the requirements of the job market and available job opportunities.

*Equipping students with the necessary skills for the Jordanian and international job markets.

* Directing students towards job positions that match their skills, capabilities, and personal and social characteristics.

* Providing individual and group counseling to enhance students' skills and address issues that may affect their competence.

*Offering group guidance to students to increase their skills in securing employment.

Electronic Platform "Nahnu":

The platform facilitates the registration of student volunteers collaborating with the Community Service course instructor, documenting all their activities and contributions.

F. Student Dormitories:

The university provides on-campus housing for female students with a capacity of up to 214 students, attracting students from various Arab nationalities. The dormitories include 203 single and double hotel-style rooms equipped with heating and hot water facilities. They also feature study and reading rooms, TV watching areas, internet-equipped halls, computer-equipped lounges, and general service rooms with washers and electric dryers for laundry. The kitchens are equipped with gas ovens, microwave ovens, refrigerators, and cabinets. Additionally, there is a guest reception hall, and the university provides emergency medical services for students in urgent health situations.

The university provides transportation for female students residing in dormitories to and from major gathering points in the capital, Amman, throughout the day, including weekends and official holidays. The Dean of Student Affairs organizes various non-curricular activities for dormitory residents, including awareness lectures, recreational trips, concerts, and other events. Additionally, there is a sports hall (Gym) available for their use.

G. The Psychological and Social Counseling Office:

Providing a scientific, cultural, and social environment and preparing graduates with good mental health capable of contributing to and serving the community are among the most important aspects of the university's mission.

For this reason, University of Petra established a counseling office within the Student Affairs Deanship to serve students in various areas of their social, psychological, academic, and professional lives. Adapting to the university environment plays a crucial role in influencing students' academic performance, whether positively or negatively. It also affects students' readiness and acceptance of the values that the university seeks to develop in them. To achieve sufficient student adaptation, it is essential to create a conducive climate for their adaptive activities.

Objectives of the Counseling Office:

The Counseling Office aims to help students enrich their experiences and achieve holistic growth based on their inclinations, abilities, and preparedness. It provides guidance in a scientific and educational manner to assist students in solving their daily adaptive problems and addressing academic challenges. Additionally, it helps them adapt to the new university atmosphere, enabling them to study, pursue, and solve any academic, social, professional, or psychological problems they may encounter. The office also plays a fundamental role in educating new students through awareness programs conducted periodically by the Student Affairs Deanship, offering various student services. In addition to these offerings, the office provides psychological counseling services, as students may face difficulties and challenges that affect their daily lives. Some of the services

provided by the office to achieve these goals include:

-The office provides individual counseling services through psychological and social therapy services.

-The office offers group counseling services for students facing academic and family problems, providing them with the necessary skills to deal with these situations.

-The office provides psychological counseling services through consultations with specialized counselors, helping students adapt and address various psychological challenges.

Seminars and Meetings:

The office organizes awareness activities within the university campus in collaboration with student councils, including:

-Organizing various seminars and lectures.

-Conducting diverse studies.

-Holding courses and workshops on various topics related to mental health.

-Organizing various seminars and lectures.

-Conducting diverse studies.

-Holding courses and workshops on various topics related to mental health.

H. Empowering Future Leaders Office:

In line with the royal visions and amendments to Jordan's political party law, the Higher Education Ministry's instructions emphasize the need to activate student political participation in higher education institutions. The Empowering Future Leaders Office is established to work scientifically and methodologically in building promising political, party, and national leaders capable of facing challenges and representing society in the future.

Objectives of the Office:

The office aims to develop a journey that starts with students' enrollment at the university and focuses on students with qualifications and intellectual decisions or those interested in engaging in political, party, and social work within the university campus. The office aims to:

1.Attract qualified and interested students to participate in political, party, and social work.

2.Organize students' participation in party activities within the campus, following established regulations.

3.Train and qualify outstanding students through specialized courses in leadership and national responsibility.

4.Organize workshops and seminars to enhance students' personalities for decision-making participation.

5.Organize debate competitions to discuss respecting opinions and different perspectives.

6.Develop intellectual and political awareness among students.

7.Contribute to the preparation of an empowered generation capable of continuing the nation-building process.

8.Coordinate efforts and collaborate with the Independent Election Commission to raise awareness among students about the electoral process.

Leadership Models:

• Entrepreneurial Thinking and Creativity:

Students should possess visionary and entrepreneurial thinking without bias from individuals in the political field and other areas. Therefore, we support an innovative culture, promote the concept of experimentation and testing, and seek to create competitive advantages for students within the university.

• Strategic Foresight:

We believe that effective student leadership relies on proper strategic foresight for all future needs, forming a clear vision for sustainable growth that drives students to achieve goals for serving the nation and advancing it.

• Self-Development:

Through this office, we aim to develop students' personalities within the university campus by simplifying political concepts and fostering the idea of political participation, paving the way for the development of leadership personalities capable of dealing with various variables.

• Communication Skills:

Possessing communication skills is one of the primary requirements that emerging leaders among students must have, as it positively impacts society.

• Passion and Commitment:

This office aims to instill the concepts of passion and commitment in aspiring students, enabling them to form a political nucleus capable of addressing public issues, creating successful solutions and opportunities. We seek to harness the spirit of optimism and enthusiasm, coordinating and developing students' behaviors and actions.

Facilities and Support Services for the Dean of Student Affairs:

• Food Services: The university offers diverse food and beverage services through various dining halls, cafeterias, and snack shops (snack bars) managed by specialized chefs. These establishments are regularly monitored by the Dean of Student Affairs and the General Safety Committee, ensuring compliance with health and safety standards to provide students with healthy and safe meals.

* Mini Markets: These shops provide students with their daily needs, including food items, cakes, snacks, beverages, and more.

• Bookstores and Stationery Centers: These facilities offer the prescribed textbooks and study materials for students, as well as a variety of stationery, along with photocopying services.

Banking Services: The university has a branch of the Jordan Kuwait Bank on campus, providing the following services to students:

1. University fee payments.
2. Bill payments (electricity, water, phone).
3. IATA / Travel and Tourism Agents.
4. Zain prepaid card services.
5. Social security subscription payments.
6. Subscription services and stock dividends.
7. Payments for Zain customers.
8. General Sales Tax declarations.

• ATM Services: Additional banking services are offered through ATMs provided by Arab Bank and Jordan Islamic Bank.

• Parking Complex:

The university has a free parking complex for students, covering an area of 26,500 square meters and accommodating up to 1000 cars. This complex has introduced a new system at the university, aiming to provide more comfort and safety for students. Through this system, it helps avoid congestion at the main gates of the university and within its campus. It relies on a secure entry and exit for student vehicles through designated gates, with the presence of security personnel who are there to assist them and ensure their safety.






وهم رهان الوطن لبناء مستقبله




integrity
challenging
lead
growth
maximise
business
future
self
priority
perspective
motivated
think
building
trust
sales
opportunities
purpose
honest
focus
responsible


TAG-KS
مجتمع طلال ابو غزاله للمعرفة يقدم:
- الدبلومات التدريبية المتخصصة
- دورات تدريبية
- اللغة الانجليزية
- استشارات التوظيف
- معارض توظيف
- فرص عمل
- خدمات المجتمع
للمزيد من الاستفسارات:
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tag-knowledge@tagorg.com


business
company
venture
Entrepreneurship
capital
Finance
Careers
Methods
Venturing
Activity
Investors
Money
Creativity
Scholars








المقولة:
" مشاركة الشباب في الانشطة الحزبية
داخل الجامعة سينعكس على دورهم في
المشاركة في صنع القرار السياسي"


خواطر إيمانية
يلقيها فضيلة الدكتور :
محمد راتب النابلسي
مسرح عوني الأسير (البترا)


كلية الحقوق
قاعة رقم (14202)
مبنى عصامة شؤون الطلبة
الطابق الثاني

8.The Library



Vision

To be a radiant source of knowledge and research for students and faculty, supporting the university's vision according to the highest international standards.

Mission:

To apply the latest technological methods and support the educational and research processes in a competitive environment.

Objectives:

1. Facilitate easy access to information sources for faculty, staff, and students.
2. Develop balanced collections in all subject areas.
3. Organize information sources in line with the latest technologies and modern methods.
4. Continuously develop the skills of staff, students, and faculty through training workshops.
5. Collaborate with information facilities and relevant entities, including public and specialized libraries.
6. Serve researchers and the local community.

About the Library:

The library was established in 1991 with the founding of the university and has a capacity for 100,000 volumes. It is considered one of the leading and specialized libraries in the fields of development and scientific research. The library aims to be a source of knowledge and research for students and faculty, utilizing the latest technological methods and supporting the educational and research process in a competitive environment.

The Library Building:

First Floor	Second Floor	Third Floor
Circulation Desk Reserves Counter Current Periodicals Hall Bound Periodicals and Reports Hall Research Computers Computer Lab for Internet and Electronic Databases Meeting Room	Administration Offices Arabic Book Collections Cataloging and Classification Department Research Services Research Computers E-Library (Electronic Library) Hall, equipped with 37 computers and a Data Show, used for training courses.	Foreign Book Collection Reference Books Research Services Copying Services Supply Department Multimedia Library

Library Systems:

Library Classification System:

The library follows an open-shelf system, allowing readers to choose their desired materials easily. The library utilizes the following systems:

A. Computerization System:

The library adopts the M2L system, the ninth edition of Minisis. All library holdings, including books, periodicals, audio-visual materials, and reports, are computerized. The borrowing process is conducted using computers.

B. Classification System:

The library employs a classification system to organize and categorize its collection, facilitating efficient retrieval and access to materials.

The library follows the Dewey Decimal Classification (DDC) plan, where subjects are represented by ten main divisions. The library adheres to the 21st edition of the Dewey Decimal Classification system.

C. Indexing System:

The library follows the rules of Anglo-American Cataloging Rules (AACR) for indexing.

Technical Departments in the Library:

- Supply Department.
- Cataloging and Classification Department.
- Research and Guidance Department.
- Periodicals Department.
- Computing and Electronic Library Department.
- Circulation Department.

The Library Instructions:

1.Library Card: Your university identity, must not be used by another student, and should be presented for every borrowing transaction.

2.Book Borrowing: Borrowing is based on principles, and returns should be made on the specified date to avoid penalties according to library instructions.

3.Maintain Silence: Quietness must be maintained inside the library.

4.Turn Off Cell Phones: Mobile phones should be turned off before entering.

5.No Food or Drinks: Food and drinks are not allowed inside the library premises.

6.No Smoking: Smoking is prohibited within library facilities.

7.Do Not Reshelve Books: Do not return books to the shelves after use.

8.Follow Service Instructions: Adhere to the instructions for each service in the library departments.

9.Preserve Books: Take care of books, do not write on them, or make any notes on any library material.

10.Surveillance: The library is monitored by cameras in all sections.

11.Library Staff: Library staff is always at your service.

The Library Services:

First: Borrowing Service

Materials available for borrowing: All Arabic and foreign printed materials, excluding periodicals, references, CDs, and hard drives.

Time Duration	Number of Books	Categories
Academic semester	15 books	Faculty Members
Two weeks	3 books	Bachelor's Degree Students
Two months	10 books	Master's Degree Students
One month	5 books	University Staff

Borrowing Instructions:

1.The student must present a valid university ID card and hand it to the responsible staff member in the borrowing section.

2.No person is allowed to take out any book without the authorized borrowing staff member conducting the borrowing process.

3.Renewal of any book is not allowed if it is requested by another or more beneficiaries, and no books can be borrowed for beneficiaries if there are overdue books in their possession.

4.University graduates can benefit from library services by paying a refundable insurance fee of 25 dinars and an annual subscription fee of 5 dinars.

5.The student must return all borrowed items from the library before registering for the next semester.

6.When returning books, the borrower must personally hand in the books.

7.Borrowers can renew their loans by phone or mobile before the loan expiry date.

8.The student is granted a library clearance when withdrawing, deferring, or graduating if there are no library materials in their possession.

Reservation Shelf:

•Books are placed on the reservation shelf upon the suggestion of professors or at the library›s initiative during working hours.

•Books placed on the reservation shelf are available for overnight borrowing only.

•Night borrowing starts an hour before the end of official working hours and ends an hour after the beginning of the next day›s working hours.

Fines:

The library administration collects a fine of 250 fills per book for each day of delay beyond the allowed period, as recorded on the form attached to the last page of the borrowed book.

Loss and Damage:

•If the borrower loses a book, they will be fined double the book›s price, plus the costs of binding and technical treatment.

•If the borrower loses part of a set, they will be fined double the set›s price, plus the costs of binding, if repurchase is not possible.

•The person responsible for damaging or intentionally mutilating any library material must provide an original replacement copy or pay five times the cost of the damaged material, plus the costs of binding and technical treatment.

Second: Research Services in Databases and the Internet:

Students are allowed to use the Internet services on the library computers themselves or with the assistance of the research officer in the hall.

The library subscribes to the following electronic databases:

1.EBSCO: A database with numerous sub-databases containing thousands of full-text journals and articles, useful for all university specialties.

2.Ebrary: A database with thousands of e-books in various specialties, allowing access and printing of some sections.

3.ACCESS Pharmacy: A specialized database for pharmacy books, references, and tests.

4.Miromedex: A specialized database in the fields of pharmacy.

5.Scifinder: A specialized database in the fields of pharmacy and chemistry.

6.ACM: A specialized database for articles on drugs for IT Faculty students.

7.Proquest: A database containing millions of master›s theses, useful for all university specialties and master›s students.

8. Scopus: A database containing research abstracts, journal rankings, and statistics on scientific publications beneficial for master›s students.

9.Ulrich Web: A directory of peer-reviewed scientific journals, beneficial for master›s students.

10.Dar Almandumah Database: An Arabic database for full-text journal articles, also including thousands of full-text master›s theses, beneficial for all university majors.

11.Qistas Database: Beneficial for Law Faculty students.

Students are allowed to print for free from electronic databases up to 150 pages per semester. Any additional pages will incur a charge of 50 fills per printed page.

Third: Electronic Research Services in Library Collections

1.Students are allowed to use search devices on the first and second floors, as well as library computer stations.

2.Students should not hesitate to ask library staff for assistance in electronic research or to obtain the desired book from the shelves.

Fourth: Photocopying Services

1.Anyone wishing to photocopy any library material must pay 25 fills per page.

2.It is not allowed to photocopy an entire book or a complete issue of a periodical.

3.Photocopying is restricted to library materials only.

The Library Definitions

Reference: A book that is not read from cover to cover but is referred to for specific information, such as dictionaries, encyclopedias, atlases, and guides. It is distinguished from regular books by the presence of the letter «R» above the classification code, located in the reference hall, and cannot be borrowed.

Periodical: A publication that is issued periodically, whether daily, weekly, monthly, or quarterly. Periodicals are arranged on shelves according to specialties, with the latest issue placed on the shelf and previous issues behind it. They are bound annually, arranged in special halls, cannot be borrowed, and only articles from them can be photocopied.

University Thesis:A university thesis refers to a dissertation submitted to obtain a master›s or doctoral degree, symbolized by «TH» above the classification code under the label «Thesis.» University theses cannot be borrowed, and it is also prohibited to photocopy them in full.



9-University Departments

9.1 -University Financial Department

Vision:

The Financial Department aims to embrace accountability and effective oversight as fundamental elements for the success of University of Petra. It seeks to enhance the university›s continuity and growth, aligning with the vision of University of Petra to be the preferred choice.

Mission:

The mission of the Financial Department is to serve our clients, including students, faculty members, administrators, the local community, and the Board of Trustees. The department recognizes that its primary products are time and accurate accounting information.vision of University of Petra to be the preferred choice.

Our Mission:

We strive to secure high-quality financial and accounting documents, provide consultations and support, adhere to policies and procedures, foster creativity, collaboration, and enhance ethical practices.

The Financial Department comprises the following sections:

1.General Accounting Department.
2.Student Accounting Department.
3.Salary Accounting Department.
4.Funds Department.

Responsibilities and Tasks of the Financial Department: The Financial Department, through its employees, undertakes the following tasks:

1. Implementing general financial policies and monitoring the execution of plans outlined by the executive committee of the board, particularly concerning financial matters.
2. Proposing appropriate recommendations for amending financial policies and participating in their discussion at the executive committee whenever deemed suitable.
3. Preparing the university's annual budget estimates in collaboration and coordination with various departments and sections, and submitting them for approval to the university president and the board of trustees.
4. Monitoring deviations between the budget estimates and actual results, discussing them, and submitting a report on this matter to the university president.
5. Preparing financial reports on the university's activities, in accordance with the format and content specified within the university's financial system.

6. Compiling year-end financial statements, annual business results, and financial statements for any fiscal period, submitting them to Petra Company for Education.

7. Preparing an analytical report on the year-end financial statements and business results, highlighting strengths and weaknesses in the university's financial position.

8. Handling all financial affairs related to the university, ensuring compliance with the university's established system and obtaining approval from the board of trustees.

9. Implementing approved instructions regarding the determination of tuition fees for each semester, transportation fees, student discounts, academic insurance fees, and due dates for payments.

10. Maintaining good relations with banks and financial institutions to leverage their support for university activities and building trust with them.

11. Monitoring the collection of university rights from others, especially due tuition fees, safeguarding university funds, and addressing any fines or penalties, settling fees and taxes in a timely manner.

12. Conducting cash management oversight for the cash box and banks, preparing cash flow statements as per the university's financial system.

13. Undertaking any other tasks delegated by the president within its jurisdiction, supporting future expansions of the university.

14. Monitoring the efficiency, effectiveness, and productivity of the financial team.

15. Providing necessary suggestions and recommendations for functional development, in addition to meeting accreditation requirements vital for the current and future progress of the university, expanding and making the campus more active with amenities, and monitoring the required facilities received in the future.

16. Acting as the Director of Finance in negotiations and communications on behalf of the university, as assigned by the university president.

17. Collaborating with the university president in developing financial and administrative programs, systems, and policies for the university, proposing amendments as per current circumstances and future expansions, and obtaining approval from the executive committee and the board of trustees.

18. Collaborating with directors of other departments and their heads in explaining and preparing departmental budget estimates, reflecting current status, future plans, and programs.

19. Studying ways to support any expansions or procurement contracts, clarifying internal funding possibilities, making recommendations on external funding, and presenting them to the executive committee.

20. Supervising inventory management in the warehouses.

Some frequently asked questions in (financial affairs):

1. What is early registration? How is it done?

Early registration is the initial phase of registration, typically lasting one month (as specified in the academic calendar). During early registration, 100% of the tuition fees for the enrolled credit hours must be paid, in addition to registration fees and services.

2. How do I register for a semester after the early registration period ends?

After the early registration period ends, fees must be paid before the final exams. Students are required to pay 60% of the tuition fees for the registered credit hours, plus registration fees and services.

How are transportation fees collected from students?

A fixed amount per compulsory semester (Fall/Spring) of 120 JD and 60 JD for the optional summer semester is collected in one lump sum, regardless of bus usage.

3. How are transportation fees collected from students?

A fixed amount per compulsory semester (Fall/Spring) of 120 JD and 60 JD for the optional summer semester is collected in one lump sum, regardless of bus usage.

4. What payment methods are available at the university?

Students can settle their financial obligations through the university's treasury at the Financial Department using the following methods:

Cash
Bank transfers directly to the university's bank account in Jordanian Dinars or US Dollars
Bank drafts
Credit card payments (Visa/MasterCard)
Electronic payments (if available)
Additionally, payments can be made via international transfers

5. How many chances does a student have if a bank check is returned and not collected from the bank?

If the first check is returned, the student will be verbally informed about its return and will be given one chance to rectify the payment. However, if a second check is returned thereafter, no further checks from the student will be accepted.

6. During official working hours, when can a student pay fees?

The Treasury at the Financial Department is open to receive payments from Sunday to Thursday, from 8:00 AM to 3:45 PM.

7. How can a student obtain a document (Student Verification / Transcript / Additional Certified Copies of Graduation Certificate)?

The student fills out the special form available at the financial department, then reviews it with the accountant, pays the document fee at the cashier, and stamps it from the financial department, in preparation for obtaining it from the Deanship of Admission and Registration.

8. If a student pays the fees for the third level exams (English language, computer skills, Arabic language) but is unable to take one or all of these exams due to exemption, how are these cases handled financially?

If a student has to withdraw from the university or graduates, the Deanship of Admission and Registration will check their status through official correspondence. Then, any fees paid for exams they didn't take due to exemptions will be credited back to the student's account.

9. How is the refundable deposit paid, and how often is it paid?

The refundable deposit is paid only once when a student enrolls at the university. It is refunded to the student upon withdrawal or graduation.

10. When can a student obtain the final exam entry card, and what are the requirements?

Students can obtain their final exam entry card before the second exam period (as indicated in the academic calendar). To get the card, the student must have paid all their dues for the specific term.

11. How can a female student apply for university housing?

The student should first meet with the housing supervisor to reserve a room and fill out the necessary form. Afterward, she needs to go to the university cashier in the financial department to pay the required fee mentioned in the form, paving the way to receive her room.

12. What should a female student do if she wishes not to renew her subscription to the university housing?

The student needs to clear her personal belongings from the room, return the key to the housing supervisor, and obtain a clearance from the housing department.

13. When can a graduating student complete the clearance process in preparation for graduation?

After the Deans' Council approves the student's graduation, the student can complete the clearance process by getting signatures from all the mentioned departments, including military service for Jordanian students and the housing supervisor. Non-Jordanian students need a signature from the residence supervisor. This is done after settling all financial obligations in cash or clearing any checks. Finally, the financial department signs off, and the student can collect their certificate from the Deanship of Admission and Registration.

14. What should a student do if they need to withdraw, defer for a semester, or return to their studies after a break?

The student needs to fill out the appropriate form for their situation, available at the Deanship of Admission and Registration. After completing the required procedures, they must settle any outstanding dues with the financial department, get the form signed, and submit it to the Deanship of Admission and Registration.

9/2- The Department of Public and International Relations:

• To enhance interaction between the university and the local community by opening doors for visits from local schools and institutions. This allows them to explore the university's programs and facilities, and for us to contribute to improving their educational and administrative levels, in line with the university's mission.

• To foster a stronger connection among university staff, promoting a team spirit that achieves a high level of administrative performance aligned with the university's vision and mission.

• To broaden our engagement with the media, especially digital platforms, to cover the university's various activities. Building partnerships with media outlets and ensuring regular meetings with their representatives will help convey the university's mission and reinforce our commitment to community service and the well-being of our students

Mission:

• To present a positive image of the university, its students, faculty, staff, facilities, programs, and activities.

• To attract new students both locally and from the Arab world by promoting the university's programs, diverse majors, and its engagement with the local community.

• To support faculty and administrative staff by facilitating their work and helping to overcome any obstacles they may encounter.

Goals:

• To actively contribute to elevating the university's reputation locally, regionally, and internationally.

• To establish communication channels with local community institutions, including educational, cultural, social, and service organizations, as well as local and international universities.

• To promote the university's mission, philosophy, activities, and news through various media channels, ensuring no opportunity is missed to leverage any occasion that serves this purpose.

• To maintain ongoing communication with the university's administration and various faculties, meeting their needs for publications, services, and media coverage of their events, in alignment with the university's vision and mission.

About the Department:

The Department of Public and International Relations at University of Petra is responsible for managing logistics and media coverage for all university events and activities. This department is entrusted with several key responsibilities, including overseeing all university events and activities to achieve its vision and noble objectives, in line with its unique values.

The department is dedicated to creating conditions that enhance the university's

involvement in serving its internal and external audiences, promoting community development, and gaining understanding, empathy, and support from various sectors for its programs and projects. This is achieved by familiarizing the Jordanian community and media with the university's activities, its role, and its efforts in fulfilling its noble mission of community service, development, and advancement. Furthermore, the department supports and nurtures positive relationships between the university—its students, staff, and faculty—and the local community. This fosters a sense of loyalty and belonging to the university and works to provide all the necessary elements to support this spirit. Since its establishment, the department has played a significant role in highlighting the university's achievements and showcasing its areas of excellence, which has greatly contributed to the successful marketing of the university.

The Department of Public and International Relations has closely followed the university's development and has played a crucial role in enhancing the university's relationships with universities, research centers, and scientific and cultural institutions both within the country and internationally. The department continues to implement its plans aimed at strengthening the university's ties with scientific and educational institutions on both national and global levels, as well as maintaining special connections with opinion leaders such as politicians, thinkers, scholars, and cultural figures.

It also works to connect with various media outlets—print, broadcast, and digital—to promote the university's news, activities, and programs. The department collaborates with other deanships and departments to execute its relationship-building programs. Additionally, it conducts various activities designed to strengthen the connection between students and the local community. The department is divided into two main sections: The Media Section and the International Relations Section.



9/3- The Department of Public Services

Vision:

The department aims to create an attractive and distinguished university environment.

Mission:

To provide public services to all deanships, centers, and administrative departments, ensuring a green, safe, and clean environment. It also focuses on providing transportation for students and staff, and maintaining the university's buildings and facilities.

Goals:

1. To preserve the university's assets and public property, ensuring a suitable environment that supports teaching and learning objectives.
2. To offer all necessary public services that create a conducive academic environment.
3. To support and assist deanships and administrative departments within the university, facilitating smooth administrative and academic operations.
4. To optimize the use of material, human, and technological resources for the operation and maintenance of all university facilities, aiming to control the costs of operations and maintenance.
5. To provide the essential needs required to carry out tasks efficiently and effectively.
6. To ensure preparedness for emergencies and adverse weather conditions.

The Public Services and Maintenance Department is responsible for overseeing landscaping, cleanliness, communications, and coordination with all university departments. It also monitors commercial market activities and supports various university events.

The department consists of the following sections:

Dining, Facilities, and Commercial Market Section:

This section oversees the activities of the commercial market and food and beverage kiosks across the university campus. It ensures that these vendors provide healthy food and adhere to high standards of public safety to protect students.

Transportation and Vehicle Maintenance Section:

This section provides necessary transportation for students and staff within the university and handles the dispatch of university documents to the relevant parties. It manages transportation for participants in conferences, seminars, and other events held on campus, as well as for students traveling on academic and recreational trips both within the country and abroad. Additionally, this section conducts maintenance work required for university vehicles. It schedules various trips to and from the university at different times to align with student schedules and class timings.

• Gardens Section:

This section is responsible for the care of the university's gardens, including tasks such as plowing, planting, watering, pruning trees, and harvesting olives. It also manages the maintenance of ornamental plants, indoor plants, removal of weeds, and pest control. The section takes care of coordinating and planting the university's gardens and beds, preparing the necessary seedlings, and working to enhance the university's aesthetic appeal.

• Cleaning Section:

This section is tasked with maintaining the cleanliness of the university's buildings, grounds, and streets, including the student dormitories. It handles pest control if needed and ensures that all university facilities, classrooms, and auditoriums are clean and well-prepared.

• Transportation:

The university provides transportation to and from various areas in Amman, Zarqa, and Madaba using modern, air-conditioned buses equipped with wireless internet service. Several trips are scheduled to and from the university at different times during the day to match student schedules and class timings. (Note: The schedule is subject to change based on operational needs.).

Table 5
Bus Routes

Route Name	Route Path	Notes
Jordanian University Route 1	University Bridge - University Mosque - Sweileh - Civil Defense Signal - Hussein Gardens - Medical City Street - Eighth Circle	Morning Trips: 6:45 AM, 7:45 AM, 9:30 AM
Jordanian University Route 2	Abu Nsair - Manhal Circle –Dawreyyat Traffic Signal - Sweileh - Medical City Street	Abu Nsair Trip: 6:45 AM Return Trip: 4:10 PM
Jordanian University Route 3	Baqa'a Camp – Sweileh- Medical City Street	Baqa'a Trip: 6:45 AM Return Trip: 4:10 PM
Rasheed Suburb Route	Al-Dustour Newspaper - Al-Rawda Housing - Omayma Complex - Manhal Schools –Ichic of Jordanian University - University Bridge - Al-Madina Al-Munawara Street – 7th Circle	Morning Trips: 6:45 AM, 7:45 AM, 9:30 AM
Al Gardens St.	Bin Al-Ameed - Al-Jurabi Central – Waha Circle - Abu Jbara Restaurant - Al-Madina Al-Munawara Street - Gardens Street - Suhaib Mosque - Seventh Circle - Airport Road	Morning Trips: 6:45 AM, 7:45 AM, 9:30 AM

Tabarbor	Housing Bank Circle Route- - Gate 4 - Orkida Hotel - Al-Rabia – Al-Etisalat Circle – Kilo Circle - Al-Madina Al-Munawara Street - Seventh Circle	Morning Trips: 6:30 AM, 7:30 AM, 9:30 AM
Al-Hussein 1	Al-Qusoor Bridge – Istiklal St.- Ministry of Interior Circle- 4th Circle- Suspension Bridge – Airport Road	Morning Trips: 6:45 AM, 7:45 AM, 9:30 AM
Al-Hussein 2	Firas Circle, Ministry of Interior Circle – 4th Circle – Suspension Bridge – Taj Mall-Airport Road St.	Morning Trips: 6:45 AM, 7:45 AM, 9:30 AM
Al-Abdali	Al-Abdali Old Complex- the Parliament – Formerly the Intelligence Bridge – The Arab Bank – Wahbe Tmari Traffic Light – The Gardens – Al-Hussein Suburb – Um Uthiana Market – 6th Circle – 7th Circle	Morning Trips: 6:45 AM, 7:45 AM, 9:30 AM
Abdoun	Al Osra Restaurant Circle – Abdoun Circle- Housing Bank – Amasi Restaurant Triangle – Deir Gbar St. – Airport Road St.	Morning Trips: 6:45 AM, 7:45 AM, 9:30 AM
Khelda – Tla'a Ali	Al- Sultan Market – Aramex Traffic Signal – Al-Bashiti Traffic Signal – Arab Bank Signal – English School St. – Khelda Municipality – Jaber Complex – Abdullah Gosheh St.	Morning Trips: 6:45 AM, 8:00 AM, 9:30 AM
Al-Bayader 1	Al-Jandaweel – Al-Salam Market – Governorship – Yasser Mall- Philadelphia School – Airport Road St.	Morning Trips: 6:45 AM, 7:45 AM, 9:30 AM
Al Bayader 2	8th Circle – Bayader Wadi Sir Traffic Signal – UNRWA School – Al-Sena'a St. – Airport Road St.	Morning Trips: 6:45 AM, 7:45 AM, 9:30 AM
Nazzal Neighborhood	Al-Akhdar- Allouzi Triangle – Housing Bank – Al-Dustour St. – Ghaith bakery – Ali Saker Cricle – Burhan Kamal School – Youth Park – Al-Yasmeen Circle- Al-Quds St.	Morning Trips: 6:45 AM, 7:45 AM, 9:30 AM
Marj Al-Hamam	Luminous Technology University College (LTUC) – Al-Sakha'a Store – Bardini Circle – Formerly Post Office – Al-Dalleh Circle – Alia Circle – Al-Jundi Circle	Morning Trips: 7:00 AM, 7:45 AM, 9:30 AM
Al-Zarqa	Al-Saadeh St. – Army St. – Ruseifeh St. – Camp – Raghadan – Down Town- Ras Al-Ain	Zarqa Trip: 6:45 AM, 12:30 PM, and 4:10 PM only
Raghadan 1	Northern Hashmi area –Raghadan Complex – Raghadan Tourism – Down Town – Ras Al-Ain – Al-Quds St.	Al-Hashmi Trip: 6:45 AM and 4:10 PM only

Raghadan 2	North Marka – Raghadan Complex – Raghadan Tourist – Down Town – Ras Al-Ain – Al-Quds St.	North Marka Trip: 6:45 AM and 4:10 PM only
Al-Qweismeh	Abu Alanda Circle- Jabal Al-Hadid- Al-Qweismeh- Thirty St. – Sumayyah Traffic Signal – Formerly the Badiya Signal – Wehdat- Al-Tayyebat Village – Jabal Al-Zohour – Al-Quds St.	Morning Trips: 6:45 AM, 7:45 AM, 9:30 AM
Sahab	Martyrs' Circle – Al-Badeya Pharmacy- Al-Dalleh – Public Security Housing – Customs Circle - Forty St.	Morning Trips: 6:45 AM, 7:45 AM, 9:30 AM
Al-Yadoodeh	Finance & Agriculture Housing – Taybeh Circle- Khrebet Souq Signal – Jawa Signal Ramadan Mosque Kan Zaman Triangle	Morning Trips: 6:45 AM, 7:45 AM, 9:30 AM
Ma'adaba	Ma'adaba Complex – Housing Bank – Ma'adaba Municipality Circle – West Route	7:00 AM
Jabal Amman	1st Circle – 2nd circle -3rd – 4th – 5th – 6th – 7th and Airport Road St.	Morning Trips: 6:45 AM, 7:45 AM, 9:30 AM
Al-Hasan Hajj Suburb	Carrefour Traffic Signal – North Complex – Ma'adaba St. – Hittin College – South Amman Police Directorate – Al-Mukablain Circle – Al-Sakhen Circle – Al-Hurreyeh St.(Forty Street)	Morning Trips: 6:45 AM, 7:45 AM, 9:30 AM

Table No. 6
Trip Timings

Direction	Amman	Al Zarqa	Ma'adaba
From Locations to the University	6:45 AM	6:30 AM	7: AM
	7:45 AM		
	9:30 AM		
From the University to Locations	12:30 PM	12:30 PM	2.15 PM
	2:15 PM	4:10 PM	4:10 PM
	4:10 PM		

Notes:

• Coordination: All students are requested to coordinate with the route driver regarding morning trip timings.

• Adjustments: This schedule is subject to change based on operational needs.

• Weekend and Official Holidays: Bus schedule for the dormitories during weekends and official holidays: Departures: 11:00 AM, 2:00 PM, and 5:00 PM (except Thursdays). Returns from the Seventh Circle to the university: 7:35 PM and 9:35 PM. Returns to the dormitories: 10:35 PM instead of 9:35 PM.

• Cancellations: Any trip with fewer than ten students will be canceled, and changes to the bus route are not allowed.

• Transportation Fees (Optional): Regular Semester: 200 JOD, Summer Semester: 100 JOD.

Parking Facilities

A multi-level parking facility has been constructed for students, covering a total area of 26,500 m² and accommodating up to 1,000 cars. It is one of the largest parking facilities in Jordan, designed with all necessary safety requirements and equipped with secure entry and exit points.

The facility includes a unique electronic guidance system for parking, with electronic screens indicating available spaces for easy parking. It also features electronic gates and surveillance cameras monitoring all areas of the building. This new system aims to provide increased comfort and safety for students, helping to avoid congestion at the main university gates and within the campus. Secure entry and exit for student vehicles are managed through designated gates with security staff present to assist and ensure their safety.



Building Numbers

Table No. (7)

Building Number	Building Name
1	University Administration / Presidency
2	Civil Engineering
3	Faculty of Mass Communication & Law
4	Faculty of Architecture & Design
5	Administrative Building
6	Faculty of Arts & Sciences
7	Faculty of Information Technology
8A/8B	Faculty of Pharmacy & Medical Sciences + Pharmaceutical Center
9	Faculty of Administrative & Financial Sciences
10	Female Student Dormitory
11	University Club, Cafeteria , Commercial Market
14	Deanship Student Affairs
15	Main University Auditorium
16	The Mosque
17	Procurement & Supplies Department
18+19	Bus Maintenance + Operation
20	Bab Haretna
21	Parking Lots
22	Library
23	Central Warehouses
24A/24B	Faculty of Dentistry

10 . The University Centers

10/1 Computer and Information Control Center

Vision:

To achieve a prominent position among universities at both the regional and global levels by utilizing the latest computing technologies and keeping pace with rapid developments in this field, thus providing advanced university services.

Mission:

To disseminate effective computing culture to all university members, including faculty, staff, and students, and to make the best use of advanced and modern technical means.

Goals:

1. Maximize Utilization: Ensure that university students benefit fully from the university's website on the internet, gaining access to all possible information, including monitoring their academic status.

2. Infrastructure Benefits: Enable all university members to utilize the computing network infrastructure in both academic and administrative domains.

3. System Development: Develop and enhance the use of electronic systems within the university to increase work productivity and improve overall performance.

4. New System Implementation: Design, implement, and develop new systems within the university by the center's staff.

5. Staff Efficiency: Enhance the skills of the Computer and Information Center staff by providing specialized training in various technical fields, ensuring their complete reliance for future technical management at the university

About the Center:

The Computer and Information Control Center is one of the most crucial support service units at the university. It is responsible for maintaining and managing the university's internal network (both wired and wireless), as well as ensuring the integrity and security of databases. This includes handling financial management software, admission and registration programs, and regularly backing up all data.

The center also provides various electronic services to students, such as online registration, wireless internet access, email services, electronic exams, and other available electronic services at the university. The center is committed to continuously exploring ways to advance the university's information technology, keeping pace with global scientific developments, and competing with leading universities.

To facilitate students and protect their personal information, the Computer and Information Control Center issues a unified password for all the electronic services available at the university. This password is provided in cooperation with the Admissions and Registration Office, allowing students to access various systems such as: the university portal, online registration system, Blackboard, electronic exams, academic evaluation, university notices, academic information, use of computers in laboratories, level exams registration, university email service, and the electronic library.

Once students receive their password, they must sign a pledge to safeguard it, refrain from sharing it with others, and take full responsibility for all electronic activities conducted using their password, including any resulting financial or academic consequences. If a student loses their password, they must visit the Computer and Information Control Center to obtain a new one, subject to a financial penalty paid at the financial department. Students can also change their password through the new electronic portal.



10/2 The Health Center

Vision:

To establish the university health center as a leading model in providing appropriate healthcare for the university community, ensuring safety and high standards.

Mission:

To offer primary, preventive, therapeutic, and emergency healthcare services with international standards, through a qualified and continually developing team, using available resources safely and optimally.

Goals:

1. Provide Exceptional Medical Services: Deliver high-quality medical care that is continuously improvable.
2. Ensure a Healthy University Environment: Create an outstanding campus environment by providing necessary human and material resources, and ensuring the availability of modern medical and technological tools for the best healthcare service.
3. Achieve Quality in Healthcare Services: Implement quality concepts in the provided healthcare services.
4. Promote Health Awareness: Foster a culture of disease prevention and promote healthy lifestyle practices as a way of life.
5. Serve the Local Community: Provide healthcare services to the local community within the available resources of the health center.
6. Build Cooperation Bridges: Develop internal and external cooperation and communication with university departments, faculties, and the local community to enhance a culture of health.

10/3 The Continuing Education and Community Service Center

Vision:

The center aspires to be distinguished in enhancing the capabilities of Jordanian and Arab human resources at the regional level by adopting the latest practical methods in training. It aims to bridge academic aspects with practical realities, deepening the university's role in connecting and communicating with individuals and community institutions. This includes identifying training needs in various fields to improve scientific, practical, and professional competencies through specialized training courses, adhering to the guidelines set by the Ministry of Higher Education.

Mission:

To develop human capabilities by educating trainees about the importance of training and the labor market's need for qualified personnel. The center aims to provide services in a scientific and practical environment, contributing to the identification of specialists and experts to achieve the best competencies for community development and support the labor market with qualified professionals

Goals:

1. Develop the Skills of Participants: Enhance the skills of local community members and university students using the latest training methods.
2. Utilize Qualified Human Resources and University Facilities: Leverage the university's qualified human resources and material capabilities to serve the Jordanian and Arab community in general.
3. Oversee Training Quality: Ensure the quality of training programs and their effectiveness to achieve the best scientific and practical outcomes.
4. Promote Continuous Education Awareness: Raise awareness about the importance of continuous education.
5. Encourage Innovation and Stay Current: Foster creativity and innovation, keeping up with the latest developments in training methodologies.

Our Values:

- Belief in Continuous Education: Continuous education is essential for keeping pace with the times.
- Commitment to Ethical Standards: Adherence to ethical standards in interactions.
- Transparency and Integrity: Maintaining transparency and credibility in work.
- Utilizing Exceptional Practical Skills: Employing outstanding practical expertise to create the best training environment.

Overview of the Center:

The Center for Continuing Education and Community Service serves as a vital link between the university and the local community. It achieves this through offering various training programs to individuals and public and private institutions, as well as university students, alumni, and staff. These training programs cover a range of fields, including computer science, languages, management, accounting, design, and diploma programs in specialized areas such as graphic design, cybersecurity, hospital and medical record management, business management, interior design and decoration, artificial intelligence, and data science.

These programs are carefully selected based on scientific studies that assess market needs. To support these programs, the university provides all necessary material resources, including state-of-the-art laboratories, well-equipped classrooms, and specialized training facilities, aiming to achieve the highest levels of competence and excellence among participants.

The Center for Continuing Education and Community Service was established by a decision of the Board of Trustees in its session No. (201-9) dated September 23, 2010.

Advisory Board:

The Center is overseen by an advisory board composed of a group of academic experts specializing in training and consulting. The board includes members selected from the university's faculties, in addition to the Center's director

10/4 The Language Center

Vision:

The Language Center aims to enhance the concept of communication and understanding among people through teaching foreign languages, including Arabic for non-native speakers.

Mission:

To provide students with essential linguistic and cognitive skills that facilitate communication and strengthen cultural ties among people.

Objectives:

1. Teach foreign languages such as French, Spanish, German, Italian, Russian, Turkish, Persian, Korean, and Chinese.
2. Teach Arabic to non-native speakers.
3. Collaborate with institutions related to the foreign languages offered by the Center to support the educational process.
4. Prepare and administer proficiency tests for Arabic for non-native speakers.
5. Prepare and administer proficiency tests for the foreign languages taught by the Center.
6. Offer English language courses for university staff.
7. Organize conferences and training seminars related to Arabic and other foreign languages, including teaching methods.
8. Conduct interpretation training courses and practice using the latest application methods.

About the Center:

In response to the growing demand for multilingual professionals in the job market and the increasing interest in learning foreign languages, the Language Center was established to offer instruction in a variety of languages. These include French, Spanish, Italian, German, Russian, Turkish, Persian, Chinese, and Korean. This initiative reflects the broader global trend towards economic, political, technological, and cultural openness.

Given the rising interest in Arabic language learning, the center also provides programs for non-native speakers who wish to study Arabic. The center aims to prepare students to effectively use Arabic and gain a deep understanding of its history, literature, and culture.

University students can enroll in language courses offered by the center as elective courses within their academic plans. Non-native Arabic-speaking students are required to take introductory Arabic language courses (course code 410111) and its equivalent remedial course (course code 9401099), as well as intermediate Arabic language courses (course code 410112) and its equivalent communication skills course in Arabic (course code 9401099.

Table No. 8

Courses Offered by the Center

Course No.	Course Title	Credit Hours	Prerequisite
410101	Arabic & Islamic Culture/ History	3	-
410102	Politics of the Middle East	3	-
410103	Introduction to Modern Arabic Literature	3	-
410104	Media Arabic	3	-
410105	Contemporary Arab Cinema	3	-
410111	Beginners Modern Standard Arabic	3	-
410112	Intermediate Modern Standard Arabic	3	410111
410211	Upper Intermediate Modern Standard Arabic	3	410112
410212	Advanced Modern Standard Arabic	3	410211
410121	English for Beginners 1	3	-
410122	English for Beginners 2	3	410121
410221	English for Beginners 3	3	410122
410222	English for Beginners 4	3	410221
410131	French for Beginners 1	3	-
410132	French for Beginners 2	3	410131
410133	German for beginners 1	3	=
410134	German for beginners 2	3	410133

410135	Spanish for Beginners 1	3	-
410136	Spanish for Beginners 2	3	410135
410137	Italian for Beginners 1	3	-
410138	Italian for Beginners 2	3	410137
410141	Hebrew for Beginners 1	3	-
410142	Hebrew for Beginners 2	3	410141
410143	Persian for Beginners 1	3	-
410144	Persian for beginners 2	3	410143
410145	Turkish for beginners 1	3	-
410146	Turkish for Beginners 2	3	410145
410151	Chinese for Beginners 1	3	-
410152	Chinese for Beginners 2	3	410151
410153	Korean for beginners 1	3	
410154	Korean for Beginners 2	3	410153
410161	Russian for Beginners 1	3	=
410162	Russian for Beginners 2	3	410161
Total Hours (99) Credit Hours			

10/5-The Pharmaceutical Studies Center

Vision:

We aspire to be a distinguished center in advanced pharmaceutical research and training.

Mission:

To apply quality standards in conducting pharmaceutical research and training for pharmacists, meeting the needs of pharmaceutical and scientific institutions. The center is committed to providing scientific advice, conducting pharmaceutical research, and training those seeking excellence in pharmaceutical technology sectors and drug analysis.

Goals:

1. Develop and implement quality assurance guidelines for conducting pharmaceutical research at the highest level.
2. Conduct pharmaceutical research in line with international standards and modern techniques to enhance the foundations and concepts of high-quality scientific research.
3. Organize training courses, workshops, and seminars led by experts in pharmaceutical, nutritional, and technological sciences to meet the needs of professionals in pharmaceutical and scientific institutions.
4. Enhance communication and collaboration between the center, pharmaceutical manufacturers, and related institutions, creating an environment conducive to advancing scientific research and boosting the pharmaceutical industry.

Our Services:

1. Conduct efficacy and safety studies on pharmaceutical compounds in animal models.
2. Manage data and results, scientific writing, and pharmacokinetic analysis.
3. Execute studies on the composition of medicinal organic compounds.
4. Develop analytical methods for materials in various pharmaceutical forms.
5. Organize specialized workshops and training sessions in pharmaceutical sciences.

About the Center:

The Pharmaceutical Studies Center at University of Petra is affiliated with the Faculty of Pharmacy and Medical Sciences, which boasts extensive experience in planning and executing scientific research. The Faculty of Pharmacy and Medical Sciences was established at University of Petra in 1991. Over more than twenty years, the faculty has enhanced academic knowledge through a specialized and qualified academic staff, numbering 35 members holding doctoral and master's degrees. The faculty has been distinguished by the quantity and quality of its published research.

Believing in the ability and experience of its teaching staff to advance pharmaceutical industry development within related institutions, the idea to establish the Pharmaceutical Studies Center for Research and Training emerged at the beginning of 2012 at University of Petra.

10/6 Innovation and Entrepreneurship Center

Vision:

We aspire to be a leading center for attracting innovative students and faculty members, distinguished in creativity and entrepreneurship, and capable of pioneering scientific research.

Mission:

To provide a supportive and dynamic environment that unleashes the talents of students, faculty members, and researchers, encouraging them to contribute to building a technology-driven society based on innovation.

Goals:

1. Foster innovation and creativity within the college and the university, and eliminate all barriers to creativity.
2. Transform pioneering ideas into practical solutions that serve the community.
3. Spread the culture of entrepreneurship among students and researchers, equipping them with the requirements for successful entrepreneurship, including technical, managerial, and personal skills.
4. Provide a link between innovators and market partners, institutes, research centers, and other universities.
5. Encourage teamwork within a collaborative, multi-disciplinary environment.
6. Establish a strong relationship with the local community by providing creative solutions to environmental and social challenges.

About the Center:

Although the creative process is a natural outcome of the educational and research system, at the Center for Innovation and Entrepreneurship, we view the creative process, or what is known as "learning through competition," as an integral part of the educational and learning system. This method is seen as an alternative or complementary approach to traditional educational tools. Our policy is to use this method to motivate students at all levels, teaching them responsibility and teamwork through project-based work. We also expect this learning method to provide students with a space of freedom, shifting them from rote learning to participatory and research-based learning. Modern trends in the creative process, such as web technologies, communications, and network-based learning, will play a major role in this approach.

Services Provided by the Center:

- Assisting Faculty Members and Students with Intellectual Property Registration.
- Assisting with Patent Registration: Providing support with the registration steps for patents.
- Promoting a Culture of Innovation.
- Supporting Students with Academic Projects.
- Emphasizing Learning through Competition.
- Encouraging Multidisciplinary Projects:
- Building Relationships with the Local Community: Establishing connections with community organizations, research centers, other faculties, and community service centers.
- Providing Simulation and Practical Training:
- Community Service.
- Permanent Exhibit of Projects.

Achievements of the Center:

1. Patent Registration: Secured a patent in the United States for a project by students from the Faculty of Information Technology, specifically for the "Portable Neck Treatment Device (PNTD)."
2. Recognition for Innovation: Represented Jordanian universities at the "Coding Week Refugee" as the best Jordanian university partner with the UNHCR and SAP.
3. Competition Success: Qualified for the final stage of the "Hakim" Medical Competition and the "Innovation and Technology Festival" at German-Jordanian University.
4. Collaboration Agreement: Signed a cooperation agreement with the Amman Chamber of Industry to link graduation projects with Jordanian industries to address production issues through innovative solutions.
5. Startup Program: Launched an innovative training program to technically and commercially prepare students to establish startup companies derived from

their creative projects.

6. Technological Advancement: Equipped the center with the latest technological tools and equipment to keep pace with technological developments and assist students in their innovative endeavors.
7. Partnership with the Ministry of Transport: Signed a cooperation agreement with the Ministry of Public Transport to develop practical solutions for issues related to the public transport network in the Kingdom through projects from the Faculty of Information Technology.
8. Advanced to the final rounds of the Queen Rania Award for Entrepreneurship.

10/7 E-Learning Center

Vision:

The center aims to be a trusted leader in e-learning within the sector of government universities and the local and global workforce. It strives to be a pioneer in delivering electronic learning solutions.

Objectives:

Provide Intensive Consulting Services: Offer comprehensive consulting services in the field of e-learning to assist the university in enhancing its performance, increasing its reputation, and improving its cost-efficiency.

On the university level, we strive to achieve its operational goals, such as increasing revenues and reducing costs, by applying technology to address learning challenges and improving educational processes. We will utilize the latest tools and methods to achieve the center's objectives:

1. Increase awareness in the local community and university community about the importance of e-learning to support the education and learning process.
2. Promote development by providing high-quality training courses and enhancing the role of e-learning in this development.
3. Ensure the quality of education and enhance efficiency in implementing educational activities.
4. Establish high-quality and efficient distance learning programs at University of Petra.

Center's Responsibilities:

- Conduct computerized academic subject exams (First, Second, and final) for thousands of students.
- Administer placement tests for new students in the following subjects: Arabic language, English language, and computer skills.
- Develop an e-learning training system and oversee competency exams, including:
- Create a printed manual on how to input questions into the system.
- Provide on-site support to faculties for entering questions into the system.
- Upload student information for those whose names appear in the correspondence from the Ministry of Higher Education and Scientific Research.

- Verify information and competencies related to the proficiency exam.
- Oversee the confidentiality of the exam, in collaboration with the university's accreditation office.
- Develop an electronic file for the course material and create a new work plan for it, ensuring its widespread adoption within the university.
- Conduct three workshops in collaboration with the Academic Development Center to populate the electronic course file across the university.
- Participate in the first Education Technology Conference in Jordan.
- Design a new, modern, and advanced website for the Electronic Learning Center, showcasing the latest educational technologies to support innovative teaching models and serve as a foundation for high-quality education.
- Establish a dedicated system for the Innovation and Entrepreneurship Center in the Faculty of Information Technology and oversee its daily operations.
- Develop and manage a medical clinic system, ensuring its daily functionality and upkeep.
- Establish and manage University of Petra daycare system, ensuring daily operations and maintenance.
- Provide technical support and training for faculty and administrative staff at the university regarding the TURNITIN system.
- Conduct a training course on the LMS (Learning Management System) for faculty members across all faculties, in collaboration with the Academic Development Center.
- Organize a training course on computerized exams for faculty members across all faculties, in partnership with the Academic Development Center.
- Upload course materials along with student and faculty lists from all university faculties to the MOODLE LMS (Learning Management System).
- Monitor the graduation projects site for the Faculty of Information Technology daily, and update its information.
- Oversee the MOODLE LMS daily, providing technical support and training for faculty members.
- Provide technical and practical assistance to some students working on projects at the Faculty of Information Technology.
- Create a file storage system dedicated to quality assurance for the Faculty of Information Technology.
- Develop a Submission Course system for submitting course files related to the Faculty of Information Technology.
- Establish a modern, new system for the Academic Development Center, including information on courses, trainers, trainees, and educational materials.

11. Administrative Units

11/1-Quality Assurance, Planning, and Measurement Unit

Vision:

To be the leading authority and trusted source for quality management in higher education in Jordan, positioning the university among the top in national, regional, and international rankings.

Mission:

To enable the university to manage its activities according to established quality standards and continuously improve them, ensuring the delivery of high-value outcomes for students and the community, based on a values system that promotes teamwork, participation, innovation, and excellence.

Goals:

1. Promote the concepts and culture of quality within the university.
2. Establish good practices across all university activities and operations.
3. Ensure continuous improvement of output quality across different levels and types.
4. Manage all comprehensive quality processes.
5. Achieve high levels of satisfaction among stakeholders.
6. Enhance the university environment to meet stakeholder requirements and improve performance.
7. Contribute to maintaining the university's competitive edge at both national and international levels.
8. Maintain a sound organizational structure.

Core Responsibilities:

The Quality Assurance, Planning, and Measurement Unit manages processes and activities related to:

1. Developing and sustaining accredited quality systems within the university.
2. Monitoring the implementation of quality systems and standards throughout the university.
3. Preparing the university and its administrative units for obtaining quality assurance certifications and local and international accreditations.
4. Achieving distinguished positions in global rankings for higher education institutions.
5. Monitoring quality assurance activities across all administrative units (faculties, deanships, departments, and centers).

6. Developing the university's strategic plans and preparing the necessary procedures for their implementation and enhancement.
7. Conducting internal audits, evaluating strategic and operational plans, and measuring performance.
8. Preparing internal studies and research to enhance performance and support decision-making processes.

11/2 Unit of Public Safety

Vision:

To ensure that University of Petra is safe and free from accidents.

Mission:

To inspect public safety and occupational health requirements, and monitor all necessary conditions aimed at protecting lives and property within the university.

Objectives:

The goal of public safety on campus is to protect the university's three core components:

1. People: Students, faculty, staff, employees, and all occupants of the premises.
2. Property: Buildings, furniture, equipment, supplies, and machinery.
3. The Environment: Including water, air, and soil.

This is achieved through a series of precautionary measures and high-efficiency safeguards applied in planning, design, supervision, execution, operation, and maintenance, to ensure uninterrupted operations and to avoid any conditions, factors, or actions that might lead to undesirable accidents.



12. Offices

12/1 Office of Delegation

Vision:

To be the leading university in the region in attracting outstanding candidates for delegation, providing them with the best services and support, and assisting them in their pursuit of higher education at renowned global institutions.

Mission:

To send exceptional students to pursue doctoral degrees in various fields, meeting the university's future needs and ensuring the continuity of qualified faculty members, thereby achieving the university's vision, mission, and objectives.

Objectives:

1. Manage the Delegation Process: Oversee and administer the university's delegation procedures.
2. Attract Outstanding Candidates: Identify and recruit distinguished candidates for delegation.
3. Provide Resources and Support: Offer the necessary resources and support to delegates.
4. Communicate and Monitor: Maintain communication with delegates and monitor their progress until they complete their studies.
5. Develop Long-Term Delegation Plan: Prepare a strategic plan for long-term delegation initiatives.

Summary of the Office of Delegation

Established in 2010 at University of Petra, the Office of Delegation aims to manage the delegation process within the university. University of Petra is committed to sending students—selected according to specific criteria—to prestigious global universities to pursue doctoral degrees in various fields. This initiative supports the university's future needs and ensures the continuity of qualified faculty members.

The Office of Delegation continuously seeks academically outstanding candidates, particularly graduates of University of Petra. It focuses on identifying exceptional individuals with academic interests who wish to benefit from constructive opportunities to continue their higher education and obtain doctoral degrees.

The Office of Delegation assists candidates in applying to renowned universities in the United States, Canada, and the United Kingdom, and helps them obtain acceptance offers from these institutions. It provides candidates with all the necessary information and support during their doctoral studies. University of Petra allocates at least 2% of its annual budget to support delegation efforts.

The office also monitors the progress of the delegates throughout their studies. In return, the delegates are required to serve at the university for a period equal to the duration of their study abroad after obtaining their degree.

Accordingly, the Office of Scholarships collaborates with various academic and administrative departments at the university to develop a long-term plan for scholarships that covers all the university's needs for faculty members across different majors.

Due to the importance that University of Petra places on the issue of scholarships and in order to enhance the number of Jordanian faculty members across all university majors, the university has sent 82 scholars for master's studies and 67 for doctoral studies in priority scientific fields. To date, this commitment has resulted in the return of 49 doctoral scholars and 15 master's degree scholars, who have joined the faculty at the university, with 33 scholars still pursuing their studies.

To communicate with the Office of Scholarships and for more information about scholarships and their foundations at University of Petra, please contact:

Phone: +962 6 5799555, Ext. 9400

Email: scholarships@uop.edu.jo

12/2 Office of National Service Affairs

The Office of National Service Affairs was established on November 7, 2010. It is located inside the administrative building on the third floor and consists of three main offices: The President's Office, the Director's Office, and the Student Services Office.

The Office of National Service Affairs at University of Petra has been linked to the Directorate of Monitoring and Inspection via fax. This is to alleviate students from the hassle of traveling outside the university and ensure the swift processing of their transactions.

12/3 Cultural Office / Certificate Verification Office

The office serves the local community in collaboration with universities in the South Amman area. Its main tasks include:

Certifying Certificates and Documents: This includes documents issued by: University of Petra, Al-Zaytoonah University, Al-Israa University, Middle East University, College of Administrative Sciences.

The office also reviews the files of students admitted to these universities, as well as the files of their graduates, and responds to student inquiries related to higher education.

13. Bylaws and Regulations

13/1 - Awarding the Bachelor's Degree Regulations

Article (1): **A.** These regulations are titled and shall be cited as the **"Awarding the Bachelor's Degree Regulations at University of Petra of (2017)"**[1] and shall go into effect as of the date they are approved by the University Council[2].

B. Unless the context indicates otherwise, the following terms and expressions, wherever mentioned herein, shall have the hereunder designated meanings:

University	: University of Petra.
Dean	: The Dean of the Faculty in which the student is registered.
Faculty	: Any Faculty at the University.
Department	: The Department in the Faculty.
Regular Semester	: The First or the second semester of an academic year.

Article (2): These Regulations shall be applicable to full-time students, registered for obtaining the **Bachelor's Degree** in the Faculties of the University. It is the responsibility of the student to acquaint him/herself with these regulations and with all the publications linked to these.

Article (3): Until other Faculties are established, the University incubates the following Faculties and Departments[3]:

Faculty	Department
Arts & Sciences	Arabic Language & Literature English Language & Literature Educational Sciences Chemistry Modern Languages Mathematics Human Basic Sciences
Architecture & Design	Architecture Interior Design Graphic Design Animation & Multimedia Digital Film Design Technology

1 Approved in its session No. (2-2016/2017), dated on 05/04/2017, Resolution No. (13-2016/2017)
2 Approved in its session No. (3-2017/2018), dated on 26/03/2018, Resolution No. (5-2017/2018)
3 Approved in its session No. (2-2021/2022), dated on 24/4/2022, Resolution No. (4-2021/2022)

Administrative & Financial Sciences	Business Administration Finance & Banking Accounting Business Intelligence & Data Analytics Marketing E-Business & Commerce Financial Technology
Pharmacy & Medical Sciences	Pharmaceutical Medicinal Chemistry & Pharmacognosy Pharmaceutics and Pharmaceutical Technology Pharmacology and Biomedical Sciences Nutrition
Information Technology	Computer Science Information Security Software Engineering Data Science & Artificial Intelligence Virtual & Augmented Reality
Law	Public Law Private Law
Mass Communication	Radio & Television Journalism & Digital Media Digital Promotional Media
Engineering	Civil Engineering
Faculty of Dentistry	Department of Restorative Treatment and Basic Medical Sciences. Department of Fixed and Removable Prosthodontics. Department of Oral and Maxillofacial Surgery, Oral and Gum Diseases. Department of Pediatric Dentistry, Orthodontics and Preventive Oral Medicine.

Article (4):

A. The Bachelor's Degree is awarded by a decision of the Deans' Council.

B. The Council shall approve the study plans leading to the award of the Bachelor's Degree in the fields of specializations (majors) proposed by the Departments upon recommendations from the concerned Departments' Councils, Faculties' Councils and the University's Curriculum Committee.

C. **1.**Study plans are designed according to the credit hour system.
2.Each course in the study plans is assigned **(3)** credit hours and the Deans' Council may, for some courses, decide to assign more or less than this number.
3.Credit hours for each course are assigned according to the rule: a one credit hour is equal to one weekly lecture or one seminar. Laboratory and other practical hours are calculated individually for each course, but in all cases, the calculation of the credit hours of these should not be less than two practical hours or two laboratory hours.

D. The minimum number of credit hours for awarding the Bachelor's Degree in all majors at the University are as follows[4]:

Faculty of Arts and Sciences	
Arabic Language & Literature	**(135) credit hours**
English Language & Literature	**(135) credit hours**
English Language / Translation	**(135) credit hours**
French and English Language & Literature	**(135) credit hours**
Class Teacher	**(135) credit hours**
Early Childhood	**(135) credit hours**
Chemistry	**(132) credit hours**
Mathematics	**(132) credit hours**
Faculty of Architecture & Design	
Architecture	**(165) credit hours**
Interior Design	**(143) credit hours**
Graphic Design	**(137) credit hours**
Animation & Multimedia	**(137) credit hours**
Digital Film Design Technology	**(140) credit hours**
Faculty of Administrative & Financial Sciences	
Business Administration (Available in two tracks: in Arabic – in English)	**(132) credit hours**
Marketing	**(132) credit hours**
Business Intelligence & Data Analytics	**(132) credit hours**
Finance & Banking	**(132) credit hours**

4 Approved in its session No. (2-2021/2022), dated on 24/4/2022, Resolution No. (4-2021/2022)

Accounting (Available in two tracks: in Arabic – in English)	**(132) credit hours**
E-Business & Commerce	**(132) credit hours**
Financial Technology	**(132) credit hours**
Faculty of Pharmacy & Medical Sciences	
Pharmacy	**(164) credit hours**
Clinical Nutrition & Dietetics	**(136) credit hours**
Faculty of Information Technology	
Computer Science	**(134) credit hours**
Software Engineering	**(133) credit hours**
Information Security	**(133) credit hours**
Data Science & Artificial Intelligence	**(133) credit hours**
Virtual & Augmented Reality	**(133) credit hours**
Faculty of Law	
Law	**(141) credit hours**
Faculty of Mass Communication	
Radio and Television	**(135) credit hours**
Journalism & Digital Media	**(135) credit hours**
Digital Promotional Media	**(135) credit hours**
Faculty of Engineering	
Civil Engineering	**(160) credit hours**
Faculty of Dentistry	
Doctor of Dental Medicine and Surgery	**(214)credit hours**

Article (5) : **A. Study Plan:** The study plan for each major for which the Bachelor's Degree is awarded consists of:[5]

1. University Requirements: The total number of credit hours designated for these requirements is **(24)**, and is distributed as follows: University Compulsory Requirements with **(18)** credit hours, and University Elective Requirements with **(6)** credit hours. The University Elective Requirements may be altered by a Council of Deans' decision, in compliance with item **(4-B)** above. These requirements are[6]:

University Compulsory Requirements (18 Credit Hours)

Credit Hours	Course Title	Course No.
3	**National Education**	**9400100**
3	**Military Sciences**	**9400109**
3	**Communication Skills in Arabic (1)**	**9400113**

5 Approved in its session No. (2-2021/2022), dated on 24/4/2022, Resolution No. (4-20212022/)
6 Approved in its session No. (13-2021/2022), dated on 27/12/2021, Resolution No. (105-2021/2022)

3	**Communication Skills in English (1)**	**9400123**
2	**Entrepreneurship and Innovation**	**9300105**
2	**Leadership and Social Responsibility**	**9400107**
2	**Life Skills**	**9400108**

University Elective Requirements (6 Credit Hours)

Category	Course No.	Course Title	Credit Hours
Humanities	9400103	Human Civilization	3
	9400114	Communication Skills in Arabic (2)	
	9400124	Communication Skills in English (2)	
	9700102	Human Rights	
	9400104	Political Sciences	
	9400133	Jerusalem and the Palestinian Cause	
Science, Technology, Health & Arts	9100101	Science and Life	3
	9200102	Development and Environment	
	9500101	First Aid	
	9500111	Food and Nutrition in Our Life	
	9600104	Digital Skills	
Total			24 Cr. Hrs.

2. **Faculty Requirements:**

   These requirements vary in number according to the Faculty, and are distributed into: Faculty Compulsory Requirements and Faculty Elective Requirements Or only Faculty Compulsory Requirements.

3. **Major Requirements:**

   These requirements vary in number according to the departments' study plans, and are distributed between Department Compulsory Requirements, Department Elective Requirements and Department Supportive Requirements (if any).

4. **Free Requirements:**

   These are courses the student selects from any department, and are assigned a number of hours according to the departments' study plans. If a student studies more courses than what is designated in his/her study plan, only the highest grade enters in the calculation of his/her Cumulative Grade-Point Average (GPA).

B. Placement Tests

Arabic Language Placement Test:

1.
- Upon joining the University, all students shall sit for the Arabic Language Placement Test on dates set by the University in order to measure their basic skills in the language.
- If a student fails this test, or s/he does not sit for it in the first academic year, s/he shall have to regularly study, for one semester, a remedial course to improve his/her language skills. The number of this course is 9401099, and it is of (3) credit hours that do not enter in the calculation of the (GPA) nor in the number of hours required for graduation. The student shall sit for an exam in this course; and upon passing it, s/he will be qualified to register in the course: Communication Skills in Arabic (1).

English Language Placement Test:

2.
- Upon joining the university, all students shall sit for the English Language Placement Test on dates set by the university in order to measure their basic skills in the language.
- If a student fails this test, or s/he does not sit for it in the first academic year, s/he shall have to regularly study, for one semester, a remedial course to improve his/her language skills. The number of this course is 9402099, and it is of (3) credit hours that don't enter in the calculation of the (GPA) nor in the number of hours required for graduation. The student shall sit for an exam in this course; and upon passing it, s/he will be qualified to register in the course: Communication Skills in English (1).
- A student who has obtained a foreign secondary school certificate in English is exempted from the English Language Placement Test and from studying a remedial course in English as well.
- A student who has passed the (TOFEL) (or any other test of the same level) is exempted from the English Language Placement Test if his/her score in one of these tests are as follows:

Paper - Based	Computer - Based	Internet - Based	IELTS
500	173	61	5

3. Computer Skills Placement Test:

- If a student fails the Computer Skills Placement Test, or s/he does not sit for it in the first academic year, s/he shall have to regularly study, for one semester, a remedial course, to improve his/her computer skills. The number of this course is 9601099, and it is of (3) credit hours that do not enter in the calculation of the (GPA) nor in the number of hours required for graduation. The student shall sit for an exam in this course; and upon passing it, s/he will be qualified to register in the course: Digital Culture, among his/her study plan.

- A student who has obtained the (ICDL) (or its equivalent) is exempted from the Computer Skills Placement Test.

- A student shall be considered (fail) in any of the above mentioned placement tests if s/he is absent from the exam designated for it. If the absence is excused, s/he shall – within a maximum of one week from the date of the exam- submit a petition to the Dean responsible for the test to decide whether to allow him/her to sit for it later or not. This decision is to be notified in writing to the Dean of Admission and Registration.

C. Military Sciences:

This course is compulsory for Jordanian students and is elective for others. The credit hours for this course are counted in the hours required for graduation, but do not enter in the calculation of the (GPA). Non-Jordanian students, who have chosen not to register for this course, are required to register for any other course from the University Elective Requirements that is equivalent to it in number of hours and that will not enter in the calculation of their (GPA). Jordanian students who are graduates from the Royal Military College, the Candidates School or any equivalent institution are exempted from studying this course.

D. National Education:

This course is compulsory for Jordanian students and elective for others. The credit hours for this course are counted in the hours required for graduation and they enter in the calculation of the (GPA). Non-Jordanian students, who have chosen not to register for this course, are required to register for any other course from the University Elective Requirements that is equivalent to it in number of hours and that will enter in the calculation of their (GPA).

E.

1. A student shall study courses that have prerequisite(s) after satisfying these prerequisites.

2. The Dean of the concerned Faculty may in necessary cases permit a student to study a course without –satisfying the prerequisite(s). This decision is to be notified in writing to the Dean of Admission and Registration.

Article (6): Duration of Study

A. The average duration of study for the Bachelor's Degree is four academic years, except for Pharmacy, Architecture and Civil Engineering majors, it is five academic years. The academic year is defined as two regular semesters and one optional summer semester. The duration of the regular semester is at least (16) weeks including examinations, and that of the summer semester is (8) weeks at a minimum including examinations.

B. The duration of study for the Bachelor's Degree in Pharmacy, Architecture and in Civil Engineering shall not be less than four years, and it shall not be less than three years for all other majors, except for transfer students and those joining the university in the summer semester. For a student who changes his/her major during his/her study, the minimum and maximum durations stated above shall still be applied from the date of joining the university till graduation, except for the permitted periods of postponement of study as stated in Article (14) of these Regulations.

C. The duration of study for the Bachelor's Degree in Pharmacy, in Architecture and in Civil Engineering shall not exceed eight years and it shall not exceed seven years for all other majors. Postponement and discontinued periods are not included here.

D. The summer semester is not counted for duration of study limitations.

E. In the event a student has not completed the requirements for obtaining the Bachelor's Degree during the maximum duration specified, but he/she can do so within one more academic year, the University's President may permit to grant him/ her one more academic year to complete the graduation requirements[7].

F. Students registered as candidates for the Bachelor's Degree are classified into four or five levels: First Year, Second Year, Third Year, Fourth Year and Fifth Year. A student is considered to be in the second, third, fourth or fifth year level, when s/he has successfully completed not less than (33, 66, 99,135) credit hours respectively for all majors.

7 Approved in its session No. (42-2019/2020), dated on 31/08/2020, Resolution No. (273-2019/2020)

Article (7): Academic Load

A. Based on the Ministry of Higher Education and Scientific Research's resolution No. (4765) dated on 292022/03/, the maximum academic load to be carried by a student in a regular semester is (18) credit hours, and is (10) credit hours in the summer semester.

B. The maximum academic load for a student expected to graduate in a regular semester is (21) credit hours and is (13) credit hours in the summer semester.

C. The minimum academic load for a student in a regular semester is (12) credit hours. This minimum could be decreased in justified cases approved by the Dean of the Faculty concerned, and in that case the Dean of Admission and Registration is to be notified in writing.

D. The minimum academic load mentioned in item (C) above does not apply for a student expected to graduate in that semester.

Article (8): Academic Attendance

A. Students are required to attend all lectures, discussions and practical sessions as specified for each course in the study plan.

B. A student is not allowed to be absent for more than (15%) of the scheduled hours of the course.

C. The instructor of the course issues a warning to students whose absence is repeated without acceptable excuses and is close to (15%). This warning is prepared on a special form for this purpose and is posted on the advertisement board in the Faculty.

D. If the absence of a student exceeds (15%) of the total hours required for a course without a medical or a compelling excuse acceptable to the Dean of Faculty concerned, s/he shall be precluded from taking the final examination of the course, shall be given (FA) (Fail by Absence) grade in this course and s/he has to study that course again if it is compulsory. The (FA) grade shall enter in the calculation of his/ her semester (GPA) (SGPA) and in his/ her cumulative (CGPA) probation and dismissal purposes.

E. If the absence of a student exceeds (15%) of the total hours required for a course due to a medical or a compelling excuse acceptable to the Dean of the Faculty concerned, s/he shall be considered "Withdrawn" from that course, the policies of withdrawal shall be applied, the decision of the Dean shall be reported to the Dean of Admission and Registration and a "W" status for that course is recorded in the student's transcript. Students representing the Kingdom or the University in official activities are exempted from this, and their allowable absence should not exceed (20%).

F. The medical excuse should be in a medical report form, issued by the University's physician, attested by him/her, or from an approved hospital (or in some cases from an outside medical unit). In all cases, the report has to be attested by the University's physician and submitted to the Dean of Faculty concerned within a period not exceeding two weeks from the first date of student's absence. In other compelling circumstances, the student submits his (her) compelling excuse within a week after the cause is over.

G. Deans of Faculties, academic staff, instructors and the Dean of Admission and Registration are all responsible for carrying out the aforementioned attendance regulations.

Article (9): Excuses:

The acceptable excuse:

A. The acceptable excuse is the medical excuse attested by the University's physician and which is acceptable by the Dean of the Faculty. The compelling excuse is the one acceptable by the Dean of the Faculty.

B. Any student, who is absent from a final exam, shall submit a petition to take a make-up exam to the Dean of the Faculty offering the course within three days after the date of the final exam. If the Dean approves the petition and decides to consider the status as "Incomplete" (I), s/he then informs the instructor who gives the student a make-up exam within the specified period for it. If the Dean does not approve the petition, all grades obtained by the student prior to the final exam are recorded. In all cases, the decision is to be reported in writing to the Dean of Admission and Registration to be kept in the student record.

C. The approval of the "Incomplete" (I) status for a student in a course is the sole authority of the Dean of the Faculty offering the course.

D. A student, who is absent from a semester's test for a course, for an acceptable excuse as in item (A) of this Article, shall present the excuse to the instructor of that course within three days after the cause is over. The course instructor in this case shall arrange a make-up test for the student as s/he sees fit.

Article (10) : Examinations, Grades and Averages[8]

A.The semester's works for each course consist of at least two written tests announced to students at least one week before their dates. The period for conducting the first test is the fifth or sixth week of the regular semester, and that for the second test is the eleventh or twelfth week. In the summer session, the first test is to be held during the third week and the second test is during the sixth week. All corrected test papers are to be returned to students within a week after holding the exam in the regular semester, and within (72) hours in the summer session. Course instructors shall announce the sum of marks gained by students for semester's works before the end of the compelling withdrawal period. Semester's works may include oral examinations, research papers, reports or all of these as deemed appropriate by the Department Council. Work throughout the semester shall be allocated (60%) of the final grade for the course.

B.The final exam for each course is held once at the end of the semester and is allocated (40%) of the final grade for that course. It may include oral or practical exams or reports that are allocated a certain percentage of the final grade, which may be changed by the Faculty Council.

C. Seminars, laboratory activities, field works, research works and projects are not governed by the regulations in items (A, B) of this Article, but by internal assessment methods recommended by the Department Council

8 The amendment of Article (10) with the addition of the new Item (D) were approved in University's Council Session No. (3-2020/2021), dated on 29/07/2021, Resolution No. (7-20202021/)

and approved by the Faculty Council. For a multi-section University Requirement course, a common (unified) exam is to be held for it.

D.Department Council recommends and Faculty Council decides on the distribution of marks for fully online and blended courses that are not included in item (C) of this Article. Assessment methods shall include at least one exam in addition to the final exam, depending on the nature of the course.

E. The instructor of the course is wholly responsible for correcting test and exam papers for his/her courses, and for revising and recording the results.

F. For a multi-section course, one of its instructors is proclaimed a coordinator to determine a unified method of assessment for it.

G. The instructor shall record the final grades in letters and points on the forms designated for this for each course. The instructor hands in the grade rosters to the Head of the Department concerned for approval, and then to the Dean of Faculty concerned for final approval, who in turn submits them to the Dean of Admission and Registration and keeps a record in the Faculty. In case grades are electronically reported, special regulating procedures are to be followed.

H. Statistics of the results are presented to the Dean of the Faculty who may discuss it with the Head of the Department if needed. The statistics may include number of students who passed and of those who failed the course, and distribution and percentages of grades for the course.

I. Final results are announced to students by the Dean of Admission and Registration after being recorded and approved electronically.

J. A student may in writing file an appeal form, before the end of the second week of the following semester, concerning his/her final grade after paying a two JOD appeal fee. In this case, the Dean of the Faculty – in the presence of the instructor involved and the Head of the Department-shall revise the correction of the final exam answer sheet to verify that partial grades are correctly totaled and recorded, and that no question is left uncorrected. In case there is such an error, the proper correction shall be made. Change of the grade, accompanied with verifications, is then reported to the Deanship of Admission and Registration for verification and implementation.

K. Students are permitted to review their semester test answer sheets, reports and research works. Final exam answer sheets are excluded from this and are reserved in the Faculty for two years.

L. Any student whose designation status is “Incomplete” (I) in a course shall sit for a make-up exam within (3) weeks after the commencement of the following semester (summer session is excluded). If s/he fails to sit

for this make-up exam, a (zero) grade is given for this exam, and the final grade in that course shall be the total of the semester's works (tests and other assessments) attained prior to the final exam of this course. In case a student has an approved postponement of study in the following semester mentioned above or s/he is discontinued for a compelling cause, s/he has the right to sit for the make-up exam after termination of the postponement or after being re-registered.

M. Any student who absents him/ herself from an announced final exam for a course without an acceptable excuse, a (zero) grade is assigned for that exam, and the final grade in that course shall be the total of the semester's works (tests and other assessments) attained prior to the final exam.

N. The courses' grades are classified and designated by letters and by the corresponding number of points :

Grade Points	Letter
4.00	A
3.67	A-
3.33	B+
3.00	B
2.67	B-
2.33	C+
2.00	C
1.67	C-
1.33	D+
1.00	D
0.67 Fail	D-
0.00 Fail	F
0.00 Fail (by Absence)	FA
-	P
-	NP

(The minimum passing grade in a course is **"D"**)

The academic standings of students are classified according to the following distribution of their Cumulative Grade Point Average (CGPA):

(Cumulative GPA)	Academic Standing
4.00 – 3.89	**Excellent with Distinction**
3.88 – 3.67	**Excellent**
3.66 – 3.00	**Very Good**
2.99 – 2.33	**Good**
2.32 – 2.00	**Satisfactory**
Less than 2.00	**Weak**

O. The (CGPA) is computed by multiplying the grade points of the letter grade obtained for each course in the study plan by the number of credit hours allocated for that course, and then dividing the sum of the resulting products by the total number of credit hours of all courses taken by the student.

P. The (CGPA) is rounded to the nearest two decimals.

Q. The (CGPA) is the average of all passed and failed courses in the study plan of a student, up to the date of computing it. In case a student has in some courses an "Incomplete" **"I"** notation, his/her (CGPA) shall be computed without these courses. The (CGPA) shall be retroactively recomputed after removing such notation.

R. All courses, from which a student has withdrawn and for which **"W"** notation has been designated, do not count in the calculation of the (CGPA) and in the number of credit hours studied by the student.

S. Some courses studied by a student are counted in the number of credit hours studied by him/ her, but do not enter in the (CGPA) required for graduation. These courses are designated either "Pass with no Points" **(P)** or "Fail with no Points" **(NP)**.

T. **1.** The name of a student shall be placed on the "University Honor List" in any semester (excluding summer) if his/her semester (GPA) (SGPA) is **(3.89)** or higher in that semester and this placement shall be cited in the student's record, on condition that his/her academic load is not less than **(15)** credit hours in that semester, and s/he has not received a disciplinary punishment action in that semester. Credit hours of courses designated by (**Pass/Fail**) notions shall not count in the student's load for this purpose.

2. The name of a student shall be placed on the "Faculty Honor List" in any semester (excluding summer) if his/ her semester (GPA) (SGPA) is **(3.67)** or higher in that semester and this placement shall be cited in the student's record, on condition that his/ her academic load is not less than **(15)** credit hours and s/he has not received a disciplinary punishment action in that semester. Credit hours of courses designated by (**Pass/ Fail**) notions shall not count in the student's load for this purpose.

Article (11) : Repeating Courses – Substitute Courses

A. A student shall repeat compulsory courses which s/he has failed. If a student failed an elective course, s/he is permitted to repeat it or to choose another course from the study plan of the concerned Department.

B. In case a student repeated a course, the highest grade obtained shall only be considered, while the rest of grades are just placed in his/ her academic record.

C. Credit hours of repeated courses are counted only once in the number of credit hours required for graduation.

D. A student whose graduation in a semester depends on studying at most two compulsory courses that are not offered in that semester, or are offered but one (or both) is (are) in conflict with another compulsory course(s), can with the approval of the Dean upon recommendation by the Head of the Department concerned take a maximum of two substitute courses equivalent in level and in number of credit hours to those of the original courses. Substitute courses shall be taken from the elective courses offered by the student's Department or from courses offered by any other department in the students' Faculty. The Dean of Admission and Registration is to be notified in writing of this.

E. If a student fails a compulsory course at least twice and gets (F) or (D-) in that course or gets (FA) once or (F) or (D-) at least three times in a compulsory course, the Dean, upon recommendation by the Head of the Department concerned, may permit the student to take only once a substitute course from any of the courses in the Faculty equivalent in level and in number of credit hours to the original course[9].

F. If a student studies a course that has been transferred from another university, the earned grade at the University shall be counted for him/her, and its transfer is cancelled.

Article (12) : Placement on Probation

A. A student is placed on academic probation whenever his/her (CGPA) falls below **(2.00).**

9 The amendment of Item (E) of Article (11) was approved in University's Council Session No. (1-2020/2021), dated on 11/10/2020, Resolution No. (2-2020/2021)

B. A student placed on probation in a semester must remove it within a maximum of two regular semesters following that semester. The student removes the probation by raising his/her average to **(2.00)** or more.

C. A student shall be dismissed from his/her major if s/he fails to remove his/her name from the probation list; excluding a student who has successfully completed **(99)** credit hours.

D. A student is not to be placed on probation at the end of his/her first semester of enrollment at the University or at the end of the first semester of changing the major. The academic advisor in these cases shall warn the student of his/her low (CGPA).

E. The summer session shall not be considered for probation purposes.

F. A student who is dismissed from his/her major because of low (CGPA) **(2.00)** shall be accepted in **"Special Remedial Study"** status under the following conditions:

1. If his/her (CGPA) is not less than **(1.67)**, s/he is given four semesters to raise it to **(2.00)**. In case s/he failed to do so, s/he shall not be permitted to continue studying under this status unless s/he has completed **(99)** credit hours of the study plan and his/ her (CGPA) is not less than **(1.90),** in which case, two more semesters are given to raise his/her (CGPA). Otherwise, the student shall be dismissed.

2. If his/her (CGPA) is in the range **(1.00)** to less than **(1.67)**, s/he is given one semester to raise it to **(1.67),** in which case s/he is given three additional semesters to raise it to the minimum (CGPA) accepted which is **(2.00)**. If s/he fails to do so, s/he shall not be permitted to continue studying under this status unless s/he has completed **(99)** credit hours of the study plan and his/her (CGPA) is not less than **(1.90)**, in which case, two more semesters are given to raise his/ her (CGPA). Otherwise, the student shall be dismissed.

3. The maximum academic load of a student under this **"Special Remedial Study"** status is up to **(12)** credit hours. S/He may have **(18)** hours if those added are repeated courses[10].

4. A student shall not be dismissed if his/ her (CGPA) falls below **(1.00)** in his/her remedial study semesters.

5. The (CGPA) attained by a student at the end of a summer session during probation and remedial studies periods shall be counted on condition that it is for his/her benefit, like removal from probation list or being given another remedial study chances within a higher category. The (CGPA) attained by a student at the end of a summer session during probation and remedial studies periods shall not be counted other than that for the purposes above.

10 The amendment of Item (3-F) of Article (12) was approved in University's Council Session No. (1-2017/2016), dated on 232016/11/, Resolution No. (42017/2016-)

6. The Academic Committee, which is composed of the Vice President of Academic Affairs, the Dean of the Faculty concerned and the Dean of Admission and Registration, shall study the appeals of students who are academically dismissed, in order to explore the possibility of their abilities to continue studying according to their (CGPA)s, number of completed hours and the possibility to raise their (GPA) s. The Committee's suggestions and recommendations are then submitted to the Deans' Council for approval.

Article (13) : Drop-and-Add

A. A student may drop or add a course or more with no fine charges within the period from the commencement of the early registration to the end of the drop-and-add period stipulated in the academic calendar. Dropped courses during this period do not appear in the students' academic record. All students shall complete registration of courses before the beginning of study stipulated in the academic calendar. Otherwise, s/he shall be charged late registration fee(s) as stated in the academic calendar.

B. A student wishing to withdraw from a course or more after the beginning of study shall submit a drop-and-add form – issued by the Deanship of Admission and Registration – to the Dean of Faculty, who shall notify the Deanship of Admission and Registration of his/her decision on the matter.

If the withdrawal from a course or more takes place during the period between the first and the third week of a regular semester, **(75%)** of paid tuition for the course(s) is reimbursed, and if it is during the fourth and the fifth weeks, **(50%)** of paid tuition will be reimbursed. In either case, the dropped course(s) shall not appear in the student's record. If a student withdraws from a course or more during the period from the sixth week to the beginning of the final exams period of a regular semester, a "compelling withdrawal" **"W"** notification shall appear in his/her academic record, and the whole paid tuition shall not be reimbursed. For the summer session, **(75%)** of paid tuition is reimbursed if the withdrawal takes place during the first and the second weeks, and **(50%)** for the period during the third week. A **"compelling withdrawal" "W"** notification shall appear in the student's academic record and the whole paid tuition shall not be reimbursed, if the withdrawal takes place during the period from the fourth to the beginning of the final exams period of the summer session[11].

11 The amendment of Item (B) of Article (13) was approved in University's Council Session No. (2-2016/2017), dated on 05/04/2017, Resolution No. (13-2016/2017)

C. If a student, except those newly registered or transferred, withdraws from all courses, a **"W"** note is recorded, tuition fees for all these courses shall be reimbursed to him/her in accordance with paragraph **(13-B)** of this article, a **"withdrawn from the semester"** note is recorded, and s/he shall be considered **"postponed the semester"** if the semester is regular. This semester shall be counted in the allowable postponement period as stated in item **(14-C)** of these Regulations, and shall be recorded in the student's transcript.

Article (14) : Postponement of Study/ Suspension and Withdrawal from the University

A. A student shall complete registration and drop-and–add processes in accordance with the academic calendar issued by the University every academic year. The University has the right to consider an enrolled student suspended and losing the University seat in any regular semester, if s/he fails to register within the designated period of registration of that semester. Such a student may be permitted to register if there are vacant seats in his/her major.

B. If a student wishes to postpone his/her study for a semester, s/he has to submit a postponement application provided by the Deanship of Admission and Registration before the end of the add-and-drop period of that semester. The Dean of the Faculty concerned makes the final decision and notifies the Dean of Admission and Registration. A **"postponed"** notification shall appear in the student's academic record.

C. A student may postpone his/ her studies for a continuous or an interrupted period not exceeding four semesters. The Faculty Council may approve this postponement for a further period, but not exceeding six semesters in total.

D. A new or a transfer student is not permitted to postpone his/ her studies unless s/he has studied one complete semester after enrollment in the University.

E. A postponement period shall not be counted within the duration of study required for awarding the Bachelor's Degree. A student who does not register before the end of the add- and – drop period of a regular semester and who does not apply for postponement of study to the Deanship of Admission and Registration shall be considered suspended and losing his/ her seat at the University and the notification **"Suspended/ Lost University Seat"** is recorded, unless s/he presents acceptable excuses for the delay before the end of the third week of study of a regular semester. The Academic Committee concerned shall then study the case, upon the student's request, taking into consideration the availability of vacant seats.

F. A student who wishes to withdraw from the University shall submit an application- designed for this purpose- to the Deanship of Admission and Registration, and has to get clearance from concerned University units. A **"withdrawn from the University"** notion shall be recorded in his/ her transcript.

G. A withdrawn from the University or a suspended / lost seat student may apply to the Deanship of Admission and Registration to be re-registered, provided that the total of his/her withdrawn, suspended and postponed semesters does not exceed **(3)** years. The Academic Committee concerned then shall study the application. If s/he is re-registered, his/her entire academic record shall be reserved provided that s/he completes the graduation requirements according to the study plan applicable at the time of joining the university. In this case, the previous duration of study will be counted within the duration of study required for obtaining the Bachelor's Degree, and the tuition stipulated at the time of joining the University shall be applied. If the student does not wish to retain his/her previous academic record, s/he has to re-register as a new student. The admission policies and tuition in effect at that time shall then apply.

Article (15) : Transfer from Other Universities

A. Students from other universities are permitted to transfer to the University, if there are vacancies, according to the following conditions:

1. Admission requirements at the University are met.

2. The university, university college or university institute from which the student is transferring is recognized by the University.

3. The student's average in the General Secondary Education Exam is acceptable by the Department at the University in the year s/he intends to transfer to, provided that the in effect decisions of the Jordanian Higher Education Council are not violated thereof.

B. The Dean of Admission and Registration transfers the accepted applications to the Dean of Faculty concerned to transfer equivalent credit hours according to the study plan of the concerned programs. Not more than **(50%)** of the study plan hours may be transferred. One semester for every **(15)** credit hours transferred, is deducted from the duration required for graduation, in accordance with Article **(6-C)**. Decisions about transferred credit hours are final and may not be adjusted or reconsidered except within the first year of enrollment of the student[12].

12 The amendment of Item (B) of Article (15) was approved in University's Council Session No. (22017/2016-), dated on 052017/04/, Resolution No. (132017/2016-)

C. Courses with grades **(50%)** or more (or **(D)** and above) other than department compulsory courses can be transferred. Those department compulsory courses of the first and second year level can be transferred upon passing them, whilst keeping the condition of not transferring those department compulsory courses of the third, fourth and fifth year level that are below the mark of **(C)** or what is equivalent to it[13].

D. Grades of transferred courses shall not be counted in the calculation of the (CGPA) at the university and a **"Transfer from Another University" (T)** is recorded in the student's transcript.

E. A transfer student has to successfully complete at least **(50%)** of credit hours required by his/ her major at the University.

F. A student transferring from a Jordanian university shall not have been suspended because of disciplinary action imposed upon him/her, and shall provide the University with a certificate of good conduct upon his/her acceptance.

Article (16) : Study at Another University

A student at the University may, after submitting an acceptable excuse to the Dean of Faculty concerned, study not more than **(36)** credit hours in another recognized university. These hours are then transferred to him/her in accordance with item **(C)** of Article (15)**,** provided that:

A. The student has completed not less than **(36)** credit hours at the University and his/ her (CGPA) is not less than **(2.5)**.

B. His/ her study at the other university in which s/he plans to study is by full attendance.

C. The student has to obtain approval of the Department Council on the courses to be studied.

D. The total number of credit hours of courses studied outside and of credit hours transferred to the student before should not exceed **(50%)** of the credit hours required by the student's major.

13 The amendment of Item (C) of Article (15) was approved in University's Council Session No. (3-2019/2020), dated on 17/08/2020, Resolution No. (8-2019/2020)

Article (17) : Changing Major

A student may change his/ her major if the following conditions are met:

A. There is a vacancy in the major s/he intends to change to.

B. The student's average in the General Secondary Education Exam qualifies him/her for admittance to the major intended to change to, in the year of obtaining the (GSE) certificate or in the year of admittance to the University.

C. An application is to be submitted to the Deanship of Admission and Registration during the period determined by it in every semester. All successfully completed courses shall be counted for the student provided that they are in accordance with the study plan of the major to which s/he changes.

D. All probation and dismissal rules apply in accordance with the study plan of the major to which s/he changes.

E. A student who has changed his/her major may submit in writing a request to the Deanship of Admission and Registration to cancel his/her previous record and be re-registered as a new student. Admission requirements and tuition in effect then shall be applied.

F. A student who has been dismissed from a major shall not be eligible for readmission into that same major.

Article (18) : Requirements for Awarding the Bachelor's Degree

The Bachelor's Degree shall be awarded upon fulfillment of the following requirements:

A. Passing all courses required for graduation as set in the Department study plan and attaining a minimum (CGPA) of **(2.00)**.

B. Fulfillment of the duration of study requirement in accordance with **Article (6)** of these Regulations.

C. Fulfillment of the duration of study and the number of credit hours' requirements for transfer students as stated in these Regulations.

D. Being registered as a full time attendance student for the last semester of his/her study[14].

Article (19) : Special Study

A. A student from the following categories may register under this status in some courses at the University, and shall then be granted an official statement of results in these courses:

14 The amendment of Item (D) of Article (18) was approved in University's Council Session No. (1-2016/2017), dated on 23/11/2016, Resolution No. (42017/2016-)

1. Students enrolled at universities or higher institutions outside or inside Jordan who wish to study some courses at the University in one or more semesters
2. Those wishing to deepen their specialization knowledge in order to improve their performance and skills in their jobs.
3. Those wishing to enrich their cultural or academic knowledge.

B. A student shall be admitted under the **"Special Study"** status provided the following conditions are met:

1. S/he is holder of the Jordanian General Secondary Education Certificate or its equivalent, provided that the admission principles in effect are not violated.
2. S/he has satisfied the prerequisites for courses s/he intends to study at the University.
3. The availability of vacancies in the courses s/he intends to register in, after giving priority to the Department students first, and then to the regular students of the University.

C. In case a student is admitted to a major at the University, any courses studied under this status before, shall not be counted in the courses required for that major.

Article (20) : General Provisions

The Bachelor's Degree shall be conferred when deserved at the end of the academic semester, and the commencement ceremony shall be organized as stated in the academic calendar decided by the Deans' Council.

Article (21) : The Department in the Faculty concerned is responsible for following-up the student's academic performance and advising him/her accordingly. The Deanship of Admission and Registration shall verify the fulfillment of graduation requirements by the student.

Article (22) : The President, the Deans of Faculties concerned and the Dean of Admission and Registration shall all be responsible for the implementation of these Regulations.

Article (23) : The President of the University shall decide upon cases not stipulated in these Regulations.

Article (24) : These Regulations annul the "Awarding the Bachelor's Degree Regulations at University of Petra No. (17) of (2016)"[15].

15 In its Session No. (22017/2016-), dated on 052017/04/

13/2 Master's Degree Awarding Regulations

Article 1: A. These regulations are referred to as the "Master's Degree Awarding Regulations at the University of Petra for the year 2017."[1] They become effective upon approval by the University Council.[2]

B. The following terms and expressions shall have the meanings ascribed to them, unless the context indicates otherwise:

University:	University of Petra.
President:	President of the University.
Council:	Council of Graduate Studies at the University.
Dean:	Dean of Scientific Research and Graduate Studies at the University.
Department:	Any academic department within the University's faculties.
Faculty Committee:	Committee of Graduate Studies at the Faculty.
Department Committee:	Committee of Graduate Studies at the Department.
Program:	The MA program at the University.
Student:	The MA student.
Supervisor:	The academic advisor overseeing the student's thesis for the master's degree.
Regular Semester:	The first or second semester of each academic year.

Master's Program

Article 2: The requirements for obtaining a master's degree at the University involve successfully completing 33 approved credit hours, as outlined in the plan approved by the University Council based on the recommendation of the University's Curriculum Committee. These requirements are distributed as follows:

a. **Master's Program/Thesis Track:**
1. Studying subjects totalling 24 approved credit hours and achieving success in them.
2. Preparing a thesis, equivalent to 9 approved credit hours, and succeeding in its defence.

b. **Master's Program/Comprehensive Track:**
1. Studying subjects totalling 33 approved credit hours and achieving success in them.
2. Successfully passing the comprehensive exam.

1 Approved by the University Council in its session No. (3-2016/2017), dated 07/08/2017.
2 Approved by the University Council in its session No. (1-2022/2023), under the resolution No. (6-2022/2023), dated 22/12/2022.

Article 3: The academic plan for each program consists of 700-level courses as follows:

a. **Master's Program/Thesis Track:**

1. Compulsory courses totalling a minimum of 15 approved credit hours.

2. Elective courses, with a maximum of 9 approved credit hours.

3. Thesis preparation and defence are allocated 9 credit hours.

b. **Master's Program/Comprehensive Track:**

1. Compulsory courses totalling a minimum of 24 approved credit hours.

2. Elective courses, with a maximum of 9 approved credit hours.

Article 4: 1. It is not permissible to study an alternative course for any compulsory course in the plan.

2. A student may study only one course from the 700-level courses of other graduate programs at the University, as long as it is related to their study plan or another track within the same program. Approval for this study is granted by the Faculty Committee based on the Department Committee's recommendation, and it is counted as part of the elective courses.

3. When courses are listed under the names "Studies," "Special Topics," or similar titles in study plans, the student is credited with only one course, even if the content varies.

Article 5: 1. The department committee may request a student (holding a bachelor's degree in a non-matching field to the program) to take remedial courses, not exceeding 9 approved credit hours, deemed necessary. These courses are specified on the enrolment form.

2. Remedial course hours are not counted as part of the required credit hours for obtaining a master's degree, and the grades do not contribute to the student's cumulative GPA.

3. The student must successfully complete remedial courses by the end of the first academic year of joining the program.

Article 6: 1. The duration for a student to earn a master's degree shall not be less than three academic semesters and shall not exceed eight academic semesters. Exceptions include cases of transferring from another university and students enrolling in the summer semester. If a student exhausts the legal period for obtaining a master's degree, fails to meet graduation requirements, and their graduation is facilitated by granting an additional year, the University President may approve an additional academic year for the student to fulfil the necessary graduation requirements.[3]

2. The total period for deferment and withdrawal shall not exceed two academic semesters, and this period is not counted towards the maximum time limit for obtaining the master's degree mentioned in Article 6/A.

3 The amendment to item (a) of Article No. 6 was approved by the University Council in its session No. (2-2016/2017), under the resolution No. (13-2016/2017), dated 05/04/2017.

Article 7: 1. The academic year consists of two regular semesters, each lasting a minimum of 16 weeks. A summer semester, with a duration not less than 8 weeks, may also be approved.

2. The minimum academic workload for a student in a regular semester is 6 approved credit hours, with a maximum of 9 approved credit hours, including remedial courses and English language courses. A student may enrol in a maximum of 21 credit hours only if the student is expected to graduate at the end of the semester. The academic workload for a student may be less than the minimum with the approval of the dean of the concerned faculty.

3. The minimum academic workload for a student in the summer semester is 3 approved credit hours, with a maximum of 6 approved credit hours, including remedial courses and English language courses. A student may enrol in a maximum of 9 credit hours only if the student is expected to graduate at the end of the semester. The academic workload for a student may be less than the minimum with the approval of the dean of the concerned faculty.

Admission

Article 8: a. **Acceptance into the program is based on the following**:

1. Holding a bachelor's degree with a grade not less than "Good" from a recognized university, and the student's study during the bachelor's phase was on a regular basis.
2. Students with an acceptable grade may be accepted, provided their percentage does not exceed 20% of the students in the program. Students accepted into the master's program with an acceptable grade in the bachelor's degree must study 3 courses from the master's program in the first semester of enrolment, as determined by the department they intend to join. These courses are uniform for all students applying for that specialization, in accordance with the effective decisions of the Higher Education Council, including the principles and conditions for accepting students into graduate programs.
3. Students holding a postgraduate diploma (graduate diploma) may be accepted into the master's level, subject to meeting the following conditions:
   - The student's average in the postgraduate diploma is not less than "Very Good" or its equivalent.
   - The number of credit hours earned from the postgraduate diploma program does not exceed 9 approved credit hours. The student's obtaining the postgraduate diploma is a result of failure to obtain a master's degree. [4]
   - The postgraduate diploma program obtained by the student is issued by one of the Jordanian universities.
   - Exclusion of hours from qualifying or professional diploma programs.

b. The specialization or specializations suitable for joining the program are determined by the specialized council based on the recommendation of the department committee and the appointment of the faculty committee.

4 The amendment to item (3-a) of Article No. 8 was approved by the University Council in its session No. (2-2017/2016), under the resolution No. (13-2017/2016), dated 05/04/2017.

Article 9:

1. Applications for enrolment in master's programs are submitted using the form issued by the Deanship of Admissions and Registration during the period determined by the Deanship of Scientific Research and Graduate Studies. These applications, along with all required supporting documents, are sent to the relevant faculties for consideration.
2. The Council issues lists of names of accepted students in graduate programs based on the department and faculty committees' recommendations.

Article 10:

1. A student is not allowed to register in two Master's programs simultaneously at any stage of their studies.
2. If a student is dismissed from a Master's program, they are not permitted to be reaccepted into the same program again.

Transfer and Transition

Article 11: A student is not permitted to transfer from the program in which they are enrolled to another program within the university, except with the approval of the council, based on the recommendation of the department committee and the assignment from the faculty committee they are transferring to.

Article 12:

1. The student is allowed to transfer from a Master's program at one university to another Master's program at a different university, but this requires approval from the university council, a recommendation from the department's committee, and assignment by the committee of the faculty to which the student is transferring.
2. Regarding courses taken at another university and intended for credit transfer, it is a requirement that these courses are equivalent in content and level to the courses in the planned curriculum. The student must have obtained a grade not less than "B" in each course, or its equivalent. The total credit hours transferred should not exceed 6 approved hours.5
3. One semester is deducted from the maximum allowed years of graduation for a student who has completed 9 approved credit hours at another university.

Article 13:[6]

a. All students are registered in the comprehensive track upon joining the program. After passing 18 credit hours with a cumulative GPA of no less than 3.00, they have the right to choose the thesis track.

b. The student is allowed to transfer from one track to another only once, based on the recommendation of the department and faculty committees, and approval from the council within the university's established procedures.

5 The amendment to item (b) of Article No. 12 was approved by the University Council in its session No. (2-2016/2017), under the resolution No. (13-2016/2017), dated 05/04/2017.

6 The amendment to Article No. 13 was approved by the University Council in its No. (1-2022/2023), under the resolution No. (6-2021/2022), dated 22/12/2022.

Article 14: Taking into account what is mentioned in Article (12/b), a student is allowed to study up to 6 credit hours in an equivalent program at another university, provided:

1. Obtain approval from the council based on the recommendation of the department and faculty committees.
2. The cumulative GPA should not be less than 3.00.
3. The student should not be in the last semester of their Master's program.

Article 15: The grades of the courses studied by the student outside the university are not included in the cumulative GPA.

Grades and Exams

Article 16: The passing grade for each course in the Master's program is C+. As for remedial courses, the student is assigned a result of either pass/fail, and the passing grade is determined based on the assessments in the Master's program.[7]

Article 17:

a. The minimum cumulative GPA for success in the Master's program is 3 points.

b. A student may, for the purpose of raising their cumulative GPA, retake two courses in which they previously passed at most throughout their period of study, and the highest of the two grades in each course will be counted.

Article 18:[8]

1. Specialization (%60): The highest limit for the grades of coursework includes at least one exam, accounting for half of the semester's grade (%30), and other assignments, including a possible second exam, reports, and research, accounting for the remaining (%30), making a total of 60% of the final grade.
2. Final Exam (%40): A minimum of 40% is allocated for the final exam grade.
3. Seminars, research, labs, designs, practical tests, and practical training with credited hours receive a single grade, which is the sum of the grades for various activities, constituting the entire grade for the course.
4. The department council recommends, and the faculty council decides, the types and percentages of grading methods for fully online and blended courses not covered in paragraph (c) of this article. These methods should include at least one exam in addition to the final exam, depending on the nature of the course.

Article 19:

1. Taking into account item (b) of Article 17, grades for all courses taken by the student at the university according to their study plan are calculated as either pass or fail in their cumulative GPA.
2. Grades for each course are assigned based on the letter grades and the corresponding points for each.

7 The amendment to Article 16 was approved by the University Council in its session No. (3- 2016/ 2017), under the resolution No. (15- 2016/ 2017), dated 07/ 08 /2017.
The addition of item (d) to Article 18 was approved by the University Council in its session No. (1- 2023/2022), under the resolution No. (62023/2022-), dated 22 /12/ 2022.

Grade	Point
A	4
+B	3.5
B	3
+C	2.5
C	2

3. The overall assessment of the student is determined based on the cumulative grade point average (GPA) as follows:[9]

Points	Grades
3.70 – 4.00	Excellent
3.00– 3.69	Very good
2.50 – 2.99	Good

Article 20:

a. Registration for thesis hours is not allowed until the student successfully completes 18 credit hours with a cumulative GPA of at least 3.0, has an assigned supervisor, and his/her thesis plan has been approved.

b. The student is not allowed to defend the master's thesis in the semester in which the research proposal is approved; the defence can take place in the following semester.

Article 21:

1. If a student's unexcused absence exceeds 15% of the total scheduled hours for any course, they are prohibited from taking the final exam. The grade for that course is recorded as "C," and the student must retake the course if it is a required one.

2. If a student's excused absence, accepted by the department committee, exceeds 15% of the total scheduled hours for one or more courses, the student is considered withdrawn from the course(s).

3. The regulations for granting a bachelor's degree at the university apply to the procedures for submitting medical excuses.

9 The amendment to item (c) of Article 19 was approved by the University Council in its session No. (2-2016- 2017), under the resolution No. (12 -2016/ 2017), dated 5/ 4/ 2017.

Attendance

Article 22:[10]

a. Anyone absent from a final exam for a specific course, with an excuse accepted by the department committee, will receive an "Incomplete" grade. The decision to accept the excuse is communicated to the course instructor, who then arranges a makeup exam for the student. The makeup exam must be conducted no later than the end of the third week of the semester following the one in which the student missed the exam, unless the following semester is officially postponed. In that case, the makeup exam is scheduled for the semester following the postponed one. If the student does not take the makeup exam, a score of zero is recorded for that exam, and the grades obtained before the final exam are considered in calculating the final grade.

b. The department regularly monitors the performance of students by requiring both the student and the supervisor to submit a semester report on the supervision process.

Withdrawal

Article 23:

a.

1. A student is allowed to withdraw from one or more courses within a maximum period of ten weeks from the start of the regular semester and five weeks from the start of the summer semester. A note of "Withdrawn" is recorded in the student's academic record.
2. Withdrawal in this case is done using a specific form provided by the Admission and Registration Deanship, and this form includes the approval of the relevant Faculty Dean.

b. A student who exceeds a total absence of 15% of the scheduled hours for all courses in a semester, with an excuse accepted by the faculty dean upon the recommendation of the course instructor, is considered withdrawn from that semester. A note of "Withdrawn" is recorded in the student's academic record, and the study for that semester is considered postponed.

c. A student may withdraw from all registered courses in a semester with the approval of the department committee, provided that the withdrawal request is submitted before the start of the final exams. In this case, the student's study for that semester is considered postponed.

d. A student may permanently withdraw from the program in which they were accepted, provided that the request for final withdrawal is submitted before the start of the final exams.

e. If a student withdraws from a course in which they were enrolled (in any regular semester) between the first and third weeks, a 25% deduction is made from the tuition fees. If the withdrawal occurs between the beginning of the fourth week and the end of the fifth week, a 50% deduction is made. If the withdrawal occurs between the sixth week and the start of the final exams, the full tuition fees for that course are deducted.[11]

10 The addition of item (b) to Article 22 was approved by the University Council in its session No. (1- 2021 /2022), under the resolution No. (1- 2021/ 2022), dated 18/ 11 /2021. The item was amended by the University Council in its session No. (1- 2022/ 2023), under the resolution No. (6- 2022 /2023), dated 22/ 12/ 2022.

11 The amendment to items (e and f) of Article 23 was approved by the University Council in its session

f. If a student withdraws from a course in which they were enrolled (during the summer semester) between the first and second weeks, a 25% deduction is made from the tuition fees. If the withdrawal occurs during the third week, a 50% deduction is made. If the withdrawal occurs between the fourth week and the start of the final exams, the full tuition fees for that course are deducted.

:Deferral

Article 24: Those who postpone their studies are required to have completed at least one academic semester in the program they enrolled in. The deferral period may not exceed two consecutive or non-consecutive academic semesters.

Article 25: A deferral request is considered on the form issued by the Admission and Registration Deanship before the start of the academic term. Approval is granted by the dean, and the deferral period is not counted towards the maximum duration for graduation or for the purpose of addressing warning list criteria.

:Interruption

Article 26: The student is considered "interruption" if the academic term has commenced, and they are neither registered nor deferred for that semester. The student is considered absent from the university, and a note "interruption/seat forfeited" is recorded in their academic record.

Article 27: If the student is interrupted for two consecutive or non-consecutive academic terms, they are considered dismissed from the university, unless the interruption is due to an unavoidable excuse accepted by the faculty dean. If the excuse is accepted, the duration of the interruption is counted as part of the eligible deferral periods for the student, as outlined in Article 24.

Warning and Dismissal

Article 28: A warning is issued to the student in the following cases:

1. If they fail in one or at most two subjects in a single semester.
2. If their cumulative GPA falls below the minimum threshold of 3 points in any semester.

No. (22017-2016-), under the resolution No. (132017/2016-), dated 05/04/2017.

Article 29: **The student will be dismissed from the Master's program in the following cases:**

1. If they fail in more than two subjects in any academic semester, except for the first regular semester upon joining the program.
2. If they do not achieve the minimum passing grade in a compulsory subject more than once.
3. If they do not achieve the minimum passing grade in the cumulative GPA of the courses at the end of the two subsequent semesters following the warning.
4. If they do not take the comprehensive exam within 48 months of registering for the program, considering the provisions of Article 6 of these regulations.
5. If they fail the comprehensive exam for the second time.
6. If they do not fulfill the graduation requirements within the maximum allowed period according to Article 6.
7. If they commit an offense that warrants dismissal according to the university's regulations and guidelines.

Article 30: The student who is dismissed due to their cumulative GPA is allowed to study nine credit hours, with a maximum limit, to improve their cumulative GPA. They can be re-registered for the Master's program when their GPA reaches 3 points, under the following conditions:

1. Their cumulative GPA at the time of dismissal is not less than 2.8 points.
2. The courses they study are within the approved curriculum of the Master's program they joined.
3. They complete the study of these courses in the two subsequent semesters from their dismissal date, and these two semesters are counted within the period specified in Article 6.

:Supervision

Article 31:[12] The Council issues, based on the department committee's recommendation and the faculty committee's assignment, a decision that includes: the appointment of the supervisor, approval of the thesis title, and the project plan after successfully completing 18 credit hours from the program with a GPA of 3.00, considering the supervision capacities in the departments.

12 The amendment to Article 31 was approved by the University Council in its session No. (1-2021/2022), under the resolution No. (1-2021/2022), dated 18/11/2021.

Article 32:

a. The supervisor must be a faculty member at the university with the rank of Professor or Associate Professor.

b. In case of need, an Assistant Professor may supervise, provided that they have been appointed at the University of Petra for at least two years and have published at least two research papers in their specialization field within the last three years.

c. For faculty members to be accredited for teaching and supervising in postgraduate programs, they must have at least two published or accepted research papers in their specialization in peer-reviewed scientific journals. One of the papers must be published or accepted for publication in a globally ranked journal, following the accreditation instructions for postgraduate programs in universities and currently effective university faculties.

Article 33: The maximum limit for the number of master's theses supervised by a faculty member who meets the supervision conditions simultaneously is as follows:

1. 6 theses if they are a Professor or Associate Professor.
2. 3 theses if they are an Assistant Professor. To participate in supervising a student's thesis, they must have held an academic rank at a recognized university if the person is a resident in Jordan, and they must have two years of seniority.

Article 34: The University council may appoint (upon recommendation from the supervisor, endorsement from the department committee, and approval from the faculty committee) another faculty member as a co-supervisor. The co-supervisor may be from outside the university, provided they hold a Ph.D. in the relevant field to supervise the student's thesis. Additionally, the co-supervisor should have previously held an academic position at a recognized university, if residing within Jordan, and have a minimum of two years seniority in the academic rank.

Article 35: Changing the supervisor is permissible with justified reasons, following the same procedure as the initial appointment.

Article 36: By a decision of the Council, based on the recommendation of the department committee and the delegation of the faculty committee, a faculty member who holds a scientific leave or an unpaid leave may continue to supervise or participate in a student's thesis, provided that this leave is spent within Jordan.

Article 37: For each thesis supervised, the supervisor is credited with one approved credit hour per semester, starting from the semester in which they were appointed as a supervisor, for a maximum of three semesters. In the case of co-supervision, the approved credit hour is divided equally between them.

Article 38: The title and plan of the thesis may be modified if the research circumstances require it. The modification is done in the same manner as the original approval.

Article 39:[13] The examination committee consists of:

1. Supervisor/Chairperson.
2. Co-supervisor (if available).
3. Faculty members who meet the supervision conditions.
4. An external member with the rank of Professor or Associate Professor whose specialization is relevant to the student's thesis and who meets the supervision conditions.

Article 40:[14]

a. The thesis cannot be defended if the student has not passed the approved courses scheduled for the same semester.

b. The examination committee may be postponed, and its deadline extended by a decision of the Council, based on the delegation of the faculty committee and the recommendation of the department committee, after consulting with the supervisor.

c. The thesis must be submitted to committee members at least two weeks before the defence date.



13 The amendment to Article 39 was approved by the University Council in its session No. (1-2022/2023), under the resolution No. (6-2022/2023), dated 22/12/2022.

14 The amendment to Article 40 was approved by the University Council in its session No. (1-2022/2023), under the resolution No. (6-2022/2023), dated 22/12/2022.

Article 41:[15] The thesis defence is conducted as follows:

a. The student prepares the thesis under the supervision of the main supervisor and co-supervisor if available. Upon completion, the supervisor submits a written report on the scientific and linguistic readiness of the thesis, as well as adherence to academic integrity and citation norms.

b. The student presents a summary of their thesis.

c. The committee chairperson manages the defence. After its completion, the committee deliberates and decides by majority vote on one of the following outcomes:

1. Pass.

2. Acceptance of the thesis with minor revisions to be completed by the student within a period not exceeding one month. The student is considered successful if the committee approves the thesis after revisions; otherwise, the student is considered unsuccessful.

3. Acceptance of the thesis with major revisions. In this case, the student must revise the thesis within a period not less than one month and not exceeding four months from the defence date. The revised thesis is then presented to the examination committee, and the student is considered successful if the committee approves the thesis after revisions; otherwise, the student is considered unsuccessful.

4. Fail.

d. The examination committee's decision, along with the recommendations of the department and faculty committees, is sent to the Deanship of Scientific Research and Graduate Studies within two weeks from the date of the defence.

e. If the procedures related to the required revisions mentioned in subsection (a) item (3) of this article are not completed by the beginning of the next semester after the semester in which the student defended their thesis, the student must register zero credit hours to fulfil graduation requirements.[16]

Comprehensive Examination

Article 42: The comprehensive examination is of an integrative nature, aiming to assess the student's ability to integrate various fundamental and advanced concepts acquired from different areas of knowledge, and apply them to solve scientific and applied problems in their specialization.

15 The amendment to Article 41 was approved by the University Council in its session No. (3-2018/2019), under the resolution No. (4-2018/2019), dated 09/07/2019. The Article was also amended by the University Council in its session No. (1-2021/2022), under the resolution No. (1-2021/2022), dated 18/11/2021.

16 The amendment to item (d) of Article 41 was approved by the University Council in its session No. (2-2016-2017), under the resolution No. (12-2016/2017), dated 05/04/2017.

Article 43: The department committee is responsible for the comprehensive examination, including the following:

1. Organizing and administering the examination.
2. Defining the areas covered by the comprehensive examination and proposing the necessary references and materials.
3. Recommending to the faculty committee the formation of a committee consisting of faculty members (at least at the rank of Associate Professor) specializing in the examination subject. This committee will be responsible for creating the questions and correcting the answers. The formation of this committee is approved by the council.
4. Submitting the results of the comprehensive examination to the dean of the relevant faculty, who in turn submits them to the council for approval.

Article 44: The comprehensive examination consists of two papers, and the duration of each examination paper is two hours. The examination is held once per semester. It may also be conducted during the summer semester based on the recommendation of the department's graduate studies committee and the faculty's graduate studies committee.

Article 45:
1. The student is eligible to take the comprehensive examination after completing the required courses, provided that their cumulative GPA in these courses is not less than 3 points.
2. If a student fails the comprehensive examination, they are allowed to retake it only once, in the following examination session. If they fail for the second time, they are dismissed from the program.
3. The student's result in the comprehensive examination is recorded in their academic transcript as either "Pass" or "Fail."

Master's Degree Award

Article 46: The Master's degree is awarded by a decision of the Board of Deans, based on a recommendation from the Council.

:General Provisions

Article 47:[17]
a. The student grants the university the written right to photograph the thesis in whole or in part and publish it on the university's electronic platform for research purposes, exchange with educational institutions, and universities.
b. The research derived from the Master's thesis is submitted for publication under the names of the student, supervisor, and co-supervisor if applicable.

Article 48: The dean, with the delegation from the faculty dean and the dean of graduate studies, determines the minimum number of registered students for each course offered in the program.

17 The addition of item (b) to Article 47 was approved by the University Council in its session No. (1-2022/2021), under the resolution No. (12022/2021-), dated 182021/11/. Article 47 was amended by the University Council in its session No. (12023/2022-), under the resolution No. (62023/2022-), dated 222022/12/.

Article 49: The University Council decides, based on the recommendation of the Graduate Studies Council, in cases not covered by the provisions of these regulations.

Article 50: The president, deans, and the dean of admissions and registration are responsible for implementing these regulations.

Article 51: These regulations supersede the regulations for awarding a Master's degree at the University of Petra, No. 18 for the year 2015.

13/3: Regulations for Summer Semester Study at the University of Petra

These guidelines are adopted for organizing the summer semester study at the University of Petra:

First: The minimum duration of the summer semester is eight academic weeks, including exams. The starting date is determined by the Council of Deans in the academic calendar.

Second: The minimum number of students registered for university requirements in the semester is 25 students and 10 students for other courses. This number may be less with the approval of the Council of Deans.

Third: The regulations for attendance, examinations, and grading in the Bachelor's Degree regulations at the University of Petra apply to students registered in this semester.

Fourth: The student discipline system at the University of Petra applies to students in this semester.

Fifth:

- **a.** Faculty members at the University of Petra are assigned teaching duties during this semester by a decision from the President based on a delegation from the relevant dean. No one should be assigned more than six credit hours.
- **b.** Instructors teaching in the summer semester are paid a fee according to the following equation: 48 hours for a three-credit course × additional hourly fee (according to academic rank).
- **c.** Deans teaching in the summer semester receive a fee as mentioned in item b. They also receive a reduced monthly salary, excluding administrative allowances, and cannot teach more than 3 credit hours. In exceptional cases, deans may teach up to 6 credit hours with a decision from the university president.
- **d.** The President may assign any administrative staff to teach in the summer semester if necessary and in accordance with relevant decisions.

Sixth: All cases not covered by these guidelines are referred to the President for appropriate decisions.

13/4: Regulations for the Scientific Associations and the General Union of Students at the University of Petra

Article 1: These regulations are named "Regulations for the Scientific Associations and the General Union of Students at the University of Petra " for the year 2015, and they shall be effective from the date of their approval by the University Council.[1]

Article 2: The following terms, wherever mentioned in these regulations, shall have the meanings assigned to them below, unless the context indicates otherwise:

University	:	University of Petra.
President	:	President of the University.
Dean	:	Dean of any faculty at the University.
Faculty	:	Any faculty at the University.
Department	:	Any scientific department at the University.
Scientific Associations	:	Associations established by students at the University.
General Assembly	:	Comprising all regular and registered students seeking an academic degree at the University.
Administrative Body	:	Comprising seven members elected from the General Assembly.
General Union of University Students	:	The body formed by the presidents of scientific associations and their secretaries each year.

* In its session No. (4-2014/2015) dated 28/06/2015

Chapter One: Scientific Associations and Their Objectives

Article 3: Scientific associations are established at the University, with a decision from the President, overseen by the Student Affairs Deanship, and their headquarters is located at the University of Petra's campus.

Article 4: Each faculty has the right to establish a scientific association for students.

Article 5: Scientific associations aim to achieve the following:

a. Encouraging scientific activity among faculty students.

b. Conveying students' opinions, problems, and proposals to the relevant authorities in the faculty or the university.

c. Organizing cultural, scientific, social, sports, and artistic activities and supporting them within faculties and with university staff.

d. Engaging in political and party activities within the campus in accordance with the regulations governing student party activities in higher education institutions, as published in the official gazette and related instructions.

e. Focusing on the student's personality, path, positive guidance for public service, volunteer work, and collective action.

1 Approved by the University Council in its session No. (4-2014/2015), dated 28/06/2015.

f. Strengthening links with students from other universities.

g. Strengthening the relationship between the university and the local community through public social service.

h. Developing a sense of responsibility towards preserving the university's reputation and assets.

i. Develop and encourage talents and hobbies.

Article 6: Scientific associations work to achieve their objectives through the following means:

a. Issuing publications with a scientific, intellectual, and social focus.

b. Participating in organizing various activities such as sports, exhibitions, and trips at the faculty level.

c. Participating in organizing scientific, literary, intellectual, and artistic lectures, seminars, and exhibitions at the university.

Article 7: Any scientific association is prohibited from engaging in activities that conflict with the university's policy.

Article 8: Scientific associations are prohibited from engaging in any activities that could stir sectarian, regional, racial, or local sentiments.

Chapter Two: General Assembly and Administrative Body

Article 9:

a. The President of the University appoints a General Advisor to the Union from among the faculty members at the beginning of each academic year. The advisor is responsible for coordinating activities among different scientific associations within the university and overseeing them.

b. The President appoints a General Advisor for each scientific association at the beginning of each academic year, responsible for coordinating its activities within the faculty, overseeing them, and providing necessary advice.

Article 10: Each association exercises its jurisdiction and works to achieve its objectives through the following two bodies:

a. General Assembly of the Association.

b, Administrative Body.

Article 11: The General Assembly of the Association consists of all students registered for a bachelor's degree at the faculty. Its powers and tasks are as follows:

a. Electing the Administrative Body from among its members.

b. Discussing and approving the annual financial and administrative report presented by the Administrative Body.

c, Having the right to withdraw confidence from the Administrative Body with a two-thirds majority in a legal meeting.

d. Approving the Administrative Body's action plan within two weeks from its election.

e. Participating in the association's activities through committees formed for this purpose.

Article 12:

a. The Administrative Body of each association consists of seven members elected through secret balloting by the General Assembly, according to arrangements prepared by the Student Affairs Deanship.

b. For the elections to be valid, an absolute majority of the General Assembly must participate in the voting process. If the legal quorum is not met, the elections shall be postponed for a maximum of one week, after which they become valid regardless of the number of voters.

c. The following conditions must be met by a student nominating themselves for Administrative Body membership of any association:

1. Cumulative GPA not less than 2.00 points.
2. Having spent at least two academic semesters at the university.
3. No disciplinary penalties have been imposed.
4. Being a student in the faculty affiliated with the association.
5. Remaining at least one full academic year for those wishing to run.

d. The member of the Administrative Body who receives the highest number of votes from the General Assembly becomes the president of the association. Other positions in the Administrative Body are distributed progressively based on the total number of votes, in the following order:

1. Secretary and Vice President.
2. Treasurer of the association.
3. Responsible for each activity among the student activities.

e. The decisions of the Administrative Body are recorded in minutes, signed by the members of the Administrative Body of the association, and a copy is provided to the association's advisor and the Dean of Student Affairs.

Article 13: The Administrative Body of each scientific student association is responsible for managing the administrative, financial, and organizational affairs of the association. Within its jurisdiction, it oversees the following matters:

a. Making decisions and following the necessary procedures to achieve the association's objectives.

b. Forming subcommittees (with no more than five members in each committee) from among the active members and assigning them specific responsibilities and activities within the association's objectives.

c. Presenting an annual report on various activities to the General Assembly and the Student Affairs Deanship.

d. Submitting the annual financial and administrative report to the Student Affairs Deanship and the Financial Manager.

e. Accepting the resignation of members from the Administrative Body or the association.

f. Supervising the meetings of the General Assembly of the association and implementing its decisions.

Article 14: Members of the Administrative Body are responsible for carrying out the tasks assigned to them, each according to their expertise, as follows:

a. President of the Association:

1. Represent the association to the responsible authorities in the university.
2. Present decisions of the Administrative Body related to students' opinions, problems, and proposals concerning the faculty to the relevant dean.
3. Monitor the implementation of Administrative Body decisions, supervise association management, and sign its correspondences.
4. Chair meetings of the Administrative Body and the General Assembly of the association.
5. Represent the association in the General Union of Students.
6. Perform any other tasks assigned by the Administrative Body, not conflicting with these regulations.

b. Secretary and Vice President:

1. Act on behalf of the President in case of their absence.
2. Maintain and supervise the organization of records.
3. Record minutes of Administrative Body and General Assembly meetings.
4. Prepare administrative reports.
5. Represent the association in the General Union of Students.
6. Implement tasks assigned by the Administrative Body.

c. Treasurer:

1. Keep financial records and documents at the association's center and preserve them.
2. Deposit received amounts to the association through official receipts stamped with the association's seal, signed by the Treasurer, and deposit those amounts in the university-designated bank.
3. Prepare the annual financial report, present it to the Administrative Body for discussion before presenting it to the General Assembly, provide a copy to the Dean of Student Affairs, and the General Union advisor.

d. Cultural and Artistic Activities Coordinator:

1. Participate in organizing lectures, seminars, contests, and intellectual activities.
2. Supervise the issuance of magazines and publications.
3. Participate in organizing and hosting events, exhibitions, competitions, and artistic activities.

e. Sports and Excursions Coordinator:

1. Participate in organizing matches, competitions, sports events, and festivals.
2. Participate in organizing scientific and general trips, inside or outside the kingdom, in coordination with the relevant authorities in the Deanship of Student Affairs.

Article 15: Elections for the Administrative Body of each scientific association shall take place in the second month of the academic year, according to specific regulations prepared by a committee formed by the relevant dean, in coordination with the Dean of Student Affairs.

Article 16: The General Assembly of the scientific association shall convene once per academic year, and it may be called for an extraordinary meeting by decision of the Administrative Body or upon the request of the majority of General Assembly members.

Article 17: The Administrative Body invites the General Assembly to meetings, specifying the location within the university campus, as indicated on the university's bulletin board, at least one week before the meeting, accompanied by the agenda.

Article 18:

a. The General Assembly meeting is legal if attended by a majority of members. If the quorum is not met, the meeting is postponed for one week, and afterward, it becomes legal regardless of the attendance count.

b. The President of the association informs the decisions of the General Assembly and the Administrative Body to the dean of the faculty to which the association is affiliated and the Dean of Student Affairs.

Article 19:

a. The Administrative Body meets at least once a month.

b. Administrative Body meetings are legal if attended by a majority of members, including the President and the Secretary. Decisions are made by a majority of the present members.

Article 20: Decisions of the General Assembly and the Administrative Body must align with the university's policies and objectives.

Article 21: An Administrative Body member loses their membership in either of the following cases:

a. If absent from Administrative Body meetings three consecutive times without an acceptable excuse after receiving written notice of the necessity to attend.

b. If subjected to any of the penalties stipulated in the disciplinary procedures applicable at the university.

Article 22: If a member of the Administrative Body vacates their position for any reason, the student who ranked next in the number of votes in the latest General Assembly elections replaces them. In case of impossibility, the Administrative Body chooses an alternative member from the General Assembly within one week of the position becoming vacant.

Article 23: The term of Administrative Body membership is one academic year, starting from the beginning of November and ending at the end of the subsequent November.

Chapter Three: Membership

Article 24: Types of membership and their conditions:

a. **Administrative Body Member**: A student elected as a member of this body.

b. **General Assembly Member:** A student registered in the faculty affiliated with the association to obtain an academic degree.

c. **Supporting Member**: Any university student registered for an academic degree outside the faculty who wishes to support the activities of this association. They can participate in all association activities.

Chapter Four: Financial Affairs of Scientific Associations

Article 25: The financial year for each scientific association starts with the election of the Administrative Body and ends with the election of a new Administrative Body.

Article 26: The funds of the scientific association shall be deposited in its name in the bank approved by the university.

Article 27: Revenues of the student scientific association consist of:

a. Membership fees determined by the President, paid by General Assembly members.

b. Donations, gifts, and other revenues approved by the dean of the faculty and communicated to the Dean of Student Affairs.

c. Amounts provided by the university to support the association's activities.

d. Proceeds from the association's activities.

Article 28: Withdrawals are made through checks bearing the signatures of the Dean of Student Affairs, the President of the association, or their deputy, authorized by the President, and the Treasurer.

Article 29: The expenditure of the scientific association's funds requires a decision from the Administrative Body in a legal meeting, with the approval of the Dean of Student Affairs. Funds can only be disbursed for purposes that serve the association's objectives and general activities.

Article 30: Purchases, expenses, and financial matters of the associations are audited by the university's financial administration according to established procedures. The Financial Director presents a report to the Dean of Student Affairs.

Chapter Five: Students' Union

Article 31: A union called the General Union of University Students is formed by the Presidents and Secretaries of the student scientific associations. They elect a President and a Secretary from among themselves. The election process is determined by the union in collaboration with the General Adviser of the Union, and in coordination with the President.

Article 32: The Students' Union is responsible for:

a. Participating in the university's overall policy for student scientific associations.

b. Developing and enhancing student scientific associations to achieve their objectives.

c. Representing students to the university and advocating for their issues in line with the university's policy.

d. Presenting suggestions to the relevant university councils to enhance curriculum plans and improve university teaching.

e. Participating in cultural, scientific, social, sports, and artistic activities within the university and contributing to the improvement of the educational process.

f. Establishing and fostering relationships between students and the academic and administrative staff of the university, building mutual trust.

g. Working to develop constructive attitudes among students, promoting loyalty to the university, and preserving its properties

h. Fostering an atmosphere of virtue, good ethics, high morals, developing a spirit of dialogue, respecting others' opinions, and enhancing cooperation and teamwork.

i. Participating in building a comprehensive student personality, raising awareness of their nation's issues, and promoting allegiance to the country and the nation within the framework of the nation's creed and Arab-Islamic culture.

j. Working towards unity, strengthening national unity, rejecting sectarian, regional, racial, and local biases.

k. Providing services to the local community in collaboration with official and popular institutions.

l. Selecting representatives of the associations from their administrative bodies for membership in university committees and councils, as stipulated by the regulations and instructions, ensuring student representation.

Article 33: The President of the Students' Union is responsible for:

a. Convening union meetings and presiding over its sessions.

b. Responding to invitations to attend meetings discussing issues requested by student associations.

c. Monitoring the resolution of general student issues with the relevant authorities in the university.

d. Overseeing the implementation of programs celebrating special occasions.

e. Executing tasks delegated to them by the Dean of Student Affairs and the General Adviser of the Union.

Article 34: The Secretary and Deputy President are responsible for:

a. Acting as a substitute for the President of the Union in their absence.

b. Creating agendas for union sessions, recording their minutes, and preparing necessary administrative reports.

c. Undertaking any tasks assigned to them by the union.

Article 35: The General Union shall convene at least once per semester, and extraordinary meetings may be called by the Union President.

Article 36:

a. The President of the General Union shall submit Union decisions to the President, the Dean of Student Affairs, and the General Adviser of the Union.

b. Decisions of the Students' Union, the General Assembly, and the Administrative Board of each association must align with the objectives outlined in these regulations and be consistent with the university's policies.

Article 37: The Union shall prepare its annual budget, outlining revenue sources and expenditure items under the supervision of the General Adviser of the Union and the Dean of Student Affairs.

Chapter Six: General Provisions

Article 38: The Student Association and the General Union of Students are dissolved by delegation from the Council of Deans and a decision from the President.

Article 39: Each association shall establish its internal system, which should not conflict with these regulations, Jordanian Universities Law, university regulations, and instructions.

Article 40: The President has the authority to decide on cases not covered by these regulations.

Article 41: These regulations annul the Scientific Associations and General Union of Scientific Associations Regulations at the University of Petra, No. 16 for the year 2009.



13/5: Regulations for Student Clubs at the University of Petra

Article 1: These regulations are called the "Regulations for Student Clubs at the University of Petra for the year 2015" and will be effective from the date of approval by the University Council.[2]

Article 2: The following terms and phrases have the meanings mentioned unless the context indicates otherwise:

Clubs	:	Student Clubs.
Deanship	:	Deanship of Student Affairs.
Dean	:	Dean of Student Affairs.

First: Formation of Student Clubs and Their Objectives

Article 3: Student clubs are established in the university under the supervision of the Dean of Student Affairs, based on decisions issued by the University President upon delegation from the Dean of Student Affairs. The headquarters of these clubs is the university campus.

Article 4: The Dean, with the approval of the University President, forms clubs for various activities, sports, music, drama, literature, chess, cinema, trips, photography, social services, and others to support students' hobbies and activities inside and outside the campus.

Article 5: Student clubs aim to achieve the following:

a. Encouraging volunteerism, public service, and teamwork among university students.

b. Developing talents and hobbies and encouraging them.

c. Providing opportunities for university students to participate in activities that match their interests, capabilities, and preferences.

* In its session No. (4-2014/2015) dated 28/6/2015

d. Fostering an interest in appreciating aesthetic aspects.

e. Promoting cultural heritage in Jordan, the Arab world, the Islamic world, and caring for local and global culture.

Article 6: Clubs exercise their powers and work towards their goals through the following bodies:

a. The General Assembly.

b. The Administrative Body.

Article 7:

a. The General Assembly consists of all members of the club, with a minimum of ten members.

b. The General Assembly exercises the following powers:

1. Electing the Administrative Body from among its members.
2. Discussing and approving the annual financial and administrative report submitted by the Administrative Body.
3. Approving the annual work plan.
4. Withdrawing confidence from the Administrative Body, with a two-thirds majority.
5. Actively participating in the club's activities through specialized committees.

2 Approved by the University Council in its session No. (4-2014/2015), dated 28/06/2015.

Article 8: The Administrative Body of each club consists of five members elected by the General Assembly through secret balloting in the first half of November of each academic year. The elections are deemed legal if at least 51% of the working members participate. If the legal quorum is not met, the elections are postponed for one week, becoming legal regardless of the quorum.

Article 9: To run for membership in the Administrative Body of any club, a student must meet the following criteria:

a. Have a cumulative GPA of at least 2.00.

b. Have completed at least two semesters at the university.

c. Have not been subjected to any disciplinary penalties.

Article 10:

a. The Administrative Body elects its President, Secretary, and Treasurer in the first meeting it holds through secret balloting.

b. The University President appoints, upon delegation from the Dean of Student Affairs, a consultant from the faculty or administration members to supervise and guide the Administrative Body of the club.

Article 11: The Administrative Body of each club is responsible for its administrative, financial, and organizational affairs, and its competencies include handling the following matters:

a. Making necessary decisions and taking actions to achieve the club's objectives.

b. Forming student committees for various activities from General Assembly members and supervising their members.

c. Presenting an annual action plan to the General Assembly, including the planned activities and the financial requirements for their implementation.

d. Submitting the annual financial and administrative report to the General Assembly.

e. Implementing the decisions of the General Assembly.

f. Reviewing membership applications, deciding on them, and in case of rejecting any of these applications, the applicant has the right to appeal the decision of the Administrative Body to the Dean within one week from the date of notifying the student of the decision.

g. Accepting the resignation of members.

h. Supervising the meetings of the General Assembly.

i. Determining appropriate means to achieve the club's objectives.

j. Delegating to the Dean the value of the club membership fee and the payment process.

Article 12: The members of the Administrative Body undertake the tasks assigned to them according to their specialties. The club president represents the club before the relevant university authorities.

Second: Organizing Club Activities

Article 13: **Club Membership:**

Active Member:	A student enrolled at the University of Petra pursuing an academic degree, whose request to join the club has been approved by the Administrative Body. The member is committed to participating in the club's activities.
Supporting Member:	A graduate who wishes to maintain club membership, obligated to pay the membership fee and support the club without engaging in activities or voting.

Article 14: Membership is terminated in one of the following two cases:

a. Written resignation.

b. Failure to meet any membership conditions.

Article 15: The duration of membership for the Administrative Body and associated committees is one year, after which new elections are held.

Article 16: Meetings are considered legal if attended by more than half of the members. Decisions are made by a majority vote, with ties resolved by the President of the Administrative Body.

Article 17: Membership is forfeited if an Administrative Body member misses three consecutive or six intermittent sessions without an acceptable excuse.

Article 18: If a position is vacated by a member of the Administrative Body for any reason, the student who follows in the order of the number of votes in the last elections conducted by the General Body will replace them. If this is not possible, the Administrative Body will choose a member to fill the vacant position, provided they meet the conditions for Administrative Body membership.

Article 19: The General Body informs the Dean of its decisions and those of the Administrative Body.

Article 20: The General Body meets once a year, and extraordinary meetings can be called by decision of the Administrative Body or upon the request of more than half of the General Body members.

Article 21: The General Body meeting is legal if attended by more than half of the members. If the quorum is not met, the meeting is adjourned for a week.

Article 22: Decisions of the General Body and the Administrative Body must align with the university's policy, goals, interests, and comply with the provisions of Articles 6 and 5 of these regulations.

Third: Club Finance

Article 23: The financial year for the clubs begins at the start of the academic year and ends at its conclusion.

Article 24: Club funds are deposited in their name in the bank approved by the university and can be withdrawn with the signatures of both the fund's custodian and the president, or the secretary and the dean.

Article 25: Club funds are disbursed upon a decision by the Administrative Body in a legal meeting.

Article 26: Club revenues consist of:

a. Membership fees.

b. Proceeds from activities organized by the club.

c. Donations and gifts approved by the dean.

d. Any other revenues approved by the dean.

Article 27: Invoices, purchases, and financial matters related to the clubs are audited by an accountant appointed by the university's financial administration for this purpose.

Fourth: General Provisions

Article 28: In the founding stage preceding the formation of the Administrative Body for each club, in accordance with the provisions of Article 8 of these regulations, the dean assumes the powers of the Administrative Body, including reviewing applications for club membership and making appropriate decisions.

Article 29: The dean may delegate some or all of the powers specified in these regulations to one of the employees in the faculty.

Article 30: A club can only be dissolved by a decision of the president, based on a mandate from the dean. In this case, the club's funds and assets are transferred to the dean's fund.

Article 31: The president of the university decides in cases where these regulations do not provide specific provisions.

Article 32: The president of the university may issue executive and procedural decisions deemed necessary for implementing the provisions of these regulations.

Article 33: The president of the university and the dean are responsible for implementing the provisions of these regulations.

13/6: Student Housing Regulations for Female Students at the University of Petra

Article 1: These regulations are referred to as the Student Housing Regulations for Female Students at the University of Petra for the year 2015 and shall be effective from the date of approval by the University Council.[1]

Article 2: The following words and phrases, wherever mentioned in these regulations, shall have the meanings assigned to them below unless the context indicates otherwise:

University	:	University of Petra.
Council	:	University Board of Trustees.
President	:	University President.
Dean	:	Dean of Student Affairs at the University.
Housing Director	:	General Manager of Student Housing.
Supervisor	:	On-duty Supervisor within Housing.
Doctor	:	University Doctor.

Article 3: When residing in university housing, the following general principles shall be observed:

University housing is your personal home during your university studies, and your residence in it requires attention to a set of fundamental principles, and behavior in accordance with them:

a. When choosing to reside in university housing, you are renting a furnished single or double room, with the right to use various facilities and amenities owned by the university. Therefore, you are responsible for maintaining them, using energy and water efficiently, and keeping the place and belongings clean within defined limits.

b. University housing is collective dormitory living, where you reside with a large number of fellow female students who, like you, require a quiet environment, either for academic focus or comfort. Therefore, it is necessary to control various sources of noise.

c. Your presence in university housing gives you, your family, and the university administration a sense of security. Therefore, to ensure this sense of security, it is necessary to comply with the specified check-in and check-out times according to the regulations. Being in a university dormitory necessitates organizing some matters in a way that ensures order. Thus, adhering to the instructions that provide this order will give you the opportunity to exercise your rights fully without infringing on the rights of others.

d. Your presence in university housing requires active participation in establishing positive human relationships with housing supervisors, administrators, and fellow female students within the framework of ethical values and high behavioural practices.

1 Approved by the University Council in its session No. (4-2014/2015), dated 28/06/2015.

e. This housing is established to serve you and provide the maximum reasons for safety and comfort. Therefore, your continuous cooperation with the housing administration will reflect positively on enhancing the quality of this service, providing you with a suitable environment that contributes to improving your academic achievement and making your social and university life more comfortable and enjoyable.

f. Your violation of these regulations - which become binding upon you upon signing the housing contract - will subject you to procedures outlined in the third section of these regulations.

Article 4: To be accepted into the housing, the student is required to:

a. Be registered for the study of one or more subjects at the university.

b. Be in good health and free from contagious diseases, as confirmed by a medical certificate.

c. Sign, along with her guardian, a commitment to adhere to the housing system and its regulations, according to the model prepared for this purpose.

d. Pay the fees determined by the university and accommodation insurance within the specified time.

e. Have a good reputation and conduct.

Article 5: The council determines the amount of fees for housing and insurance before the start of the academic year.

Article 6: Acceptance of a female student in housing is subject to the following:

a. Be registered for study at the university.

b. Submit applications to join housing at the Student Affairs Deanship.

c. Agree with the housing committee, chaired by the Dean of Student Affairs, to review the submitted applications.

d. Pay the prescribed housing fees, and the payment receipt is submitted to the housing administration.

Article 7: Housing fees and insurance for the semester must be paid at the beginning of the semester.

Article 8: Housing fees and insurance for the summer semester are half of a regular academic semester.

Article 9: Housing fees will not be refunded if the student leaves housing during the semester for any reason other than illness preventing residence, as evidenced by an approved medical report. In this case, the fees equivalent to the student's residence period will be deducted.

Article 10: Insurance fees will be refunded to the student upon leaving housing, after deducting twice the value of any damage she may have caused.

Article 11: In case of a student's violation of these regulations, she will be subject to the penalties stipulated in the University's Housing Student Discipline System.

Article 12:

a. The Dean of Student Affairs forms a permanent committee, chaired by them, to address violations of these regulations, with specialized members in guidance and counselling, and the housing director.

b. The student who violates these regulations faces procedures that vary - depending on the size and type of the violation - according to the committee's discretion. These procedures are:

1. Verbal warning.
2. Written warning.
3. Three-level warning: (first, second, final).
4. Temporary suspension from engaging in one or more housing activities.
5. Fine equivalent to at least twice the value of the damaged item or items.
6. Temporary eviction from housing for one or more academic semesters.
7. Permanent eviction from university housing.

c. Two or more of these procedures can be combined.

d. The president of the university signs procedures 6 and 7.

e. The rest of the procedures are signed by the Dean of Student Affairs.

f. These regulations become binding on the student upon signing the housing contract.

Article 13:

a. Housing opens its doors three days before the start of the academic year.

b. The student must vacate her room within a maximum of three days after the end of classes for each semester.

Article 14: **When residing in university housing, the student should consider the following:**

a. Preservation of housing

1. Each student is responsible for using various facilities in the building correctly, following the designated guidelines.
2. The furniture in the student's room is her personal responsibility, so she must maintain it and not move it outside the room.

3. No nails are allowed in the walls or corridors to hang pictures, paintings, or any other items. Adhesive materials should be used for this purpose, leaving no trace on the walls.
4. Changing the lock on the room door is not allowed without the approval of the housing director.
5. The student is not allowed to use electrical appliances in her room, such as a television, large refrigerator, microwave, computer, or similar items, without the permission of the Dean of Student Affairs.
6. If the student notices any malfunction or damage in her room or other facilities, she must report it directly to the housing supervisor in writing in the designated log.
7. Each student is responsible for the cleanliness and organization of her room and maintaining the overall cleanliness of the building. There are cleaning staff who clean the corridors and sanitary facilities daily.
8. Each student is responsible for washing her personal clothes and drying them in the housing washing machines and dryers, according to the fees set by the university administration and the rules applied in the housing management. Note that the management is responsible for washing bed linens, pillowcases, and ironing them weekly.
9. Food should be kept in designated cabinets in the housing kitchen or refrigerator, and it is not allowed to place it in clothing cabinets.
10. Each student is responsible for leaving the facilities she uses in the kitchen or laundry room clean after use.
11. The student should conserve electricity and water consumption.

b. Health, Safety, and Personal Property of the Student:

1. The student is prohibited from bringing alcoholic beverages, drugs, or any harmful substances or drugs into the housing.
2. The student is prohibited from owning any ignition devices or flammable materials. In this context, the use of electric, kerosene, solar, or gas heaters is prohibited, and the possession of hookahs in any form inside the rooms or in the corridors and halls of the housing is also prohibited.
3. If the student is suffering from an illness, she should consult a doctor. In emergency medical cases, the housing supervisor should be notified to take the necessary procedures. In all cases, the student should consider public health considerations.
4. Keeping pets inside the building is prohibited.

5. Each student is responsible for her personal belongings, and the university or housing management is not responsible for any loss. Investigations into theft incidents will only be conducted if the student can identify the responsible individuals.
6. At the end of each semester or upon leaving the housing, the student must take all her personal belongings. The housing management is not responsible for any loss.
7. The housing administration retains an additional key for each room to ensure security and safety.

c. Providing Quiet and Maintaining Order:

1. Refraining from causing noise that may disturb other students (loud voices, radios, tape recorders, TVs).
2. Maintaining complete silence from 11:00 PM until 8:00 AM.
3. Full quiet hours during final exams extend from 8:00 PM to 8:00 AM.
4. All students must consider proper appearance inside the housing, and it is strictly forbidden to roam outside the dormitory sections in sleepwear.
5. The student should not misuse the public phone, and she should economize and reduce calls to make room for other residents to communicate, following the procedures in place.
6. The student is allowed to use the dormitory's internal phone for external calls only, according to official receipts obtained from the financial administration. It is not allowed to use it for internal calls except for necessity.
7. The student is required to sleep in her assigned room and be present at the nightly inspection conducted by the housing supervisor.
8. The student is not allowed to change her assigned room or switch it without the approval of the housing management.
9. If the student wishes to celebrate a personal occasion inside the housing, she must obtain permission from the housing director. In all cases, these celebrations are preferred to be on holidays and within the applicable rules.

d. Leaving and Returning to Housing:

1. The student is required to return to the housing according to the schedules determined in each semester.
2. The student must register her name in the daily check-out log for the housing when leaving the university campus.

3. Students are allowed to stay outside the housing during weekends and official holidays, provided that the individuals listed in the declaration, approved by their guardian, endorse it. This is after filling out the accommodation form with the housing supervisor.
4. Students are not permitted to stay outside the housing during weekdays except in emergency situations, and after obtaining prior permission from the guardian via fax and the approval of the Dean of Student Affairs.
5. Students are not allowed to travel outside the city of Amman without obtaining prior permission from the guardian and the approval of the Dean of Student Affairs. Permission and approval must be obtained one day in advance.
6. Students are allowed to participate in university trips according to the university's trip system. As for evening events and recreational tours within Amman, they are conducted under the supervision of the Deanship of Student Affairs.

e. **Human Relations and Public Order**

1. The student is committed to contributing to the establishment of positive human relationships, based on kindness and respect, with her peers, as well as with the housing supervisors and the general public.
2. The student is committed to using refined patterns of speech and interacting with the mentioned categories in the preceding section.
3. The student refrains from engaging in any act that contradicts the fundamental values of society or that could harm her reputation, her peers, or the university and its staff.
4. The distribution of leaflets, collection of signatures, or fundraising is prohibited without obtaining prior permission to engage in these activities.

f. **Guest Reception**

1. Students consider receiving their parents and visitors in the designated reception hall in the residence. Their names are recorded in the respective register, and they are not allowed to take them to the rooms, floors, or host them there.
2. Visitors from outside the residence are not allowed to stay beyond the specified visitation period.

Article 15: The Dean of Student Affairs is responsible for implementing the provisions of these regulations.

Article 16: These regulations supersede the Student Housing Regulations for Females at the University of Petra, No. 17 for the year 2009.

13/7: Disciplinary Regulations for Students at the University of Petra

Article 1: These regulations are named "Disciplinary Regulations for Students at the University of Petra for the year 2015," and shall be effective from the date of their approval by the University Council.[2]

Article 2: The following terms, wherever mentioned in these regulations, shall have the meanings assigned to them below, unless the context indicates otherwise:

University:	University of Petra
President:	President of the University
Council of Deans:	University Council of Deans
Disciplinary Council:	Student Disciplinary Council
Dean:	Dean of Student Affairs
Disciplinary Violation:	Any violation that exposes a student who commits it to disciplinary penalties
Students:	Registered and enrolled students in all programs at the University of Petra

Article 3: The following actions are considered disciplinary violations, subjecting the student who commits any of them to the disciplinary penalties outlined in these regulations:

a. Deliberate individual or collective absence from classes and other academic activities required by the applicable regulations, and any incitement to such absence.

b. Cheating or attempting to cheat in exams and tests, or violating their regulations.

c. Any act, statement, or behavior committed by the student within the university that constitutes an offense against honor, dignity, ethics, good conduct, or anything that harms the reputation of the university or its employees. This paragraph also applies to any of the actions specified if the student commits them outside the university in an activity or event, whether or not the university is involved.

d. Organizing or participating in any organization within the university or inciting to it without prior authorization from the competent authorities in the University of Petra, or participating in any collective activity that violates the regulatory principles of the university.

e. Using university buildings and facilities for purposes other than those intended for them or without prior permission.

f. Distributing leaflets or posters, issuing newspapers on campus, collecting signatures, or donations without obtaining a license from the competent authorities in the University of Petra, or misuse of the granted license for the mentioned activities.

g. Failure to comply with the system regulating the practice of student political activities in higher education institutions published in the official gazette and the regulations issued accordingly.

h. Disturbing the order or discipline required during lectures, seminars, or activities held within the University of Petra.

2 Approved by the University Council in its session No. (4-2014/2015), dated 28/06/2015.

Article 3:

i. Any insult or abuse directed by the student towards a faculty member, staff, students, or visitors at the university.

j. Theft, embezzlement, any threat, or attempt – intentionally or negligently – that may harm the university's movable or immovable property, including information sources.

k. Disturbance or incitement to violate laws, regulations, instructions, and valid decisions at the university.

l. Fraud in obtaining university documents, forgery, or the use of forged documents for any academic purposes.

m. Incitement or agreement with students or other individuals to commit acts of violence, fights, or defamation (oral, written, digital) against students or other individuals within the university.

n. Providing documents or university IDs to others with the intention of using them unlawfully or refusing to present them when requested by the competent authorities at the university.

o. Impersonation of another student's identity within the campus in any act, deed, or statement that violates the laws, regulations, instructions, and valid decisions at the university.

p. Any act, statement, or action that harms national unity, or insults the country's security and beliefs, by disseminating political, sectarian, tribal, or regional ideas.

q. Using, assisting in using, participating, or inciting the introduction or carrying of sharp or firearms – licensed or unlicensed – within the university premises or any other materials that can be used for unlawful purposes.

r. Using, promoting, or possessing any of the narcotic, psychotropic substances, or attending the university under their influence.

Article 4: Disciplinary penalties that may be imposed on the student, commensurate with the violations listed in Article 3, are as follows:

a. Warning.

b. Removal of the student from the classroom or summoning campus security when necessary for removal.

c. Deprivation of the student from attending some lectures or all of them, disrupting the order during their teaching.

d. Deprivation of the student for an extended period from using university facilities where the violation occurred.

e. First warning.

f. Double warning (second warning).

g. Final warning.

h. Cancellation of registration for a subject or more in the semester in which the violation occurs, with no refund of fees.

i. Imposing a fine on the student equal to twice the value of the damaged item.

j. Seizure of anything that may disrupt the lecture system, notifying the Dean of the Faculty or the Department Chair in writing.

Article 4:

k. Temporary expulsion from the university for one or more semesters.

l. Permanent expulsion from the university.

m. Postponement of granting the student the academic degree for a specified period determined by the Council of Deans

n. Revocation of the decision to grant the certificate if there is evidence of forgery or fraud in the procedures for obtaining it.

Article 5:

a. Multiple disciplinary penalties or more as stipulated in these regulations may be combined.

b. Any disciplinary violation committed by the student is documented in writing, accompanied by facts and evidence wherever possible.

Article 6:

a. In cases of temporary expulsion for one or more semesters, the summer semester is not considered a separate semester for this purpose, and the expelled student is not allowed to study during it. Additionally, any courses the student may take at any institute, faculty, or university during the expulsion period are not counted.

b. In the case of imposing the penalty of temporary or final expulsion from the university, the relevant department is officially notified of the decision for implementation. The expelled student's ID is withdrawn, and they are prohibited from entering the university premises, except with permission from the relevant authorities at the university.

Article 7:

a. If a student is caught cheating in writing, digitally, or if the investigation results prove that they attempted to cheat or were involved or initiated it, the following penalties may be imposed individually or collectively:

1. The student receives a zero mark in that exam.
2. Any of the penalties listed in paragraphs (e-k) of Article 4 of these regulations.

b. A student who agrees with another student to take an exam on their behalf is subject to the following penalties collectively:

1. Being considered failed in the subject.
2. Cancellation of registration in the remaining subjects registered for in that semester, with no refund of fees.
3. Temporary expulsion from the university for one semester, starting from the semester following the one in which they were caught.

c. A student who takes an exam on behalf of another student is subject to the following penalties collectively:

1. Cancellation of registration in the subjects registered for in that semester, with no refund of fees.
2. Temporary expulsion from the university for one semester, starting from the semester following the one in which they were caught.
3. If the person who entered the exam room is not a university student, they will be referred to the competent security authorities.

Article 8: The decision to impose disciplinary penalties is recorded in the student's file, and the decision may be communicated to the student's guardian or to the authorized entity, if officially present. The Dean of Student Affairs assists in recording the decision in the assistance system if deemed necessary.

Article 9:

a. The Council of Deans, appointed by the Dean of Student Affairs in the first month of each academic year, for a term of one year, is called the Student Discipline Council. This council consists of three faculty members, the Director of Student Services (Security Chief for the council), and the Dean of Student Affairs (as the secretary). This council is responsible for reviewing and deciding on violations committed by students on the university campus, including means of transportation and extracurricular activities held within and outside the university. The Dean of Student Affairs refers violations to the Student Discipline Council for investigation and assigns the appropriate penalty according to Article 4 of these regulations.

b. All investigation sessions are confidential.

c. Any act, statement, or action that disrupts the investigation sessions or insults any member of the investigation committee constitutes a new disciplinary violation.

Article 10:

a. If the specified term for the Student Discipline Council ends, it continues to exercise its authority until a new Student Discipline Council is formed to replace it, and its decisions remain in effect.

b. The Student Discipline Council must decide on the referred cases within a period not exceeding thirty days from the date of referral. The President of the University may extend the period beyond that if circumstances require, with a delegation from the Dean of Student Affairs.

c. All investigations into violations follow the following principles:

1. Collecting information, accepting complaints if available, and scheduling an investigation date by the Dean of Student Affairs, with a preliminary description of the violations.
2. Officially notifying the Admissions and Registration Deanship in the name of the student who received one of the penalties stipulated in paragraphs (h,k,l,m,n) to suspend all academic activities related to them.
3. Informing the student in writing of the investigation date through the Dean of Student Affairs, with a preliminary description of the violations. The student must sign both copies, keeping one, and the other is retained in the investigation file.
4. If the student refuses to sign the notification sheet, a copy is posted on the bulletin board in their faculty, and the employee explains on the other copy that the student refused to be notified. The employee then signs this copy, and it is kept in the investigation file.
5. The Student Discipline Council conducts the investigation procedures on the scheduled day. The student writes their statement, which is discussed, witnesses are heard, and evidence is added to the investigation file. After concluding the statements, both the offending student and the witnesses sign the minutes. If a witness refuses to sign, their statement is discarded, indicating the reason for the refusal.

Article 10:

6. If the student intentionally or unintentionally refuses to appear before the Student Discipline Council in any of its sessions after being notified according to the procedures, the Student Discipline Council is not prevented from holding or continuing its sessions or issuing disciplinary decisions in absentia.

7. The Student Discipline Council invites the Dean of Students or the Head of their department to attend the investigation sessions, with the note that their votes are not considered when making decisions.

Article 11: The authority to sign disciplinary penalties for students is as follows:

a. A faculty member or whoever teaches the course - without referring to the Student Discipline Council - has the right to sign the penalties stipulated in paragraphs (a,b) of Article 4 of these regulations, provided that the student is not deprived of attending lectures or being expelled from them, as this would lead to depriving them of entering exams. A faculty member may request their dean to refer the matter to the Student Discipline Council.

b. All remaining penalties (from c to n) specified in Article 4 of these regulations are approved by the Student Discipline Council.

Article 12:

a. All disciplinary decisions are final, except for the penalties specified in paragraphs (k,l,m,n) of Article 4 of these regulations. A student who has been subjected to any of the penalties in paragraphs (k,m,n) has the right to submit an appeal to the Council of Deans within one week from the date of approval of the decision.

b. A student who has been permanently dismissed from University of Petra, according to Article 4-L, may submit a one-time appeal to the Council of Deans to reconsider the possibility of their return to the university, under the following conditions:

1. Two complete calendar years have passed since the issuance of the final dismissal decision from the university.
2. Their cumulative GPA is not less than 2.00.
3. The number of successfully completed credit hours at University of Petra is not less than 60.
4. The appeal includes a clear apology for the violation committed.
5. The appeal includes an explicit readiness to perform voluntary work determined by the Council of Deans.

c. With regard to paragraph (a), the Council of Deans may accept or reject the student's appeal for reinstatement.

Article 13: The President of the University has the authority to assume all the powers related to signing the penalties stipulated in these regulations - without referring to the Student Discipline Council - in case of disturbance or disruption of the system at the university, leading to the irregularity of studies, or the occurrence of a situation that threatens that, requiring swift action. The President of the University informs the Council of Deans of their decision issued in this case.

Article 14: [3]

a. The imposition of any of the disciplinary penalties stipulated in these regulations does not exempt the student from paying compensation for the damages caused, and the university has the right to collect these compensations.

b. The imposition of disciplinary penalties stipulated in Article 4 of these regulations does not prevent the pursuit of the student judicially in cases where the disciplinary violation constitutes a crime punishable by law.

c. The issuance of a criminal judgment acquitting the student or ruling him not responsible does not prevent taking disciplinary actions against him.

d. Disciplinary penalties expire and are removed from the student's academic record as follows:

1. The first warning after two academic semesters.
2. The double warning after three academic semesters.
3. The final warning after four academic semesters.
4. The summer semester is not considered part of the expiration period.
5. The expiration of the penalty applies from the academic semester following the semester in which the penalty was issued.

Article 15: Any ignorance of the regulations, instructions, and decisions applied in the university or issued by it does not exempt the student from responsibility.

Article 16:

a. The President of the University decides in cases not covered by these regulations.

b. The University Council has full authority to interpret the texts of these regulations.

Article 17: These regulations apply to all forms of face-to-face, fully online, and blended education.

Article 18: These regulations supersede the Disciplinary Regulations for Students at University of Petra No. 14 for the year 2012.

3 The addition of item (d) to Article No. 14 was approved by the University Council in its session No. (3-2021/2022) on 24/04/2022, under the resolution No. (2-2021/2022).

13/8: Regulations for Scholarships and Employment for University of Petra Students

Chapter One

Article (1): These regulations are called the "Regulations for Scholarships and Employment for University of Petra Students for the year 2015" and shall be effective from the date of approval by the University Council.[1]

Article (2): The following terms, as used in these regulations, shall have the meanings assigned to them below, unless the context indicates otherwise:

University	:	University of Petra.
Board	:	Board of Trustees.
President	:	President of the University.
Student	:	A student enrolled in any of the university's faculties.

Article (3): The Board of Trustees annually approves an amount allocated to the Scholarships and Employment Fund. From this fund, an amount is allocated for scholarships, and another for student employment.

Article (4): The budget for scholarships and employment consists of the following sources:

a. The amount allocated annually by the university.

b. Any other resources approved by the Board.

Chapter Two: Scholarships for the General Secondary Examination

Article (5): To be eligible for this scholarship, a new student must hold a Jordanian or Palestinian General Secondary Education Certificate and possess Jordanian or Palestinian nationality.

Article (6): The eligible new student, as stipulated in Article (5) above, is granted a scholarship specifically for tuition fees only, as follows:

A. Faculty of Pharmacy and Medical Sciences, Faculty of Architecture and Design, and Faculty of Engineering.	
Designated scholarship	**Overall average in the General Secondary Education**
50%	From 95% and above
25%	From 90% to less than 95%
B. Other Faculties	
Designated scholarship	**Overall average in the General Secondary Education**
100%	From 95% and above
50%	From 90% to less than 95%
25%	From 85% to less than 90%

1 Approved by the University Council in its session No. (4-2014/2015), dated 28/06/2015.

Article (7): This scholarship continues for a full academic year, including the summer semester.

Article (8): The student's performance is evaluated at the end of this period, and then the regulations for academic excellence scholarships applied at the university are enforced.

Chapter Three: Academic Excellence Scholarships

Article (9): The university provides a semester scholarship covering tuition fees only for academically excellent students in the subsequent semester, provided they meet the academic excellence criteria, as follows:

Cumulative GPA in points out of 4.00	Designated scholarship from the tuition fees
4.00	100%
3.99 – 3.89	50%
3.88 – 3.67	25%

Article (10):

a. For a student to qualify for the academic excellence scholarship for the first time, it is required that the student has completed 30 credit hours as part of their study plan at the University of Petra and achieved a minimum cumulative GPA of 3.67, provided that the minimum number of registered hours in the regular semester is maintained.

b. The academic excellence scholarship continues in subsequent semesters, requiring the completion of a minimum of 12 credit hours in the regular semester and 6 hours in the summer semester, with consideration given to these courses being part of the student's plan and included in the cumulative GPA calculation, in addition to achieving a minimum cumulative GPA of 3.67.

c. Regardless of the conditions in a and b of this article, the student must not have received a disciplinary penalty of warning or higher to qualify for the academic excellence scholarship.

Chapter Four: Assistance Grants and Incentive Scholarships

Article (11): The university provides incentive scholarships for new students as follows:

a. Scholarship for children and spouses of university staff, covering 50% of the tuition fees

b. Scholarship for siblings of university staff, covering 25% of the tuition fees.

c. Sibling scholarships registered at the university, as follows:

1. First and second sibling scholarship for the student, covering 15% of the tuition fees.
2. Third sibling scholarship for the student, covering 20% of the tuition fees.
3. Fourth sibling scholarship for the student, covering 25% of the tuition fees.

d. The university offers scholarships for students excelling in sports and arts, according to regulations issued by the university, and the conditions are announced annually.

Article (12): To continue receiving assistance grants and incentive scholarships, the following conditions must be met:

a. The student must maintain a cumulative GPA of 2.00 or higher. In case the cumulative GPA falls below 2.00, the grant is withdrawn in the next semester until the student raises the cumulative GPA to 2.00 or higher, at which point the grant is reinstated. This condition does not apply to the grants mentioned in clauses a, b, c of Article 11.

b. The student receiving an incentive scholarship must complete a minimum of 15 credit hours, and the student receiving a financial assistance grant must complete a minimum of 12 credit hours in one regular semester, excluding the summer semester and the graduation semester. These courses should be part of the student's study plan, and the student must maintain a minimum cumulative GPA of 2.00.

c. The student must not have received a disciplinary penalty of warning or higher.

Article (13): Donations from the university company, other institutions, or individuals are not subject to these regulations and will be governed by the conditions agreed upon by the university.

Chapter Five: Employment

Article (14):

a. The university president requests the deans of faculties and the directors of administrative and service departments to specify their needs for student work hours for each semester, the locations of their work, and the nature of the tasks assigned to them.

b. The Deans' Council annually determines job opportunities at the university based on the faculties' and departments' nominations and according to the budget allocated by the Board of Trustees.

c. The Dean of Student Affairs announces available vacancies at the university at the beginning of each semester, following the plan approved by the Deans' Council.

d. Faculties and administrative departments provide a list of students they wish to employ, along with the tasks assigned to them during the semester, to the Dean of Student Affairs, with copies sent to the student and the dean of the faculty or the director of the department concerned.

Article (15): To be eligible for employment opportunities at the university in exchange for financial compensation, the student must:

a. Have completed at least 30 credit hours within the university.

b. Maintain a cumulative GPA of at least 2.00.

c. Not have received a disciplinary penalty of warning or higher.

d. Priority in employment is given to financially disadvantaged students, and the dean or department head is given discretion to assess the financial situation of the student.

Article (16):

a. During the academic semesters, working hours are set at an average of two hours per day, with a maximum of 40 hours per month, at a rate of two Jordanian Dinars per working hour.

Article (16):

b. Students wishing to work must fill out the approved employment form available with the dean or director of the relevant department. The dean assigns names of nominated students to the Dean of Student Affairs.

c. A student is not allowed to work for more than 240 hours during their studies at the university, except when there are vacant positions that no other students wish to fill.

d. In exceptional cases, and with a written recommendation from the dean or the director of the department, the university president may lift the limits specified in clauses a and c of this article.

Article (17): The monthly records, approved by the deans, directors of relevant departments, and the Student Affairs Office's job placement, are forwarded to the Finance Department by the Dean of Student Affairs. These records include the student's name, the number of working hours during the month, for the disbursement of rewards. A copy of the records is kept in the student's file, and another copy is kept in the employment file.

Article (18): The Student Affairs Office's Job Placement Office monitors the employment of students in faculties and administrative departments, submitting periodic reports at the end of each semester to the Dean of Student Affairs. These reports include the names of students, the number of hours each student worked during the semester, and the total working hours during their study period at the university.

Chapter Six: General Provisions

Article (19): All fees for the following courses are exempt from scholarships:

a. Military Science.

b. Repeated courses.

c. Courses taken outside the student's study plan.

Article (20): Students are not allowed to combine two scholarships. If a student qualifies for more than one scholarship, they will be awarded the higher scholarship.

Article (21): The Dean of Admissions and Registration announces the lists of academically outstanding students in each major at the end of each semester. The lists are then submitted to the president for approval and disbursement, and these lists are subsequently sent to the Financial Director for further action.

Article (22): The Financial Department, in coordination with the Admissions and Registration Dean, monitors the academic progress of scholarship students, prepares lists of students who are no longer eligible for their scholarships, and sends these lists to the Financial Director for necessary actions.

Article (23): The relevant departments submit an annual report to the president outlining the status of scholarship students and employment opportunities.

Article (24): The university president is responsible for implementing these regulations.

Article (25): These regulations supersede the scholarship and employment regulations for University of Petra students, numbered 7 for the year 2009.

13/9: Fine Arts Excellence Scholarship Regulations at University of Petra

Article (1): These regulations are called the Fine Arts Excellence Scholarship Regulations at University of Petra for the year 2015, and they are effective from the date of their approval by the University Council.[2]

Article (2): The following words and phrases, wherever they appear in these regulations, shall have the meanings assigned to them below unless the context indicates otherwise:

University	:	University of Petra.
President	:	President of the University.
Student	:	The student enrolled in the university.
Dean	:	Dean of Student Affairs at the university.
Deanship	:	Deanship of Student Affairs at the university.
Department	:	Fine Arts Activity Department at the university.
Scholarship	:	Fine Arts Excellence Scholarship at the university.

Fine Arts Excellence Criteria and Grades

Article (3): The student is considered artistically excellent based on the following criteria:

A. First-degree artistic excellence:

a.

1. Anyone who participated in one of the school artistic teams at the level of the directorates of education and teaching in the Kingdom, including playing musical instruments, solo and group singing, theatrical acting, folk art, expressive dance, and other arts.
2. Anyone who was a member of a well-known artistic team inside or outside the Kingdom, including teams for singing, playing musical instruments, folk art, acting, expressive dance, and other arts.

B. Second-degree artistic excellence:

b. Anyone who has obtained a training certificate in playing musical instruments, solo and group singing, theatrical acting, folk art, expressive dance, and other arts from an accredited official institute inside or outside the Kingdom.

2 Approved by the University Council in its session No. (4-2014/2015), dated 28/06/2015.

c. **C. Third-degree artistic excellence:**

1. Anyone possessing one of the artistic talents mentioned in item (1) of this article, who successfully passes the skill test prepared by the deanship at the beginning of each academic year, demonstrates outstanding competence, and commits to participating in the department's activities throughout their study years.
2. Anyone actively engaged in public service or community service activities at the university without interruption for a consecutive period of two years.

Conditions for Obtaining the Scholarship

Article (4): The following conditions must be met to obtain the scholarship:

a. The student must meet one of the artistic excellence criteria.

b. The student must pass the skill test in the outstanding artistic teams.

c. The student must complete at least one academic semester at the university.

Conditions for Scholarship Continuation

Article (5): The following conditions must be met for the scholarship to continue:

a. Commitment to participating in fine arts activities inside or outside the university according to the programs prepared by the department in the deanship.

b. The student must continue participating in the department's activities during their study period at the university.

c. No disciplinary penalty of warning or higher should have been issued against the student.

d. The cumulative GPA should not be less than (2) points.

Fine Arts Excellence Scholarship Percentages

Article (6): Those who excel artistically according to the aforementioned criteria and conditions will receive the following encouragement scholarships:

a. First-degree artistic excellence, a 50% tuition fee scholarship.

b. Second-degree artistic excellence, a 35% tuition fee scholarship.

c. Third-degree artistic excellence, a 25% tuition fee scholarship.

Required Official Documents

Article (7): The student seeking the scholarship must submit the following official documents:

a. Artistic excellence certificate or its equivalent, certified by the relevant school or institute, according to the type of excellence.

b. Certificate of good conduct issued by the relevant school or institute.

General Provisions

Article (8):

a. The student applying for the scholarship undergoes a personal interview and a practical examination in the outstanding activity.

b. Applications for artistic excellence scholarships are submitted to the dean, who verifies their compliance with the criteria and conditions and then forwards them to the president.

c. The number of scholarships offered is limited to fifteen scholarships per academic year at the maximum.

d. A student is not allowed to combine two scholarships, and in such a case, the higher scholarship is granted.

e. Waiving the cumulative GPA requirement is possible in specific cases for those who have demonstrated high competence, provided that the cumulative GPA does not fall below (1.9) points.

f. The president decides on cases not covered by these regulations.

Article (9): These regulations supersede the Fine Arts Excellence Scholarship regulations for the students of University of Petra, number 24 for the year 2009.



13/10 - Sports Excellence Scholarship Regulations at University of Petra

Introduction:

Article (1): These regulations are called the Sports Excellence Scholarship Regulations at University of Petra for the year 2015, and they are effective from the date of their approval by the University Council.[3]

Article (2): The following words and phrases, wherever they appear in these regulations, shall have the meanings assigned to them below unless the context indicates otherwise:

University	:	University of Petra.
President	:	President of the University.
Student	:	The student enrolled in the university.
Dean	:	Dean of Student Affairs at the university.
Deanship	:	Deanship of Student Affairs at the university.
Department	:	Sports Activity Department at the university.
Scholarship	:	Sports Excellence Scholarship at the university.

Sports Excellence Criteria and Grades

Article (3): The student is considered sports-excellent based on the following criteria:

A. **First-degree sports excellence:**

1. Anyone who was a player in a national team and represented Jordan in an Olympic, regional, Arab, or any international event in at least one sport supervised by a sports union affiliated with the Jordan Olympic Committee.
2. Anyone who was a player in a military team or a school team in the Kingdom and represented Jordan in at least one external event.

B. **Second-degree sports excellence:**

1. Anyone who was a player in a club team of the premier, professional, or first division in a team or individual sport, supervised by a sports union affiliated with the Jordan Olympic Committee.
2. Anyone who was a player in one of the directorate teams of education and teaching in the Kingdom.
3. Anyone who achieved the gold level of the Hassan Youth Award, provided that the award was obtained while being at the university.

3 Approved by the University Council in its session No. (4-2014/2015), dated 29/6/2015

c. Third-degree sports excellence:

1. Anyone who was a player in a club team of the second or third division in a team or individual sport, supervised by a sports union affiliated with the Jordan Olympic Committee.
2. Anyone who was a player in a military or school club, holding the first place in a sports championship from the championships of the education directorates in the Kingdom.
3. Anyone who became a regular player in one of the university sports teams, demonstrating outstanding competence after two academic semesters of excellence, and participating in internal and external university championships.

Conditions for Obtaining the Scholarship

Article (4): To obtain the scholarship, the following must be satisfied:

a. The student must meet one of the sports excellence criteria.

b. The student must pass the skills and physical fitness test set by the deanship annually in the sport in which they excel.

Conditions for Scholarship Continuation

Article (5): The following conditions must be met for the scholarship to continue:

a. Commitment to engaging in sports activities within and outside the university, following the programs prepared by the department in the deanship.

b. Not having received a disciplinary penalty of a warning or more.

c. The cumulative GPA should not be less than 2 points.

Percentage of Sports Excellence Scholarships

Article (6): Sports achievers, according to the above criteria and conditions, receive the following incentive scholarships:

a. First-degree sports achiever: 50% scholarship on tuition fees

b. Second-degree sports achiever: 35% scholarship on tuition fees.

c. Third-degree sports achiever: 25% scholarship on tuition fees.

Required Official Documents

Article (7): The student applying for the excellence scholarship must submit the following official documents:

a. Sports excellence certificate, or its equivalent, authenticated by the relevant sports union, military sports union, or the Ministry of Education, based on the type of excellence.

b. Certificate of good conduct, issued by the relevant sports authority.

c. Copy of the valid university ID.

General Provisions

Article (8):

a. The student applying for the scholarship undergoes a personal interview and a practical test in the sport in which they excel.

b. Applications for sports excellence scholarships are submitted to the dean, who verifies their compliance with the criteria and conditions, and then forwards them to the president.

c. The number of scholarships offered is limited to twenty scholarships per academic year.

d. A student is not allowed to combine two scholarships, and in such a case, the higher scholarship is granted.

e. The GPA requirement may be waived in specific cases for those who have demonstrated high competence, provided that the cumulative GPA is not less than 1.9 points.

f. The president decides in cases not covered by these regulations.

Article (9): These regulations supersede the Sports Excellence Scholarship Regulations at University of Petra, number 25, for the year 2010.



13/11- Disciplinary Regulations for Students at the Center for Continuing Education and Community Service

Article 1: These regulations are referred to as "Disciplinary Regulations for Students at the Center for Continuing Education and Community Service" for the University of Petra, Number 40 for the year 2016. They come into effect upon approval by the University Council.4

Article 2: The following terms, as used in these regulations, have the meanings specified unless the context indicates otherwise:

University	:	University of Petra
President	:	University President
Council	:	Advisory Council for the Center for Continuing Education and Community Service.
Director	:	Director of the Center for Continuing Education and Community Service
Committee	:	Disciplinary Committee for Continuing Education and Community Service
Disciplinary Violation	:	A violation that subjects the student committing it to disciplinary penalties
Students	:	Students participating in courses who are not university students

Article 3: These regulations and the disciplinary procedures included apply to all registered students at the Center for Continuing Education and Community Service.

Article 4: Without prejudice to Article 3, these regulations do not apply to students registered at the University of Petra.

Article 5: The University President forms a disciplinary committee consisting of:

- **a.** Dean of Student Affairs (Chairman)
- **b.** Director of Student Services (Committee Secretary)
- **c.** Member of the Advisory Board of the Continuing Education Council
- **d.** Director of the Center for Continuing Education and Community Service (Member)
- **e.** One faculty member from the university (Member)

Article 6: The tasks of the disciplinary committee include investigation and imposing appropriate penalties for violations committed by center students.

Article 7: In addition to Article 6, if a university student is one of the conflicting parties, they are referred to the Student Disciplinary Council, applying the Disciplinary Regulations Number 26 for the year 2015 at the University of Petra.

4 Approved by the University Council in its session No. (4-2015/2016), dated 07/02/2016.

Article 8: The following acts are disciplinary violations, subjecting the student committing any of them to disciplinary penalties specified in these regulations:

a. Violating university regulations and instructions.

b. Deliberate individual or collective refusal to attend lectures, other academic activities, or incitement to such refusal.

c. Cheating or attempting to cheat in tests or exams, or violating their system.

d. Any act, word, or behavior committed by the student within the university that is disgraceful, offensive to honor, morals, or detrimental to reputation.

e. Forming any organization inside the campus or participating in it without prior authorization, or engaging in any collective activity that violates organizational principles in the university.

f. Instigating or conspiring with students or others to commit acts of violence, fights, or defamation (oral, written, digital) against students or others inside the university.

g. Distributing leaflets, posters, or issuing newspapers in the university, collecting signatures or donations without obtaining prior permission, or abusing the granted license for these activities.

h. Using university buildings and facilities for purposes other than those intended, or without prior permission.

i. Violating the order or discipline required by lectures, seminars, or activities held within the university.

j. Any insult or offense directed by the student to a faculty member, staff, students, or visitors in the university.

k. Theft, damage, any threat, or attempt, deliberately or negligently, affecting university property, whether movable or immovable, including information sources.

l. Forgery in university documents or using forged papers for any university purposes.

m. Any act, word, or behavior that harms national unity or offends the country's security and beliefs by propagating political, sectarian, tribal, or regional ideas.

n. Using or assisting in using, or participating in, or inciting the entry or carrying of sharp or firearms, licensed or unlicensed, into the university campus, or any other materials that can be used for illegal purposes.

o. Using, promoting, or possessing any of the narcotic or psychotropic substances, or attending the university under their influence.

Article 9: Disciplinary penalties that may be imposed on the student, commensurate with the violations listed in Article 8, include:

a. Written warning by the Dean of Student Affairs or the Disciplinary Committee.

b. Removal of the student from the classroom.

c. Warning of the three grades: the first, or the double (second), or the final.

d. Deprivation of the student from attending some lectures of the course, in which he violated the system during its teaching, or depriving him of all these lectures.

e. Recording zero for the student, cancelling his registration, and considering him as failed in that course, if it is proven, as a result of the investigation, that he attempted to cheat or participated in it.

f. Temporary dismissal from the course.

g. Permanent dismissal from the course.

h. Cancelling the decision to grant the certificate if there is evidence of forgery or fraud in the procedures for obtaining it.

i. Imposing a fine on the student equal to the value of the damaged item or items.

Article 10: Decisions issued by the committee under Article 5 of these regulations are final, and the center's student is not entitled to appeal them.

Article 11: Multiple disciplinary penalties can be combined, as provided for in these regulations.

Article 12: In the case of temporary or final dismissal from the course, the student's ID is withdrawn, and access to the university campus is prohibited unless authorized by the relevant university authorities.

Article 13: Disciplinary penalty decisions are kept in the center student's file at the Center for Continuing Education and Community Service. The competent authority for imposing the penalty notifies the student's guardian or the sending authority, if applicable.

Article 14: Imposing disciplinary penalties as specified in Article 9 of these regulations does not exempt the student from legal prosecution in cases where the disciplinary violation constitutes a crime punishable by law.

Article 15: If a judicial ruling acquits the student or finds him not responsible, it does not prevent taking disciplinary actions against him.

Article 16: Ignorance of the regulations, instructions, and decisions applied in the university or issued by it does not absolve the student from responsibility.

Article 17: The University President decides in cases not covered by these regulations.

Article 18: These regulations annul the regulations of the Center for Continuing Education and Community Service at the University of Petra Number 35 for the year 2010.

13/12- Health Insurance Regulations for University of Petra Students

Article 1: These regulations are named the Health Insurance Regulations for University of Petra Students for the year 2016 and will be effective starting from the date of approval by the University's Board.5

Article 2: The following terms, wherever they appear in these regulations, shall have the meanings assigned to them below unless the context indicates otherwise:

The University	:	University of Petra.
The Council	:	The University's Board of Trustees.
The President	:	The University's President.
Health Insurance Committee	:	The committee formed by the University President, tasked with overseeing the implementation of these regulations.
Student	:	Every regular student at the University.
Center	:	The health center on the University campus.
Health Insurance Contract	:	The contract signed with the insurance company.
The Company	:	The insurance company contracted by the University for insurance purposes.

Article 3: Health insurance aims to provide necessary medical services for students, including clinical, laboratory, radiological examinations, medications, and surgeries, through medical entities approved by the insurance company.

Article 4: Student enrollment in health insurance is mandatory, and the subscription fees are determined as part of the service fees paid at the beginning of each semester.

Article 5: Health insurance is effective at the start of the student's enrollment in the registered semester, including the summer semester. It expires on the last day of the health insurance policy on August 31 of each academic year, unless it is subject to in-hospital treatment.

Article 6: Hospitalization is covered in the second tier. Subject to the exceptions specified, the maximum amount the company bears annually for each student is defined in the health insurance policy.

Article 7:

a Every student, upon joining the university, undergoes a comprehensive medical examination at the health center, following a specific form prepared for this purpose.

b. Medical services are provided by medical entities approved by the insurance company.

c. The university card is the only approved document for health insurance purposes.

5 Approved by the University Council in its session No. (4-2015/2016), dated 07/02/2016.

d. Medical services consist of the following:

1. Providing medical care at the health center.
2. Referral to the specialized medical entity required for the student's condition by the health center doctor when necessary.
3. Referral to hospitals approved by the health center doctors for urgent cases or the consultant doctor to whom the student was referred for consultation, for necessary treatments and surgeries as needed, in the second tier. In case the student chooses a higher tier, they bear the cost difference, as well as other non-medical expenses such as phone calls, additional requested meals, beverages, and any other unrelated expenses, and the company does not cover the expenses of accompanying individuals in the hospital under any circumstances.
4. In emergency cases where it is not possible to consult the health center doctor after official working hours, the student should visit the emergency department of an approved hospital, presenting the valid student card. The on-duty supervisor in the dormitory accompanies the resident student in the dormitory, and the non-resident student can visit the emergency department of any approved hospital, provided that the condition is indeed an emergency. The student must attach a report proving that the situation was indeed an emergency; otherwise, the Health Center Director does not consider it an emergency case, and the student bears the expenses. Sick leave is not approved unless warranted.
5. Health insurance does not cover doctor home visits except in extreme cases accepted by the Health Insurance Committee.
6. The company does not cover expenses from non-approved medical entities unless referred by an accredited specialist doctor for a reason accepted and approved by the Health Insurance Committee, where the company covers the minimum amount determined by the health insurance regulations.
7. Health insurance does not include treatment outside the Hashemite Kingdom of Jordan, and it does not cover materials not registered with the Ministry of Health in the Hashemite Kingdom of Jordan.

Article 8: The health insurance contract explicitly specifies the cases not covered by health insurance.

Article 9: **a.** The Student Health Insurance Committee consists of:

1. The Vice President or his delegate - Chairman.
2. Dean of Student Affairs.

3. Director of Financial Affairs.
4. Director of Human Resources.
5. A student representing the Student Union Council.
6. Health Center Director - Committee Secretary.

b. The committee's meetings are convened by the chairman whenever necessary.

c. The committee's tasks include:

1. Issuing detailed arrangements for implementing these instructions.
2. Approving the cards, forms, and necessary vouchers.
3. Ensuring compliance with health insurance instructions.
4. Reviewing emergency cases and addressing issues referred to it under these instructions.
5. Monitoring violations and imposing penalties.

Article 10: Necessary medications are provided by the health center pharmacy. If the required treatment is not available in the center's pharmacy, the necessary medications are provided with a prescription from the center's doctor from approved pharmacies.

Article 11: The University President, upon delegation from the Health Insurance Committee, decides on cases not covered by the provisions of these instructions.

Article 12: These regulations revoke the Health Insurance regulations for the University of Petra students, Number 12, for the year 2009.



13/13- Student Trips Regulations

Article 1: These regulations are referred to as the Student Trips Regulations at the University of Petra for the year 2009 and take effect from the date of their approval.

Article 2: The following terms and phrases, as used in these regulations, have the meanings assigned to them below, unless the context indicates otherwise:

University	:	University of Petra.
President	:	President of the University.
Dean	:	Dean of any faculty at the University.
Faculty	:	Any faculty within the University.
Department	:	Any scientific department in the University.
Student Associations	:	Associations founded by students at the University, student clubs, or the Student Union.

Article 3: Student trips at University of Petra are divided into the following two types:

a. Scientific Student Trips.

b. General Student Trips.

First: Scientific Student Trips

Article 4: A scientific trip is one that is part of a specific course or an independent course by itself.

Article 5: Scientific trips are organized and executed by a decision from the President, delegated by the Dean of the faculty, based on a recommendation from the relevant department. This recommendation includes details about the nature, destination, duration, participants, and the supervisor of the trip.

Article 6: The faculty appoints a faculty member as a supervisor for the scientific trip.

Second: General Student Trips

Article 7: General student trips include all other types of student trips and are organized or supervised by the Student Affairs Deanship.

Article 8: The Student Affairs Deanship announces its trips within the framework of its semester plan approved by the President.

Article 9: The Student Affairs Deanship announces its trips on notice boards throughout the university. Each announcement should provide essential details about the trip.

Article 10: The Dean of Student Affairs assigns one or more employees from the deanship to supervise and accompany the organization of the trip.

Article 11: Student associations can submit proposals - on specific forms issued by the Dean of Student Affairs - for organizing a trip. If the Dean approves the proposal, they assign one or more employees from the deanship to prepare for, accompany, and supervise the trip, in coordination with the relevant student association.

Third: Trip Budget

Article 12: The Dean of Student Affairs, delegated by the relevant department in the deanship, determines the student's participation fee in the trip based on its cost. After the trip is completed, the budget, along with any surplus amounts, is forwarded to the University's financial administration.

Fourth: General Provisions

Article 13: Student trips are an integral part of university life. Participants are expected to adhere to the spirit of university life during the trip. Any prohibitions within the university campus are also applicable during student trips.

Article 14: University trips require prior approval from the President.

Article 15: Necessary approval for the trip must be obtained from the authorized administrative authority in the university, according to the following deadlines:

a. For internal trips lasting no more than one day, at least one week before the trip.

b. For internal trips lasting more than one day, at least two weeks before the trip.

c. For external trips, at least four weeks before the trip.

Article 16: Female students participating in external trips or trips lasting more than one day must provide consent from their parents or guardians.

Article 17: The overseeing entity of the university trip provides at least one supervisor for every 25 students.

Article 18: Students participating in the student trip must adhere to written and verbal instructions issued by the overseeing entity. Any violation committed by a student during the trip will be subject to disciplinary procedures in accordance with the university's disciplinary regulations.

Article 19: The President has the authority to decide on cases not covered by these regulations.

13/14- Deferment Regulations for Military Service for Jordanian Students

Article 1: New students must visit the Student Affairs Deanship/Student Services Department to submit the necessary documents for deferring their military service.

Article 2: The deferment of military service is allowed only once at the beginning of each academic year, within the period from 1/10 to 31/12.

Article 3: The Deanship organizes periodic lists with the names of Jordanian students, born in each year separately, and sends them to the Mobilization and People's Army Directorate.

Article 4: Students residing in the West Bank, holding separate deferment permits or entering with their families, must visit the Student Affairs Deanship. They should bring a copy of the deferment permit, a copy of the Bridges Statistics Card with its color specification, proof of Jordanian nationality (family register, passport), two personal photos, and a copy of the birth certificate for students without military service records.

Article 5: Students registered at the university from Gaza must visit the Student Affairs Deanship with complete supporting documents.

Article 6: The student should personally visit the Mobilization and People's Army Directorate to obtain written approval to complete university registration under the following conditions:

a. Universities defer them when they complete the age of 26 years, for a study period of 4 years, or 28 years for studies exceeding 4 years.

b. Students who have a call to join training centers or have a specified date for medical committees or the military advisor.

c. Students deferred until 31/8 for reaching the maximum age allowed for their study continuation.

d. Students not previously deferred.

e. Students deferred as residents abroad who wish to continue their studies in the country.

f. Jordanian students holding dual citizenship.

g. Students deferred as an ongoing process.

Article 7: All students with military service records must inform the Student Affairs Deanship if they leave their studies.

Article 8: Anyone who completes or is exempted from military service is allowed to continue their studies without the need for approval from the Mobilization and People's Army Directorate if they provide proof to the Student Affairs Deanship.

13/15- Residency Regulations for Non-Jordanian Students

Article 1: The Office of Incoming Students Affairs at the University of Petra facilitates the annual residency process for incoming students from other Arab countries and friendly foreign nations, based on the following requirements and procedures:

a. Entry visa requirements.

b. A valid passport copy.

c. Student status proof from the Office of Admissions and Registration at the university.

d. Permanent and temporary addresses.

e. Copy of residence in the country of residence (for nationalities residing outside their home country).

Annual Residency

Article 2: All nationalities require residency and entry visas for Jordan, except for Gulf countries. Egyptian and Syrian nationalities only need entry visas for Jordan, while Lebanese nationality requires only residency within Jordan.

First-time Residency Requirements

Article 3:

a. Original valid passport for at least 6 months, along with copies (information page, last entry, last exit from Jordan, and residence identification stamp).

b. Health certificate (chest X-ray examination at the Chest Diseases Center, Gardens Street, next to the Arab College).

c. Residence identification, fingerprinting on the passport at the nearest police station in the student's residential area.

d. Two certified student proof documents from the Office of Admissions and Registration.

e. Two personal photos.

f. Copy of residence from the country of residence, not less than six months for nationalities residing outside their home country.

g. For holders of Palestinian documents, in addition to the above: exit and return visa for one year, residence in the country of residence for six months, and the passport must be valid for at least six months.

Residency Renewal Requirements

Article 4: All requirements mentioned in Article 3 are reiterated, excluding the chest examination, residence identification, and fingerprinting on the passport.

Requirements Upon Graduation

Article 5:

a. Head to the police station to settle the file and obtain a clearance certificate.

b. Obtain a clearance certificate from the University of Petra.

Requirements for Transferring Sponsorship to the University

Article 6:

a. Clearance certificate from the entity sponsoring the incoming student when granting the previous residency.

b. Requirements mentioned in Article 3 (First-time Residency Requirements).

Requirements for Transferring Sponsorship from the University

Article 7:

a. Dropping the annual residency (file settlement).

b. A letter from the Ministry of Interior regarding the sponsorship transfer.

Additional Information

Article 8:

a. Holders of Palestinian Authority passports should consult the Palestinian Affairs Department and the relevant security authorities directly.

b. Temporary passport holders should contact the relevant security authorities if they have a Green Card.

c. It is not permissible to address residency authorities if the student is not registered at the university, providing a duly certified "Student Proof."

d. When requested by the relevant security authority, the student must provide:

1. University ID.
2. Passport.
3. Student proof.
4. Class schedule.
5. Financial receipts.
6. University's letter to the Ministry of Interior.

e. The student bears full responsibility if there is a delay in the review or if incorrect information or unauthorized individuals are involved in the process.

f. Residency is automatically cancelled if the student stays outside Jordan for six months or more.

g. If the student loses their annual residency, they must report to the nearest police station and provide a copy of the report to the Incoming Students Affairs Office for follow-up.

h. In case the student requests a review by security authorities, the student must personally visit the security authorities under all circumstances. The student should submit the documents directly to the designated official, accompanied by the passport and the previous residency if available

i. When renewing the passport, the student must visit the Residency and Borders Department to affix the entry stamp and specify the residence. To facilitate the annual residency procedures for students, a dedicated staff member is permanently assigned in the Incoming Students Affairs Office to receive applications, answer inquiries, and coordinate with the external follow-up officer.

Granting Customs Exemptions for Incoming Students

Required Documents for Customs Transactions:

1. Student proof (2 copies).
2. Original passport and copies (information page, housing stamp, last entry, and last exit).
3. Copy of the current residency.



13/16- Regulations for Student Locker Rental

n order to safeguard the personal belongings of students, the university has established special lockers in the following faculties:

- Faculty of Information Technology.
- Faculty of Pharmacy and Medical Sciences.
- Faculty of Architecture and Design.
- Deanship of Student Affairs.

These lockers are intended for storing books, clothing, devices, and educational equipment. They can be reserved under the student's name for semester-long use, in accordance with the following regulations:

Subscription Instructions

Article 1:

a. Payment of the locker rental fee to the financial department, amounting to five Jordanian Dinars per semester.

b. Visit the General Services and Maintenance Department to fill out the required form and reserve the locker.

c. Submit the receipt to the General Services and Maintenance Department to receive the locker key.

Usage Instructions

Article 2:

a. Maintain the locker to prevent damage or breakage. In the event of any damage or breakage, a fee of 10 Dinars will be incurred.

b. Safeguard the locker key. In case of key loss, a fee of 3 Dinars must be paid to the financial department.

c. Students have the right to rent the locker for more than one semester.

d. A copy of the locker key will be kept at the Deanship of Student Affairs.

13/17-Regulations for Life Insurance for Students

The university provides life insurance for all its enrolled students, covering instances of death with a sum of one thousand Jordanian Dinars. The reporting of a death must be done within two weeks from the date of its occurrence. This insurance is complimentary and is provided by the contracted insurance company as part of the health insurance contract.

13/18- Emergency and Extraordinary Weather Conditions Regulations

Article 1: These regulations shall be called "Emergency and Extraordinary Weather Conditions Regulations for the year 2016 at the University of Petra." They shall come into effect upon approval by the University Council.[6]

Article 2: The following terms, wherever mentioned in these regulations, shall have the meanings assigned to them unless the context indicates otherwise:

University	:	University of Petra.
President	:	President of the University.
Vice President	:	Vice President for Academic Affairs.
Dean	:	Dean of Student Affairs.
Director of Services	:	Director of General Services Department.
Maintenance Director	:	Director of Maintenance Department.
Relations Director	:	Director of Public and International Relations Department.
Emergency Cases	:	Situations that threaten the security and lives of the university community, such as natural disasters, fires, building collapses, and internal campus disturbances.
Committee	:	Emergency Cases Committee.
Extraordinary Weather Conditions	:	Contemporary situations, snowfall, freezing, heavy rainfall, and similar weather conditions.

Article 3: The suspension, delay of work hours, or postponement of exams shall be determined by the President of the University or his delegate.

Article 4: The Dean shall contact the President of the University to obtain approval for the suspension, delay of work hours, or postponement of exams if necessary. The decision of the President shall be communicated to the Relations Director, Services Director, and Maintenance Director.

Article 5: Considering Article 4, the Vice President, in the absence of the President, is authorized to make decisions regarding the suspension, delay of work hours, or postponement of exams, as delegated under Article 3 of these regulations.

Article 6: The Relations Director shall undertake the following tasks:

a. Communicate with available local media, both visual and auditory, especially Jordanian television and radio, to inform them of the President's or his delegate's decision.

b. Communicate with deans and department heads, informing them of the President's or his delegate's decision.

c. Brief the President or his delegate on the necessary actions taken.

6 Approved by the University Council in its session No. (4-2015/2016), dated 07/02/2016.

Article 7: The Services Director shall undertake the following tasks:

a. Arrange transportation for the evacuation of all students and employees from the university.

b. Provide transportation, throughout the period of work suspension, for those whose work requires their presence on campus, especially university security.

c. Ensure transportation and necessary facilities for female students residing within the campus, including electricity, heating, and other requirements.

d. Maintain continuous communication with the female student housing within the campus.

Article 8: The Maintenance Director shall undertake the following tasks:

a. Maintain continuous communication with female student housing within the campus to ensure necessary maintenance, including electricity, heating, and other requirements.

b. Inspect university buildings and facilities, ensuring there are no hindrances to their operations, such as water leaks, power outages, or electrical malfunctions.

c. Facilitate traffic within the campus, open routes to the main street and necessary side streets surrounding the university, and take necessary actions to achieve this.

Article 9: The Director of the Computer and Information Control Center, in coordination with the Relations Director, shall undertake the following tasks:

a. Announce the President's decision to students and employees using all available electronic services.

b. Announce the suspension, delay of work hours, or postponement of exams through the news ticker on the university's website.

Article 10: The Head of the University Security Department and its personnel shall take all necessary precautionary procedures in emergency situations or during adverse weather conditions to maintain the security of the university community and all movable and immovable property within the campus.

Article 11: The Director of Student Services shall coordinate, when necessary, with civil defense in general and seek their assistance in training university security personnel to handle emergency situations during adverse weather conditions.

Article 12: In emergency situations or adverse weather conditions, the committee comprised of the Dean of Student Affairs, Director of Human Resources, Director of General Services, Director of Projects and Maintenance, Relations Director, and Director of the Computer and Information Control Center shall be responsible for not allowing anyone to leave the university until ensuring the evacuation of all students, academic and administrative staff.

Article 13: The committee is responsible for implementing these regulations.

Article 14: These regulations annul Emergency and Extraordinary Weather Conditions Regulations at the University of Petra, No. 42 of 2015.

13/19- Regulations for General Services at the University of Petra Library

Article 1: These regulations are called "General Services Regulations in the University of Petra Library for the year 2015," and they take effect starting from their approval by the University Council.[7]

Article 2: The following words and phrases in these regulations have the meanings assigned below unless the context indicates otherwise:

University	:	University of Petra.
Council	:	Board of Trustees of the University.
President	:	President of the University.
Dean	:	Any dean in the University.
Director	:	Library Director.
Department	:	Any academic department in the University.
Library Committee	:	A committee composed by the University Council at the beginning of each academic year, representing the University's faculties.
Library Materials	:	Books, references, journals, documents, manuscripts, microfilms, slides, maps, theses, CDs, DVDs, tapes, programs, and databases necessary for library purposes and others.
Beneficiary	:	Faculty members, students, employees of the University, and any individual, organization, or institution entitled to borrow library materials.

Article 3: The library is responsible for the following duties and tasks:

a. Providing the necessary library materials for the University, examining, receiving, technically processing, preserving, binding, maintaining, cataloging, lending, supervising, and monitoring their use, donating, exchanging, and adhering to the provisions of these regulations.

b. Contacting sources for supplying library materials from publishers, distributors, and commercial libraries inside and outside the Kingdom, and providing the relevant authorities at the University with information available about these sources.

c. Submitting purchase requests for library materials, including a comprehensive description of the requested items.

Article 4: Faculty members propose the purchase of library materials by filling out special forms provided to them by the library.

7 Approved by the University Council in its session No. (1-2015/2016), dated 27/10/2015.

Article 5: The library provides the required library materials after ensuring their unavailability within it, according to the following principles:

a. The Head of the Scientific Department signs the purchase request form or forms, provided that the purchase value does not exceed 200 JD per semester, and if it does not exceed 400 JD, the Dean of the relevant faculty signs it.

b. If the required value exceeds the mentioned limits, the purchase request is signed by the Dean of the faculty and forwarded to the President.

c. In all cases, purchase orders are approved by the President.

Article 6: The library director may purchase up to three copies of books authored by University employees and Jordanian authors for donation and exchange purposes.

Article 7: Participation in journals and the provision of necessary copies are based on a request approved by the Dean of the relevant faculty in coordination with its Library Committee, and it is endorsed by the President after delegation by the Library Director.

Article 8: Articles from unavailable journals in the library can be photographed using a special form prepared by the library, based on principles adopted by the University.

Article 9:

a. Faculty members and full-time lecturers can borrow a maximum of 15 books for one semester, and they must return or renew the borrowed books at the end of the semester.

b. Former faculty members can borrow a maximum of ten books for one semester in exchange for providing an index worth 100 JD.

Article 10: University employees can borrow a maximum of five books for one month.

Article 11:

a. Undergraduate students can borrow a maximum of three books for two weeks, and graduate students can borrow up to ten books for a maximum of two months.

b. The Library Director may allow a student to borrow more than three books if sufficient justifications are provided to prove the need for more than three books.

Article 12: The Library Director may allow borrowing more than three books for a student if adequate justifications are provided for needing more than three books.

Article 13: Reference materials, current issues of journals, and special collections, such as rare books, manuscripts, documents, and non-book materials like AV materials, CDs, tapes, and maps, cannot be borrowed.

Article 14:

a. Borrowing books for faculty members, lecturers, and University employees is done after the issuance of the appointment decision by the Council of Deans.

b. Borrowing books for University students is done based on a special identity issued by the University, and this identity can only be used by its owner.

Article 15: Borrowed books cannot be renewed if they are requested by one or more beneficiaries. In this case, priority is given to borrowing this book, and new books cannot be borrowed for beneficiaries if they have overdue books.

Article 16: The Library Director has the right to reclaim any borrowed book before the expiration of the loan period or to refrain from lending any book if deemed necessary to place it on the reserve shelf.

Article 17: Books are placed on the reserve shelf based on recommendations from professors or at the initiative of the library, which organizes their use during working hours.

Article 18: Books placed on the reserve shelf are only loaned for overnight use, and the library regulates their use during working hours.

Article 19: Night loans begin fifteen minutes before the official closing time of the library and end after half an hour from the start of the next day's working hours.

Article 20: The borrower pays 250 fils for each book for every day it is overdue, as indicated on the last page of the book.

Article 21: If the borrower loses or damages any library material, they must provide an original replacement copy or pay a fine equal to twice its current price, as determined by the Library Director, in addition to the binding and technical processing costs of the book.

Article 22: If the borrower loses part of a set, they are fined twice the price of the missing part, in addition to the binding costs. If it is impossible to purchase the missing part, the fine is doubled for the entire set, along with the binding costs and late fees.

Article 23: The party responsible for loss or intentional damage to any library material must provide an original replacement copy or pay five times the price of the damaged material, in addition to the binding costs.

Article 24: If a student refuses to return borrowed material or intentionally damages any library material, the case is referred to the Dean of Student Affairs for disciplinary action, in addition to applying the compensation provisions outlined in these regulations.

Article 25:

a. The library loans public institutions and official departments a maximum of five books for three weeks, based on a special form prepared by the library upon request from these institutions. The designated representative must provide an index worth 25 JD.

b. The library loans individuals outside the university community a maximum of three books for three weeks, based on a special form prepared by the library. The borrower must provide an index worth 25 JD and pay an annual fee of 5 JD.

Article 26: University graduates are entitled to benefit from library services by paying an index fee of 25 JD and an annual participation fee of 5 JD.

Article 27:

a. The responsible authorities in the university must not clear the record of any employee or student upon the termination of their relationship with the university before obtaining a clearance from the library.

b. Before registering for the next semester, students must obtain a clearance from the library.

Article 28: Loans are made between the University library, other university libraries, and official research institutions through special agreements.

Article 29: The beneficiary shall only obtain a clearance from the library after returning all library materials in their possession or settling any financial dues.

Article 30: The university library can donate books according to the following authorities:

a. The President, based on a recommendation from the Library Director, can donate up to 25 different titles to one entity, with one copy per title, with a total value not exceeding 50 JD in one instance and not exceeding 200 JD in one year.

b. If the number of books to be donated exceeds 25 titles, a donation decision must be made by the Board of Trustees.

Article 31:

a. The library establishes a program for exchanging publications with institutions and affiliated libraries, exchanging lists of books designated for exchange.

b. Books for exchange are handed over to the second team of the university based on an official letter from the Library Director.

c. A program for exchange and donation is established for journals published by the university and recurring journals in cooperation with other universities and institutions.

Article 32:

a. Irreparable library materials are disposed of, and their records are cancelled as follows:
   1. By a decision from the President, based on a written recommendation from a committee chaired by the Library Director and two library employees, if the original value of the materials to be disposed of does not exceed 250 JD.
   2. By a decision from the Council, based on a written recommendation from a committee formed by the Council if the original value of the materials to be disposed of exceeds 250 JD.

b. The disposal process is supervised by a committee appointed by the President consisting of three university employees.

Article 33: The library provides information and bibliographic research services through computer databases in the library or the internet as follows:

a. Printing one page from electronic databases for university staff costs 50 fils, and for external users, it costs 100 fils.

b. The university provides its students the ability to obtain paper copies of published research in electronic journals, up to 150 pages per student per semester, free of charge.

c. Photocopying a page from a book, in a way that does not conflict with the publisher's rights, costs 25 fils per page.

Article 34: These regulations annul the General Services Regulations of University of Petra Library, No. 13 of 2009.

Regulations for Providing Required Textbooks in Different Specializations

These regulations are enforced in cases where the teaching of a subject necessitates the availability of a designated textbook for students. The process is outlined as follows:

1. The department council shall officially approve the designated textbook for the academic course in its latest edition, with a stipulation that its publication date does not exceed three years from the date of approval.
2. Heads of departments are responsible for submitting lists containing the names of these books and their publishers, along with the anticipated number of students for the academic year, to the relevant faculty dean before the conclusion of the second semester of each academic year.
3. The faculty dean shall transmit this information to the university bookstore to ensure a sufficient supply of the designated books, at least two months before the commencement of the academic semester.
4. The faculty dean is authorized to request the director of the University Library to procure a minimum of five copies, reserving them within the library and strictly prohibiting their loan.
5. Professors specializing in the subject matter are required to publicly announce the list of designated textbooks for students at the beginning of each academic year, adhering to the approved regulations.



13/20- Regulations for Student Exchange between the University of Petra and Partner Academic Institutions[8]

Article 1: **a.** These regulations are referred to as "Regulations for the Participation of University of Petra Students in Student Exchange Programs with Partner Academic Institutions." They come into effect starting from the second semester of the academic year 2016/2017.

b. The following terms shall have the meanings ascribed to them, unless the context indicates otherwise:

University	:	University of Petra.
Dean	:	Dean of the faculty to which the student is affiliated.
Faculty	:	Any of the University's faculties.
Department	:	The academic department within the faculty.
Office	:	International Education Office.
Student	:	A student enrolled in the university.
Student Exchange	:	The enrollment of students in partner academic institutions based on memoranda of understanding or agreements signed between these institutions and the university.
Partner Academic Institution	:	Academic institutions recognized by the Jordanian Ministry of Higher Education and Scientific Research.

Article 2: The following general rules and conditions apply to students enrolled in both undergraduate and master's programs at the university:

1. The exchange period should not fall in the student's last semester.
2. The student's regular enrollment should be at the university they intend to study abroad.
3. The student must obtain the approval of their department council to study the required courses.
4. The student should not have any disciplinary violations or penalties.
5. The student fills out the "Learning Agreement" form, which includes a list of courses the student is allowed to study at partner academic institutions, a list of equivalent courses at the university, and requires approval from the department, faculty, the Office of Admissions and Registration, and the International Office. The department and faculty approval are considered prior approval for credit transfer, subject to final approval by the Office of Admissions and Registration upon the student's return.
6. The student is responsible for paying the semester registration fees to the University of Petra for the semesters they intend to spend abroad.

8 Approved by the University Council in its session No. (1-2016/2017), under the resolution No. (6 - 2016/2017), dated 23/11/2016.

7. The student must defer their enrollment at the university for the semesters they will study abroad. Deferral is only allowed if the student pays the specified fees mentioned in paragraph 6 above and adheres to the allowable deferral periods outlined in the regulations for granting academic degrees at the University of Petra.
8. Announcements, application procedures, and the selection process for scholarships will follow the rules and procedures outlined for University of Petra students applying for student exchange scholarships.
9. The student receives an acceptance letter from the partner academic institution through the office after providing a copy of the financial receipt for the paid fees.
10. If the student is unable to obtain a travel visa, the fees paid by the student are retained for them and used to complete the usual registration procedures.
11. The student must provide the office with a transcript of the courses studied at the partner academic institution. If this is not possible, the office will take the necessary steps to obtain the student's transcript directly from the partner academic institution, which will be sent to the Office of Admissions and Registration at the university for crediting the courses the student studied, as specified in the Learning Agreement.
12. If the student cannot study the courses specified in the Learning Agreement due to unavailability or conflicts with registered courses, the student should inform the office of the changes they wish to make. The office will contact the dean of the faculty to express an opinion, either by approving the new schedule for the student with a commitment to credit the courses or by disapproving the new schedule and refusing to credit the courses. In both cases, the office informs the student of the dean's decision.
13. If the student is sponsored by any party, they must obtain prior approval from the sponsoring party to cover the expenses incurred by these regulations.
14. The university does not bear any financial expenses related to student exchange programs or any additional expenses not covered by the program. The student must sign a commitment at the office to this effect.

Article 3: The following rules and conditions apply to students enrolled in the undergraduate program at the university:

1. The general conditions outlined in Regulation 2 of these regulations.
2. The student must have completed at least 36 credit hours at the university, unless the memorandum of understanding or agreement with the partner academic institution specifies otherwise.
3. The student's cumulative GPA should not be less than 2.5.

4. The student is not allowed to study more than 36 credit hours through student exchange programs, and the total of the student's study from the partner academic institution, and previously credited courses, should not exceed 50% of the student's total credit hours.
5. The student must achieve a minimum score of 60% or 2.00 (C) or equivalent in the courses they study outside the university for them to be credited.

Article 4: The following rules and conditions apply to students enrolled in the master's program at the university:

1. The general conditions outlined in Regulation 2 of these regulations.
2. Obtain approval from the Higher Studies Council based on recommendations from the department and faculty committees.
3. The number of credit hours studied should not exceed 6.
4. The cumulative GPA should not be less than 3.00.
5. The student is not allowed to study more than 6 credit hours through student exchange programs, and the total of the student's study from the partner academic institution, and previously credited courses, should not exceed 9 credit hours from the student's total credit hours.
6. The student must achieve a grade of B or 3.00 points or equivalent in the courses they study outside the university for them to be credited.

Article 5: Incoming students to the University of Petra under partnership agreements with partner academic institutions are treated according to the terms and conditions outlined in the agreements between the university and these institutions.

Article 6: The Deans' Council will decide in cases where these regulations do not provide guidance.



13/21- Guidelines and Procedures for Selecting Students from the University of Petra for Student Exchange Grants with Partner Academic Institutions

Article 1: These guidelines are referred to as "Guidelines and Procedures for Selecting Students from the University of Petra for Student Exchange Grants with Partner Academic Institutions." They shall be effective starting from the beginning of the second semester of the academic year 2016/2017.

Article 2: Announcement of Grants: The International Education Office announces the availability of student exchange grants through the University of Petra's official website, internal memoranda, brochures, and informative pamphlets. These materials contain details about available grants at each partner academic institution.

Article 3: Applying for Grants:

1. Applications are submitted to the International Education Office according to the announced deadlines for each university or through the official website of the hosting academic institution if applying electronically.
2. Applications lacking the required language proficiency for the hosting university will not be accepted unless accompanied by an official document from accredited centers verifying language proficiency.
3. The conditions outlined in the guidelines for student exchange programs between the University of Petra and partner academic institutions apply to both undergraduate and master's degree applicants.
4. The application must include the following:
   - Proof of language proficiency.
   - Academic transcripts up to the current date and proof of student status.
   - Approval from the student's guardian or the sponsoring entity.
   - Three recommendation letters from faculty members who have taught the student.
   - Any additional requirements or documents requested by the hosting academic institution..
5. Students are allowed to apply to universities that have conditions applicable to them only.

Article 4: Selection Mechanism for Candidates:

1. After the deadline for submitting applications to each host university has passed, a committee composed of the Dean of Admissions and Registration, the Director of External Funding Office, and the Director of the International Education Office will select the candidates. The selection will be based on the cumulative GPA multiplied by the conversion factor for both undergraduate and master's students, as outlined in the tables below:

   Bachelor's Students:

Student level (Year)	specializations that require 8 semesters	specializations that require 10 semesters
Fifth	-	1.0
Fourth	1.0	0.90
Third	0.90	0.80
Second	0.80	0.70

   Master's Students:

The number of credit hours successfully completed by the student	Transfer coefficient
12 or more accredited hours	1.0
9-6 accredited hours	0.90

2. Students are selected based on their ranking in the preference lists for each university and according to the available slots in the agreement.

3. If a student is eligible for nomination to more than one university simultaneously, the student chooses the university they wish to apply to.

4. Once a student has been nominated for a scholarship at one of the host universities and accepted it, their nomination for other universities is not considered unless the nomination is rejected by the university to which they were initially nominated.

5. The International Education Office sends the nominations to the relevant department at the host universities after approval from the University President and relevant authorities. The final decision to accept the scholarship nominations is within the authority of the host academic institutions.

6. Students approved by the host institution must complete the administrative procedures established by the International Education Office, submit the required documents, and sign the necessary commitments.

13/22-Regulations for Scholarships at the University of Petra

Article 1: These regulations are called "Regulations for Scholarships at the University of Petra for the year 2019," and they shall be effective starting from the date of their approval by the University Council.[9]

Article 2: The following terms, as used in these regulations, shall have the meanings assigned to them below unless the context indicates otherwise:

University	:	University of Petra
President		President of the University
Board of Trustees	:	Board of Trustees of the University
Deans' Council	:	Deans' Council of the University
Faculty Council	:	Council of one of the University's faculties in need of sending a delegate or delegates
Dean	:	Dean of the relevant faculty
Scholarships Office	:	Office for monitoring scholarship affairs and delegates
Unit Director	:	Director of one of the units, departments, or centers in the University in need of sending a delegate or delegates
Academic Qualification	:	The academic degree, professional certificate, or specialization for which the delegate is sent
Scholarship Holder	:	The person sent by the University, or sent through it, from full-time employees of the University or others on a scientific mission for a period exceeding one academic semester or four months to obtain an academic qualification or for training, whether the University bears the expenses or any other party.
Scholarship allowances	:	Expenses paid by the university to the delegate, or borne by it, or any other party, for the benefit of the university, including salaries, allowances received by the delegate, travel expenses, tuition fees, living expenses, and any other expenses incurred by him or because of him during the academic mission.

Article 3: The scholarship to obtain the academic qualification is done by a decision of the Deans' Council, in light of the recommendation of the faculty council.

Article 4: Taking into account what is stipulated in Article 6 of the Scientific Scholarship System, the scholarship candidate must meet the University's general conditions, which are:

a. Passing the TOEFL exam or its equivalent, with the score determined by the university to which he will be sent.

9 Approved by the University Council in its session No. (2019 - 3/2020), dated 17/08/2020, resolution No. (2019 - 6/2020).

b. Resignation from the service in the university if sent under Article 6/d of the Scientific Scholarship System, and the training period exceeds one academic year, the purpose of which is to obtain an academic degree or a professional certificate.

c. Holding a Bachelor's degree with a grade not less than "good," or holding a Master's degree with a grade not less than "very good."

d. Obtaining acceptance from an accredited university recognized by the Ministry of Higher Education and Scientific Research.

e. Commitment to the conditions of the scholarship contract, the Scientific Scholarship System, and its regulations at the university.

Article 5: The Scholarship Holder is committed to providing the Scholarships Office Director with the following reports, and these reports should be sent at specified intervals, as follows:

a. A report representing a timetable for his study plan approved by the supervisor, which the scholarship holder adheres to for the stages of his study at the university to which he is delegated, within four months from the date of his scholarship.

b. A periodic report every six months from the direct supervisor of his academic degree, explaining his academic progress, as stipulated in the study plan in item (a) of this article.

c. In case of not sending any report as mentioned in (a) and (b), this means that the scholarship holder has not fulfilled his obligations, and the university has the right to stop paying any amounts to him or the university he was sent to, immediately, without the delegate having the right to object to it with any implications.

Article 6: Taking into account what is stipulated in Article 8/j of the Scientific Scholarships System, extension procedures after the legal period of the scholarship are completed based on the reports mentioned in Article 5/a, b of these regulations. A decision is issued by the Deans' Council to extend the scholarship based on a recommendation from the Scholarships Office Director and the recommendation of the faculty council or the recommendation of the unit director.

Article 7: Taking into account what is stipulated in Article 13 of the Scientific Scholarships System, the scholarship holder, or his guarantors, undertake to provide a bank guarantee acceptable to the university, or to mortgage one or more pieces of land or real estate with the competent authorities, as a first-degree mortgage for the benefit of the university, covering the scholarship allocations, plus 50% of that amount, and providing the university with a letter from the director of the land department in which the property is located, including the estimated value of the property according to the department's records.

Article 8: In addition to his due salary, an internal Scholarship Holder is paid the following:

a. Tuition fees.

b. Printing costs for the thesis, not exceeding 150 Jordanian Dinars.

Article 9: If any party other than the university incurs expenses for the Scholarship Holder or pays his salary, these expenses are considered paid by the university. If the contribution of this party is less than the amount allocated in the university, the university bears the difference annually.

Article 10: If the scholarship is terminated under Article 18 of the Scientific Scholarships System, and a loan is granted to the Scholarship Holder, or if he completes his study at his own expense, a return ticket is issued to him by a decision of the president.

Article 11: The Scholarship Holder and his guarantor(s) jointly undertake to reimburse all the expenses incurred by the university for his study, plus 50% of that amount in the following cases:

a. If he terminates his employment at the university during his scholarship period, or before fulfilling his commitment.

b. If he fails to obtain the degree for which he was sent.

c. If his scholarship is terminated based on Article 18 of the Scientific Scholarships System.

d. If he does not comply with joining the university within the period specified in Article 25 of the Scientific Scholarships System.

Article 12: After his return, the Scholarships Holder must submit a written request within two weeks to the dean of the relevant faculty, with a copy to the president of the university and the director of human resources. The university presidency is officially informed of the date of the Scholarships Holder's resumption of work.

Article 13: The commitment period for the Scholarships Holder returning from the scholarship, after completing all the requirements for obtaining the academic degree or certificate for which he was sent by the university, starts from the date of his employment in the university.

Article 14: The Deans' Council decides on cases not covered in these regulations.

Article 15: The president of the university and the relevant executive authorities are responsible for implementing the provisions of these regulations.

Article 16: These regulations supersede Regulation No. 21 of 2009, "Regulations for Scientific Scholarships at the University of Petra."

13/23: Regulations of the E-Learning Center at the University of Petra

Article 1: These regulations are called "Regulations of the E-Learning Center at University of Petra for the year 2016," and they take effect from the date of their approval by the University Council.[10]

Article 2: The following terms, as used in these regulations, have the meanings assigned to them below unless the context indicates otherwise:

University	:	University of Petra
President	:	University President
Center	:	E-Learning Center
Council	:	Center Council
Director	:	Center Director
Services	:	Monitoring electronic learning systems, including assessment systems for the learning process, producing electronic and illustrated educational materials, and distance learning.

Article 3: The Center is considered a unit within the university, administratively linked to the President or his delegate.

Article 4: The Center aims to achieve the university's goals in developing teaching methods using modern technology and enhancing their effectiveness to serve education and learning at the university. This is done with the available human capabilities and financial resources through:

a. Developing systems for evaluating scientific courses, exams in both Arabic and English, and computer skills assessment exams.

b.. Producing high-quality electronic and illustrated educational materials, linking them to the university's main e-learning system, and electronic registration.

c. Using advanced and modern methods in distance teaching.

d. Training faculty members and university staff on using and implementing e-learning methods.

Article 5: The Center has a specific council called the "Center Council," consisting of six members appointed by the President, after consulting the Deans' Council, for a renewable term of two years. The President selects one of them as the council president.

Article 6: The Center Council has the following powers:

a. Approval of the Center's action plan.

b. Formulation of the Center's general policy.

c. Providing support to the Center's work and promoting it to an appropriate level.

d. Discussing the Center's budget and submitting it to the President for approval.

e. Approval of the annual report and other reports on the Center's work.

f. Evaluation of the services and electronic educational products provided by the Center.

10 Approved by the University Council in its session No. (4-2015/2016), dated 07/02/2016.

Article 7: The Center has a director appointed by the University President, and his service ends with resignation or by appointing a new director. The Center's director assumes the powers of a department head according to the university's regulations and instructions. He is responsible for managing the Center's affairs to ensure its smooth operation, following the university's regulations and instructions. The director, in particular, performs the following tasks:

a. Proposing the Center's action plans and programs.

b. Preparing the Center's budget project and presenting it to the Council for discussion.

c. Coordinating with deans, department directors, centers, and units for the production of electronic learning and training materials, exams, and computerized surveys.

d. Directly supervising the Center's operations, directing its activities, organizing its events, and completing its forms.

e. Preparing an annual report on the Center's activities at the end of each year, submitted to the Council President.

f. Issuing newsletters about the Center's activities.

g. Any other tasks assigned by the University President.

Article 8: Appointments of Center staff are subject to the university's regulations and instructions.

Article 9: The services specified in these regulations are provided through the Center, and any similar services may be adopted by any party within the university with the approval of the deans' council.

Article 10: The Center, with the President's approval, can offer its services to external parties for a financial amount agreed upon in a contract between the university and the external party.

Article 11: The Center's revenues come from:

a. Revenues resulting from contracts with external parties.

b. The amount allocated annually by the university in the Center's budget.

c. Donations, gifts, and any other revenues aligned with the Center's objectives.

Article 12: Upon the Center Director's recommendation and the President's decision, salaries of Center employees and compensation for those assigned to consultations, studies, and research are paid after completing their assigned tasks or as agreed.

Article 13: The finance department disburses a lump-sum expenditure advance in the name of the director or his delegate to cover the Center's activities, settled according to regulations.

Article 14: The financial provisions applicable at the university are applied in the Center until the necessary executive regulations are issued.

Article 15: The President decides on cases not specified in these regulations.

Article 16: The Council President and the Center Director are responsible for implementing these regulations

Article 17: These regulations annul the regulations of the E-Learning Center at University of Petra , number 36, for the year 2011.

13/24- Regulations of the Continuing Education and Community Service Center at the University of Petra

Article 1: These regulations are called "Continuing Education and Community Service Center Regulations at University of Petra for the year 2016," and they shall be effective from the date of approval by the University Council.[11]

Article 2: The following terms, as used in these regulations, have the meanings assigned to them below unless the context indicates otherwise:

University	:	University of Petra
President	:	President of the University
Center	:	Continuing Education and Community Service Center
Council	:	Advisory Council for Continuing Education and Community Service Center
Director	:	Center Director
Services	:	Training courses

Article 3: The center is considered a unit of the university, administratively linked to the president or his delegate.

Article 4: The center aims to achieve the university's goals in serving the community, utilizing its human capabilities and financial resources, through:

a. Conducting courses, workshops, seminars, specialized conferences, and training programs within the center's goals and areas of work, for a fee.

b. Supervising the quality of training courses and their presentation by the entities overseen by the center, whether private or through university-affiliated units, using quality assurance standards.

c. Developing innovative ideas for faculty members, marketing them in technical, administrative, and information technology fields, producing visual and auditory educational materials, providing material and moral incentives to university staff, encouraging their active contribution to serving the Jordanian community and its developmental plans.

Article 5: The center carries out tasks and activities determined by the council, approved by the university president, based on the real needs of the Jordanian and Arab communities, according to agreements between the center and other entities providing or receiving the service.

Article 6: The center has a special council called the Center Council, consisting of six members appointed by the president - after consulting the deans' council - for a renewable term of two years. The president chooses a president from among them.

Article 7: The Council of the Center assumes the following powers:

a. Approval of the Center's Action Plan.

b. Formulation of the general policy for the Center.

c. Negotiation and establishment of agreements between the Center and beneficiary entities. The Council may delegate the authority to the Center's Director to negotiate these agreements in accordance with these regulations, which become effective upon the President's signature

[11] Approved by the University Council in its session No. (4- 2015/2016), dated 07/02/2016.

d. Providing support for the Center's work and elevating it to an appropriate level.

e. Proposing regulations governing the Center's operations and tasks to the President for appropriate decision-making.

f. Discussion of the Center's budget and submission to the President for approval as per the principles.

g. Approval of the annual report and other reports on the Center's activities.

h. Discussion of the fees for the courses proposed by the Center's Director and submission to the President for approval.

Article 8: The Center Council meets at least once a month, upon the invitation of the Council President or whenever the need arises.

Article 9: The center has a director appointed by the university president, and their service ends with resignation or the appointment of a new director. The center director assumes the powers of a department manager according to the university's regulations and instructions. They are responsible for managing the center's affairs to ensure smooth operations, in accordance with the university's law, regulations, and instructions. The director specifically handles the following tasks:

a. Proposing the center's action plans and programs.

b. Preparing the center's budget proposal for council discussion.

c. Drafting agreements between the center and beneficiary entities.

d. Issuing publications about the center's various activities.

e. Compiling lists of available academic qualifications within and outside the university capable of providing services to beneficiary entities, specifying the types of services that can be offered.

f. Coordinating with deans and directors of centers and administrative units to use faculty and university facilities for holding these courses.

g. Directly supervising the center's operations and guiding its activities.

h. Preparing an annual report on the center's activities at the end of each year, submitted to the council president.

i. Performing any other tasks assigned by the president.

Article 10: Appointments of personnel in the center are subject to the university's law, regulations, and instructions.

Article 11: Those tasked with conducting courses and technical services in the center include:

a. Faculty members, university staff, and others appointed for this purpose.

b. Employees appointed in the center for this purpose.

c. Any other external competencies or experiences the center deems necessary to contract with, subject to the president's approval.

Article 12: Those assigned to deliver courses and technical services receive financial rewards for their work, delegated by the center director and approved by the president, in accordance with Article 25 of these regulations.

Article 13: The services specified in these regulations are provided through the center. University staff are not allowed to provide similar services without the president's approval.

Article 14: A separate account, named "Continuous Education and Community Service Center Account," is established in the financial department. The financial department monitors the center's financial transactions, collects its funds, and pays its obligations from this account.

Article 15: The center's revenues come from:

- **a.** Income generated from courses
- **b.** Donations, gifts, and any other proceeds consistent with the center's objectives.
- **c.** The amount annually allocated by the university in the center's budget.

Article 16: The center provides its services and technical consultations based on agreements with beneficiary entities, as determined by the council, following consultation with the legal advisor.

Article 17: The center awards training certificates to course participants, indicating the course name, hours, and date of delivery.

Article 18: The center charges fees for the services and work it performs.

Article 19: If necessary, appointing individuals from outside the university to provide training or educational services for the center is done by the center director, with a delegation from the university president.

Article 20: The salaries of lecturers, trainers, and compensation for those assigned to consultations, studies, and research after completing their tasks are paid by the center, delegated by the center director and approved by the president or as agreed upon.

Article 21: The center's director submits a plan for each training program or course, specifying participation fees, hours, and the venue, considering the total program/course fees are not less than its direct costs, plus an additional 50%.

- **a.** The university pays the subscription fees for its employees attending relevant courses offered by the center, based on the president's approval, provided each participant obtains a course certificate. The center, with the president's approval, can contract special training programs for university staff upon the request of the dean or relevant director, covering subscription fees from scientific mission allocations or training courses, or as explained by the president.
- **b.** The children of university employees receive a 20% discount on the subscription fees for general courses.
- **c.** In special cases deemed necessary for the university's interest, the president may exempt some participants nominated by official or voluntary institutions partially or entirely from subscription fees.

Article 22: The fees paid by those wishing to enroll in the programs and courses of the Center are refunded in the following cases:

- **a.** Inability to conduct the program at the specified time.
- **b.** The trainee submits a withdrawal request before the program's approval is completed.
- **c.** Special cases determined by the University President.

Article 23: Course fees are paid through a bank transfer in the financial department using a specific form provided by the center, deposited into the center's account.

Article 24: The financial department provides a discretionary expense advance in the name of the director, or their delegate, for disbursement on the center's activities, and it settles according to the regulations.

Article 25: The president issues the necessary executive procedures and decisions for the center's operation, specifically regarding:

- **a.** The center's work and its tasks.
- **b.** The disbursement of financial rewards for those assigned to consultations, technical services, and studies.
- **c.** The disbursement of funds from the center's fund.
- **d.** The distribution of the center's income.
- **e.** Financial procedures related to the center's operation.
- **f.** Disciplinary procedures for the center's students.

Article 26: Any faculty within the university or its centers may organize a training course or workshop after coordinating with the center and obtaining the president's approval, provided they supply the center with:

- **a.** Information about the course (course name, hours, start and end dates, participation fees if any, and the name of the training entity or trainer).
- **b.** A list containing the names of participants.
- **c.** Participants' results in the courses after completion.
- **d.** Financial receipts proving the deposit of subscription fees, course fees, and certificate issuance fees as per the regulations.

Article 27: Promotion for the center can be done by contracted companies, and free university websites can be utilized for this purpose.

Article 28: The financial procedures approved by the University Council in its session number 3/2011 dated 2011/03/30 and its amendments apply to the center.

Article 29: The president decides on cases not covered by these regulations.

Article 30: The president of the university and the center's director are responsible for implementing these regulations.

Article 31: These regulations supersede the regulations of the Continuous Education and Community Service Center at University of Petra , number 35 for the year 2010.

13/25- Regulations of the Innovation and Entrepreneurship Center at the University of Petra

Article 1: These regulations are called "Regulations of the Innovation and Entrepreneurship Center at the University of Petra for the year 2016," and they come into effect from the date of their approval by the University Council.[12]

Article 2: The following terms, as used in these regulations, have the meanings assigned to them below, unless the context indicates otherwise:

The University	:	University of Petra
The President	:	President of the University
The Center	:	Innovation and Entrepreneurship Center
The Council	:	Center Council
The Director	:	Center Director

Article 3: The services provided by the Center include:

a. Incubating student projects and faculty projects that can be transformed into startups, assisting faculty members and students in the university in registering intellectual property rights, and helping in the steps to patent registration.

b. Assisting students in preparing business plans and economic feasibility studies for their small projects.

c. Encouraging students to participate in local and international competitions.

d. Establishing relationships between the local community, university faculties, and research centers.

e. Training in the fields of innovation and entrepreneurship.

f. Providing a permanent exhibition to showcase outstanding projects.

Article 4: The Center is considered an independent administrative unit within the university, affiliated with the president or his delegated representative.

Article 5: The objectives of the Center are summarized as follows:

a. Developing innovation and entrepreneurship in the faculties and centers of the university, removing all obstacles to that.

b. Transforming entrepreneurial ideas into practical solutions for development.

c. Building a culture of entrepreneurship among students and researchers.

d. Bridging the relationship between students, researchers, the community, and other institutes, centers, and universities in joint projects to reach innovative solutions.

e. Encouraging interdisciplinary projects.

12 Approved by the University Council in its session No. (4-2015/2016), dated 07/02/2016.

Article 6:

a. The Center Council is composed of six members with extensive experience in the fields of technology, communications, and entrepreneurship. They are appointed by the president after consulting the deans' council for a renewable term of two years. The council elects a president from among its members.

b. The council appoints a director for the center, chosen by the president after consulting the center's director, who is responsible for the center's administration and supervision.

Article 7: The Center Council assumes the following responsibilities:

a. Setting the general policy of the center, approving its action plans, monitoring those plans, and executing its projects.

b. Reviewing the annual plan for the center's work and submitting it to the deans' council for approval.

c. Working to secure financial resources for the center.

d. Building the center's relationships with public and private sector institutions, both inside and outside the Kingdom, and strengthening its ties with similar centers abroad.

e. Discussing contracts and agreements entered into by the center with other parties, and referring them to the deans' council for approval.

f. Approving the center's budget and submitting it to the president, adopting the annual report, and other reports on the center's accomplishments.

g. Considering any other matters related to the center.

h. Reviewing projects and innovative ideas presented by the director, delegating to the president to embrace projects, and approving their budgets.

Article 8: The Center Council forms an advisory committee comprising experienced individuals in related sectors, holding at least two meetings per year.



Article 9: The director of the center assumes the following responsibilities:

- **a.** Supervising the administrative, financial, and staff affairs of the center.
- **b.** Preparing the center's annual budget proposal and submitting it to the council.
- **c.** Proposing action plans for the center and submitting them to the council.
- **d.** Preparing the annual report on the center's work and activities and submitting it to the council.
- **e.** Conducting necessary communications – internally and externally – to support the center's activities, following the university's protocols.
- **f.** Providing suitable suggestions for the development of the center's work in line with its objectives.
- **g.** Implementing council decisions in accordance with the university's regulations and directives.
- **h.** Undertaking any other tasks assigned by the president or the council.

Article 10: Faculty members, lecturers, technical supervisors, administrative supervisors, trainers, and other individuals are assigned to work at the center based on the director's delegation, council approval, and a decision from the university president. The decision specifies the type of assignment and the compensation.

Article 11: The center provides the following services to the embraced projects:

- **a.** Furnishing equipped workspaces suitable for project management through an agreement between the center and relevant parties.
- **b.** Technical, administrative, marketing, and legal consultations possible for embraced projects.
- **c.** Acting as a liaison between project owners and supporters of entrepreneurial projects in the job market.

Article 12: The council, with the president's approval, determines the cost-sharing and revenues of the embraced projects. This involves participating parties, which may include students, faculty members, the university, and any external supporting entity. These percentages are determined individually for each project, ensuring the university's net income is no less than 25%, and agreements between participating parties regarding intellectual property rights and patent registration adhere to university regulations.

Article 13: The net income from external studies, workshops, or consultations provided by the center is distributed as follows:

- **a.** 25% to the university.
- **b.** 25% to the center.
- **c.** 50% to the study or consultation team.

Article 14: The net income from studies or consultations facilitated by university employees is distributed as follows:

a. 10% to the university.

b. 25% to the center.

c. 65% to the study or consultation team.

Article 15: When the center offers any courses (based on Article 3 of these regulations), the course fees are collected from participants. After the course concludes, the accounts are closed to settle any outstanding debts owed to the university. The university's financial affairs department maintains course accounts according to standard procedures.

Article 16: A special account is opened in the name of the center to deposit all funds received and ensure its expenses. The center director and the university's financial manager jointly oversee this account.

Article 17: The president decides on cases not covered by these regulations.

Article 18: The council president and the center director are responsible for implementing these regulations.

Article 19: These regulations annul the regulations of the Innovation and Entrepreneurship Center at the University of Petra, number 44 of 2013.



13/26-Regulations of the Language Center at the University of Petra

Article 1: These regulations are called "Regulations of the Language Center at the University of Petra for the year 2016," and they come into effect from the date of their approval by the University Council.[13]

Article 2: The following terms, as used in these regulations, have the meanings assigned to them below, unless the context indicates otherwise:

The University	:	University of Petra
The President	:	President of the University
The Center	:	Language Center at the University
The Council	:	Language Center Council at the University
The Director	:	Director of the Language Center
The Dean	:	Dean of the Faculty of Arts and Sciences

Article 3: The Center is considered a unit within the university and is academically affiliated with the Faculty of Arts and Sciences.

Article 4: The objectives of the Center are summarized as follows:

a. Teaching the university's language requirements in Arabic and English using scientific methods, relying on modern technological means, and working to enhance students' proficiency in both languages.

b. Teaching Arabic to non-Arabic speakers and any related studies or research in this field.

c. Teaching the scientific principles of simultaneous translation.

d. Contributing to the qualification of teachers in Arabic and English, as well as teachers of Arabic for non-Arabic speakers.

Article 5: To achieve the objectives stated in Article 4 of these regulations, the following departments are established within the Center:

a. Arabic Language Department: Responsible for teaching university requirements in the Arabic language and teaching Arabic to non-Arabic speakers.

b. **English Language Department:** Responsible for teaching university requirements in the English language.

c. **Foreign Languages Department**: Responsible for teaching foreign languages that do not have specialized departments at the university and handling other tasks related to this field.

d. Any other department deemed necessary in the future within the scope of the Center's objectives and activities.

Article 6: The Center grants a "Special Certificate" to those who are enrolled in it - not belonging to the university - describing the nature and level of their achievements, provided that this document does not conflict with the university's regulations.

13 Approved by the University Council in its session No. (4-2015/2016), dated 07/02/2016.

Article 7: The director of the center is appointed by a decision of the president and upon the recommendation of the dean, and is selected from among the faculty members for a term of two years, renewable.

Article 8: Each department of the center has a supervisor chosen from those responsible for teaching in that department, and appointed by a decision of the president of the center's council upon the recommendation of the director, for a renewable academic year. The supervisor is responsible for the proper functioning of the department in coordination with the director.

Article 9: The financial resources of the center's budget consist of the following:

a. The amounts allocated by the Board of Trustees to the Center in the annual budget of the University.

b. Donations, contributions, and trusts received by the center, accepted in accordance with the laws and regulations in force.

c. Revenues from training courses organized by the center.

Article 10: The center shall have a council called the "Center Council," composed of six (6) members. The president appoints these members for a renewable term of two years, after consulting with the Council of Deans. The president shall select the chairperson of the council from among these members.

Article 11: The Center Council undertakes the following tasks:

a. Recommending to the relevant university authorities the appointment or assignment of staff within the center.

b. Providing suggestions regarding study plans, the requirements for granting academic certificates, and any measures that would contribute to the advancement of the center.

c. Coordinating the teaching curricula for courses across the various departments within the center.

d. Establishing the guidelines for conducting exams, reviewing their results, and approving them.

e. Recommending to the Council of Deans the establishment of new classes within the center.

f. Providing opinions on any other matters related to the goals of the center, as presented by the dean or the director.

g. Supervising the administration of Arabic and English language proficiency exams, as well as any other language proficiency tests deemed necessary by the university.

Article 12: **a.** Teaching at the center is conducted by:
1. Full-time and part-time lecturers, as well as supervisors.
2. University faculty members, or those from outside the university.

b. The appointment of staff at the center is carried out according to the university's regulations and guidelines.

c. The chairperson of the Center Council invites the deans of the faculties and the heads of departments when discussing relevant matters.

Article 13: The chairperson of the council and the director of the center are responsible for implementing these regulations.

Article 14: These regulations annul the Language Center Regulations at University of Petra, No. (39) for the year 2011. These regulations annul the Language Center Regulations at University of Petra, No. (39) for the year 2011.

13/27- Regulations for University of Petra Award for Distinguished Student

Article 1: These regulations are called "University of Petra Award for Distinguished Student Regulations for the year 2009," and shall be effective from the date of approval by the University Council.

Article 2: The words and phrases in these regulations have the meanings specified below, unless the context indicates otherwise:

University	:	University of Petra
President	:	President of the University
Student	:	A student at the university who has completed 60 credit hours.
Award	:	University of Petra Award for Distinguished Student
Committee	:	The Award Committee

Article 3: The Faculty Council at the university names one candidate from the faculty to receive the Excellence Award according to the criteria in Article 9 of these regulations.

Article 4: A committee is formed with the President of the University as the chair, the Vice President for Academic Affairs, the Dean of Student Affairs, and two professors from the university selected by the Deans' Council.

Article 5: The committee presents the first nominee for the award to the Deans' Council, stating the selection justifications and the names of other nominees for an appropriate decision.

Article 6: The award is granted during the graduation ceremony of the students in that year and includes:

a. A certificate of appreciation signed by the President of the University.

b. A monetary reward of one thousand dinars.

Article 7: The winner of the award is not allowed to apply for it again.

Article 8: The following criteria are adopted for evaluating the performance of candidates:

a. Good conduct, not having received any disciplinary penalties.

b. Having completed 60 credit hours at the university.

c. Cumulative GPA not less than very good.

Article 9: The following criteria are adopted for evaluating the performance of applicants:

#	Criteria	Grade (%)
1.	Academic performance (Cumulative GPA).	30
2.	Non-curricular activities (music, drawing, sports, university clubs, poetry, writing, etc.).	30
3.	Adherence to university values (discipline, regularity, compliance with regulations).	20
4.	Contribution to university and local community service (submitting research projects, inventions, entrepreneurial work, collaboration with civil society institutions).	15
5.	Previous awards received (excellence in a specific academic or social field).	5

13/28- Regulations for the Business Incubator at the University of Petra

Article 1: These regulations are named the Business Incubator Regulations at the University of Petra for the year 2017, and they shall be effective from the date of approval by the University Council.14

Article 2: The following terms, wherever mentioned in these regulations, have the meanings assigned to them below unless the context indicates otherwise:

University	:	University of Petra
President	:	President of the University
Entrepreneur	:	Any person who meets the creativity conditions and standards specified by the Council
Applicant	:	Any person, whether a student or a graduate of the University of Petra, who applies for project incubation
Incubator	:	Business Incubator at the University
Incubator Manager	:	The person appointed by the University President
Council	:	Incubator Council
Team	:	Team of certified experts appointed by the Council
Project	:	The entrepreneurial work intended for incubation
Dean of the Faculty	:	Dean of the Faculty of Administrative and Financial Sciences

Article 3: The main headquarters of the incubator shall be on the university campus, and it may have one or more branches outside the university campus.

Article 4: The incubator shall be administratively linked to the President.

Article 5: The incubator aims to achieve its mission, which is to "qualify entrepreneurial and creative students, mature their ideas, nurture them, and equip them to compete in the market. This enables them to transition from job seekers to owners of small and medium-sized enterprises, emphasizing the values of participation, transparency, and social responsibility, contributing to the realization of the university's vision, mission, values, and goals." This is achieved through the following objectives:

a. Raise awareness of the concepts of creativity, entrepreneurship, and a culture of excellence among students at the university through counseling and encouragement programs to discover and encourage entrepreneurs, unleashing their creative potential, paving the way for refinement and development in various scientific fields.

b. Provide a stimulating environment for students to encourage creative and entrepreneurial thinking.

c. Qualify entrepreneurial students through various training programs to enable them to successfully launch projects into the market.

14 Approved by the University Council through its decision No. (17 / 2016 – 20), dated 07/08/2018.

d. Provision of facilities, requirements, and necessary amenities for entrepreneurs to transform their ideas into implementable projects.

e. Provision of technical and managerial consultations for entrepreneurs.

f. Organization of all necessary operations and activities to successfully transfer qualified projects to the market and provide support.

g. Ensuring support from various relevant entities within the university to achieve the objectives of the incubator.

h. Establishment of communication channels with official and non-official entities to provide necessary support for the success and continuity of incubated entrepreneurial projects.

i. Extension of collaboration and communication bridges with centers of excellence and innovation in Jordan and globally, building partnerships to explore other entrepreneurial experiences and benefit from them in providing services and expertise to entrepreneurs and innovators benefiting from the incubator.

j. Any other activities that contribute to achieving the goals of the incubator.

Article 6: The President shall form the Incubator Council as follows:

a. Seven (7) members from within the university, appointed for a renewable term of one year.

b. The Dean of the Faculty shall be the President of the Council.

c. The President appoints the Incubator Manager, based on the Council's delegation, for a renewable term of one year.

d. Compensation for the President, Council members, and Incubator Manager shall be determined according to the regulations and instructions applicable at the university.

Article 7: The Council assumes the following tasks:

a. Formulating general policies and the strategic plan for the incubator and submitting recommendations to the President.

b. Discussing the incubator's budget project and taking necessary actions for its approval in accordance with the regulations.

c. Approving the annual incubator plan.

d. Proposing the organizational structure of the incubator and making adjustments when necessary.

e. Reviewing the incubator's needs for trainers and employees and submitting necessary appointments.

f. Proposing regulations, principles, and procedures for incubator operations, along with any necessary amendments.

g. Monitoring the successful implementation of the incubator's plans and programs.

h. Any other matters related to the objectives of the incubator.

Article 8: The Council convenes at the invitation of the Council President every six months or whenever necessary. The meeting is legally valid with a majority present, and decisions are made by a majority of the votes of those present.

Article 9: The Incubator Council has the right to seek assistance from the team of experts, based on the Incubator Manager's delegation, and they are chosen by the Council whenever needed.

Article 10: The Incubator Manager is responsible for the following tasks:

a. Managing the incubator and overseeing all its affairs in accordance with best practices and procedures to achieve the incubator's objectives.

b. Identifying the incubator's needs for trainers, employees, experts, and supervisors and presenting them to the Council.

c. Documenting collaboration relationships with relevant local and international centers and institutions.

d. Participating in the preparation of the incubator's strategic plan.

e. Drafting the incubator's annual action plan and presenting it to the Council.

f. Preparing the incubator's budget project and presenting it to the Council.

g. Providing an annual report on the incubator's activities to the Council.

h. Monitoring the qualification and training of applicants for projects approved by the Council.

Article 11: Conditions for submitting a project incubation request:

a. The applicant must be a student or graduate of the university.

b. The project must be distinguished, applicable according to the standards approved by the Council, and relevant to the business sector.

c. The project to be incubated must be related to the business sector.

Article 12: Incubation procedures:

a. The applicant fills out the incubation request according to the model approved by the Council.

b. The Council initially evaluates the submitted request.

The qualified request is referred to the incubator team for study based on the following criteria:

1. The applicant presents the project to the expert team.

2. The team evaluates the project application, assessing its feasibility, sustainability, and market transfer.

3. The team submits a recommendation to the Incubator Council through its director to express their opinion.

c. 4. After approval from the Council, the applicant commits to submitting a detailed business plan for the project within one month of approval.

5. Based on the submitted business plan, the project is transferred to the incubator for a three-month trial period, during which the affiliate is exempt from financial guarantees.

6. The Incubator Council allocates financial resources to the project to be incubated, based on the Incubator Manager's delegation, according to the team's report and in line with the incubator's budget.

7. The Incubator Manager presents the projects that have received final approval and financial allocations to the President for a final decision.

Article 13: Contracting:

a. After obtaining the final approval decision from the Council for incubation, the applicant commits to signing the incubation contract and providing a restricted financial guarantee for the university, determined by the Council.

b. Considering paragraph (a) of this article, the rights and duties between the approved applicant and the university are determined according to the contract approved for this purpose.

Article 14: Project Supervision:

Taking into account the provisions of Article 13 of these regulations, the Incubator Manager delegates to the Council the appointment of a supervisor for the contracted project with the applicant.

Article 15: Disbursement of Project Allocations:

a. Considering the provisions of Articles 13 and 14 of these regulations, the financial allocations for incubated projects are disbursed to the supervisor who sends periodic reports to the Incubator Manager, including the project's expenses and financial needs.

b. The disbursement of financial allocations for the incubated project follows the regulations and instructions applicable to scientific research projects in the university.

Article 16: External Grants and Support:

a. Offers from external entities to the university for donations, grants, and material and logistical support are accepted according to the university's applicable instructions.

b. Each offered support is individually assessed according to paragraph (a) of this article, based on each case, and the decision to accept or reject the support is made in accordance with the laws, regulations, and instructions applicable at the university.

c. The mechanism for disbursing the support mentioned in this article is agreed upon through an agreement between the supporting entity and the university, following the regulations and instructions applicable at the university.

Article 17: The President decides in cases where there is no provision in these regulations.

Article 18: The President, Council members, and the Incubator Manager are responsible for implementing the provisions of these regulations.

13/29-Regulations for the University and Faculty Honor Roll at the University of Petra

Article 1: These regulations are called "regulations for the University and Faculty Honor Roll at the University of Petra," and they are effective from the date of approval by the University Council.[15]

Article 2: The meanings of the words and phrases in these regulations are as follows, unless the context indicates otherwise:

University	University of Petra
President	President of the University
Dean	Dean of the faculty to which the student is affiliated
Faculty	The faculty to which the student is affiliated
Semester	The first or second semester of each academic year
Student	The distinguished student with a GPA of 3.67 or above

Article 3: The provisions of these regulations apply to regular students enrolled to obtain a bachelor's degree in the university's faculties.

Article 4: The name of the student is placed on the University and Faculty Honor Roll in any semester (except the summer semester) as specified in Article 10, paragraphs q/1 and q/2 of Regulations No. 17 for the year 2015, "Regulations for Awarding a Bachelor's Degree at the University of Petra."

Article 5: The Office of Admission and Registration prepares lists of students placed on the University and Faculty Honor Roll at the end of each semester, except the summer semester.

Article 6: The University and Faculty Honor Roll lists are in printed form, displaying the student's name and semester GPA. The lists are posted on a designated board at the end of each semester, except the summer semester.

Article 7: Upon receiving the lists, the dean instructs the maintenance department to prepare the names and display them on the honor roll in each faculty. The Dean of Admission and Registration supervises the University's Honor Roll.

Article 8: The President of the University, relevant Deans, and the Dean of Admission and Registration are responsible for implementing these instructions.

Article 9: The President of the University decides in cases where there is no provision in these instructions.

15 Approved by the University Council in its session No. (1-2015/2016), dated 27/10/2015.

13/30-Regulations for the Quality Assurance, Planning, and Measurement Unit at the University of Petra

Article 1: These regulations are called "Regulations for the Quality Assurance, Planning, and Measurement Unit at University of Petra for the year 2016." They come into effect starting from the date of their approval by the University Council.[16]

Article 2: The words and phrases used in these regulations shall have the meanings below, unless the context indicates otherwise:

University	:	University of Petra
President	:	President of the University
Council	:	Accreditation and Quality Assurance Council
Dean	:	Dean of the Faculty, Dean of Admissions and Registration, Dean of Student Affairs
Unit	:	Quality Assurance, Planning, and Measurement Unit
Director	:	Director of the Quality Assurance, Planning, and Measurement Unit
Faculty	:	Any faculty at the university
Administrative Unit	:	Departments, centers, and operational units within the university
Unit Representatives	:	Representatives of the Quality Assurance, Planning, and Measurement Unit in the faculty and administrative units of the university.

Article 3: A unit for Quality Assurance, Planning, and Measurement shall be established at the university for the purpose of:

a. Managing and supporting quality assurance processes, coordinating them in the university, and fostering the commitment of various university units to enhance quality by applying local and international standards approved by the university.

b. Managing strategic planning processes in the university and linking them to quality.

c. Measuring the university's performance both periodically and strategically.

d. Preparing internal studies and research to support administrative decisions.

e. Promoting awareness of quality concepts, planning, and performance measurement in the university and monitoring their development.

Article 4:

a. The University President appoints a director for the unit, responsible for its management and implementing the plans approved by the Council.

b. The Council supervises the unit.

c. The Council meets at least once a month upon the invitation of its president, and the director acts as the secretary of the Council.

16 Approved by the University Council in its session No. (4-2015/2016), dated 07/02/2016.

Article 5: The unit shall consist of the following dedicated offices, and additional specialized offices may be added as needed with the president's approval:

a. Office of Quality Assurance and Accreditation Systems.

b. Office of Strategic Planning and Monitoring.

c. Performance Measurement Office.

d. Office of Internal Research.

Article 6: The Council assumes the following tasks and powers:

a. Establishing the general policy for the unit.

b. Reviewing the annual plan of the unit, preparing it for approval by the president.

c. Conducting administrative reviews of the quality assurance system at the university.

d. Facilitating the unit's work in the university through support, coordination, and monitoring operations in faculties and administrative units.

e. Reviewing matters referred by the unit's director.

f. Appointing the Petra Quality Award for the president.

g. Applying quality and accreditation standards, and achieving the university's strategic plan.

Article 7: The Director assumes the following tasks:

a. Managing the quality assurance systems in the university.

b. Coordinating with external entities related to quality assurance and accreditation (local and international accreditation bodies/donors of ISO standards), and those associated with the university.

c. Supervising strategic planning operations and activities at the university.

d. Overseeing the university's performance measurement programs and associated activities.

e. Supervising internal research related to the unit's work at the university.

f. Supervising awareness programs related to quality, planning, and measurement at the university.

Article 8: The Office of Quality and Accreditation assumes the following tasks:

a. Monitoring developments in quality programs, systems, and quality institutions locally and globally, and proposing what suits the university.

b. Developing work programs for quality assurance committees at the faculty level and monitoring their implementation by representatives.

c. Conducting various quality assurance activities (internal audits, adoption of procedures, etc.) in faculties and administrative units.

d. Disseminating awareness of quality assurance systems and their culture.

e. Coordinating with deans and directors of administrative units to ensure the achievement of the office's objectives.

f. Coordinating with accreditation bodies and granting local and international quality certificates.

g. Verifying the university environment's suitability for implementing quality concepts and supporting them.

h. Preparing for external audit processes.

Article 9: The Office of Strategic Planning and Monitoring is responsible for the following tasks:

a. Preparing initial studies to build the university's strategic plan.

b. Monitoring the construction of the strategic plan according to the university's directions.

c. Monitoring the construction of annual action plans and budgets for faculties and administrative units and coordinating between them.

d. Monitoring the implementation of plans in faculties and administrative units.

e. Evaluating plans and their implementation level.

Article 10: The Performance Measurement Office is responsible for the following tasks:

a. Measuring the achievement of the university's objectives at all levels.

b. Ensuring the effectiveness of various academic and administrative programs and activities in the university and their contribution to achieving the university's objectives.

c. Supervising the performance measurement program (BSC).

Article 11: The Internal Research Office is responsible for the following tasks:

a. Conducting the necessary statistical studies for the unit's work.

b. Preparing practical studies and research applied by the unit.

Article 12: The unit may seek assistance from any entity or individual within or outside the university to benefit from their expertise after obtaining the president's approval (reviewing self-assessment evaluation reports, standards coordinators, quality consultants, etc.).

Article 13: The university allocates the necessary resources for the unit within its annual budget.

Article 14: The unit allocates rewards to individuals or entities providing consultations and services to accomplish the unit's tasks.

Article 15: The university allocates an award named "Petra Quality Award" according to a special regulation approved by the president. This award is granted to distinguished c faculties/departments/units/individuals who excel in meeting the university's quality requirements and achieving its goals. The award is conferred by the council after conducting internal audits.

Article 16: All administrative and financial transactions related to the unit are subject to the university's regulations, instructions, administrative and financial decisions that are in effect.

Article 17: Deans and directors of administrative units are responsible for implementing quality programs, preparing plans, and measuring them in their faculties, departments, and centers.

Article 18: Due to the unit's reliance on activities and data provided by faculties and departments in the university, deans, and directors of administrative units are responsible for supplying the unit with the necessary data and information and facilitating access to them.

Article 19: Representatives for quality, planning, and measurement are appointed in faculties and administrative units at the university, in addition to their regular duties, to facilitate the implementation of tasks assigned to the unit.

Article 20: The director is responsible for implementing the provisions of these instructions.

Article 21: These regulations annul the regulations of the Quality Assurance and Planning Unit at University of Petra, number 23 for the year 2009.

TÜV AUSTRIA HELLAS EN ISO 9001 : 2015 No.: 0517386027776 2015 : 9001 الأيزو
شهادة الأيزو 2015:9001

جائزة الحسن للتميز العلمي

جودة
شهادة ضمان الجودة لكلية العمارة والتصميم وكلية الإعلام

ASIC ACCREDITATION SERVICES for INTERNATIONAL COLLEGES
الإعتماد البريطاني لتخصص اللغة الإنجليزية

ASIIN
الإعتماد الألماني الأوروبي لقسم الكيمياء

IIMP
الإعتماد الكندي لتخصص التسويق

ACPE INTERNATIONAL
الإعتماد الأمريكي لتخصص الصيدلة

ABET
الإعتماد الأمريكي لتخصصي نظم المعلومات الحاسوبية وعلم الحاسوب

ASIC ACCREDITATION SERVICES for INTERNATIONAL SCHOOLS, COLLEGES & UNIVERSITIES
الإعتماد البريطاني على مستوى الجامعة

13/31-Entry Regulations to the University Campus and Traffic Organization at the University of Petra

Article 1: These regulations are called "Entry Regulations to the University Campus and Traffic Organization at the University of Petra for the year 2015," and they take effect from the date of approval by the University Council.[17]

Article 2: The meanings of the words and phrases in these regulations are as follows unless the context indicates otherwise:

University	:	University of Petra
President	:	University President
Employees	:	Faculty members, administrative staff, lecturers, and employees at the university
Students	:	Registered students at the university pursuing any degree or academic qualification
Investor	:	Individuals and/or companies managing businesses within the university campus, such as commercial markets, bookstores, printing and copying services, and others
University Affiliates	:	Contractors, suppliers, or individuals whose nature of work requires frequent visits to the university
Vehicle	:	A vehicle for any employee, student, visitor, investor, or university affiliate, designed to transport no more than five people, including the driver
Visitor	:	A person visiting the university for a specific purpose
Traffic Accident	:	Any unintentional incident involving at least one moving vehicle that causes human, material, or both types of damage.

Article 3: **Entry to the university is regulated as follows:**

Students:	By using a valid university ID.
Employees:	By using an official or personal ID.
Vehicles:	By displaying a valid permit and/or sticker.
Visitor:	Coordination with relevant university authorities, providing accurate information about the visitor's name, host, duration and time of visit, vehicle number, and type, recorded in the visitor log, and holding the visitor's ID until departure.
University Affiliates:	By using a valid permit issued by the Dean of Student Affairs at the university.
Investors:	By using a valid permit issued by the Dean of Student Affairs at the university.

17 Approved by the University Council in its session No. (1-2015/2016), dated 27/10/2015.

Article 4: University guards are responsible for organizing the entry, exit, and movement of vehicles within the university campus. They must verify the identity of the driver by requesting their university or personal ID if not known to them before allowing the vehicle to enter or while it is within the campus. They are also authorized to inspect any vehicle to ensure its cargo for the safety of the university campus.

Article 5: University students and employees are allowed to bring their vehicles into the university campus by obtaining a special sticker provided by the Dean of Student Affairs.

Article 6: The Dean of Student Affairs is responsible for preparing permits and/or vehicle entry stickers to the university campus and granting them to the concerned individuals. The Dean will designate a university employee to issue permits and/or stickers to students. This designated person is fully responsible for issuing permits and will bear any violations that occur contrary to the regulations.

Article 7: A suitable design, bearing the university logo, expiration date, and a sequential number, is assigned to the permits and/or stickers. The design specifies the type of permit and the category benefiting from it. The design may vary in form and color from year to year, while maintaining its essential elements to facilitate distinguishing new permits and knowing their validity period.

Article 8: The Dean of Student Affairs distributes permits to its students as follows:
First: A special register is maintained containing the following information:

- **a.** The name of the person issuing the permit and/or sticker.
- **b.** The job of the permit holder, their workplace, and telephone number.
- **c.** The type of vehicle for which the permit and/or sticker are issued, including its number and type.
- **d.** The type of permit and/or sticker, its duration, and the sequential number.
- **e.** The purpose of entering the university campus.

Second: To obtain the sticker and/or permit from the Dean, the following conditions must be met:

- **a.** Vehicle and driving licenses must be valid.
- **b.** The vehicle must be registered in the applicant's name.
- **c.** Provide a copy of the vehicle and driving licenses.
- **d.** In case of vehicle ownership by the spouse, parent, or sibling, ownership verification is required.
- **e.** Only one permit is issued per eligible person.
- **f.** Fill out the application and sign the commitment to comply with university regulations and instructions, according to the provided model.

Article 9: The permit and/or sticker is a refundable deposit and must be returned to the Dean of Student Affairs. It is a condition for obtaining a clearance, cannot be given to others, and all actions are under the responsibility of the permit holder.

Article 10: Each gate of the university retains a copy of the register to enable the on-duty guard to verify the validity of the permit, the identity of the holder, and detect cases of permit forgery if necessary. The Dean of Student Affairs is responsible for updating the register information to include the latest developments related to the permits.

Article 11: Private and public buses and trucks are not allowed to enter the university campus without the approval of the Dean of Student Affairs or his delegate.

Article 12: Public or private vehicles that transport university employees or students who do not own private vehicles, and whose health conditions require transportation to their workplaces or lectures, are allowed to enter the university campus by registering the vehicle in the visitors' log.

Article 13: Vehicles owned by the university are exempted from obtaining entry permits to the university campus.

Article 14: Permit holders entering the university campus with their vehicles must strictly adhere to the following:

- **a.** Respect the privacy of the university campus.
- **b.** Drive with extreme care and caution.
- **c.** Adhere to the specified speed limit within the university campus.
- **d.** Follow traffic signals and warning signs.
- **e.** Give priority to pedestrians and other vehicles.

Article 15:

- **a.** Adherence to the specified speed limit within the university campus is mandatory. In case of speeding, a traffic violation is issued against the violator, and a fine of fifteen dinars is imposed.
- **b.** Parking and stopping of vehicles inside the university campus are prohibited in areas where there are no-parking signs, or in areas designated for university staff (faculty courtyards and administrative departments), or on sidewalks within the university campus, or at emergency entrances. Violating this rule results in a fine of fifteen dinars.
- **c.** Vehicles are allowed to temporarily park in areas where temporary parking signs are present, for a maximum of fifteen minutes. Exceeding this time limit results in a fine of fifteen dinars.
- **d.** Specific parking spaces for students' vehicles are designated, and students must comply with parking in these areas.

Article 16: Any individual committing the following violations inside the university campus is considered in violation of these regulations, and under the penalty of responsibility:

- **a.** Creating noise or using a loud multi-toned horn.
- **b.** Double parking obstructing traffic flow.
- **c.** Parking outside the designated lane for parking.
- **d.** Assaulting another lane or reserving two parking spaces. A fine of ten dinars is imposed for each violation.
- **e.** Parking in areas designated for people with special needs.
- **f.** Failure to present the university ID, personal ID, or any proof of personal identity to the university security personnel in case of committing a violation.
- **g.** Transporting students and moving them within the university campus in any form.
- **h.** Placing election or promotional slogans on vehicles when entering the university campus.

Article 17: Violators of these regulations within the university campus, under the penalty of responsibility, include anyone committing the following violations, subject to a fine of twenty dinars:

- **a.** Throwing waste from the vehicle onto the university roads and green areas.
- **b.** Reckless driving within the university campus.
- **c.** Tampering with warning signs or directional signs, or moving cameras, or breaking them.
- **d.** Driving the vehicle inside the university campus or student vehicle garage against the direction of traffic.

Article 18: In case of repeated violations, regardless of their type, especially non-compliance with Articles 15, 16, and 17 of these regulations, within one year from the date of committing them, the fine is doubled. If violations are repeated more than three times, the permit is permanently revoked.

Article 19: University guards are responsible for towing any vehicle obstructing traffic flow within the university campus at the owner's expense. If this is repeated more than once, the permit is withdrawn for a period of not less than one semester.

Article 20: The Traffic and Vehicle Licensing Department is notified to take the necessary action in case of traffic accidents within the university campus.

Article 21: The driver of a vehicle that causes material damage to the university's buildings, facilities, and assets is referred to the relevant investigation committees if they are university employees or students. This is done to impose the appropriate punishment according to the regulations.

Article 22: Permit holders of all types are not allowed to enter the university campus outside official working hours, on weekends, or official holidays unless there is a justification for doing so. Female dormitory students are exempt from this rule.

Article 23: University security personnel are responsible for organizing and issuing violation memos committed within the university campus, according to the designated form.

Article 24: Violations imposed under these regulations are recorded in a special register, showing the name of the violator and the reasons for imposing the fine.

Article 25: Anyone against whom a violation has been issued under these regulations has the right to file an objection with the Dean of Student Affairs within three days from the day following the date of issuing the violation.

Article 26: The amount of fines imposed by university security personnel under these regulations is collected by the Finance Department. The value of fines imposed under these regulations is allocated to the Student Fund at the university and activities related to community service. In case the violator is a visitor, they are prohibited from entering the university campus again.

Article 27: The Dean of Student Affairs, in cooperation with the relevant authorities at the university, is responsible for arranging the entry of visitors' vehicles during the celebrations held at the university. Visitors must adhere to the entry, movement, and exit procedures within the university campus.

Article 28: The university has the right to cancel or suspend any permit if the permit holder violates the provisions of these regulations or the terms of the undertaking. The permit holder, whose permit is suspended, shall not have any rights or claims against the university.

Article 29: The president has the authority to issue permits in any case not covered by the provisions of these regulations.

Article 30: The Dean of Student Affairs is responsible for the implementation of these regulations in accordance with the specified procedures.

32/13- Security and Public Safety Regulations at the University of Petra

Article 1: These regulations are referred to as "Security and Public Safety regulations at the University of Petra for the year 2015," and they shall be effective from the date of approval by the University Council.[18]

Article 2: The words and phrases used in these regulations have the meanings specified below unless context indicates otherwise:

University	:	University of Petra.
President	:	President of the University.
Council	:	Deans' Council.
Deanship	:	Student Affairs Deanship.
Committee	:	Security and Public Safety Committee at the University

Article 3: The University Security Department is responsible for protecting the university campus, including buildings, facilities, and all university properties.

Article 4: Security personnel must strictly adhere, under legal liability, to the following:

a. Perform guard duties to the best of their abilities during their shifts, according to the assigned schedule.

b. Execute instructions, decisions, and orders issued by the competent authority.

c. Immediately report any incidents, accidents, or violations witnessed during or outside of duty.

d. Wear the official uniform approved by the university while performing their duties.

Article 5:

a. University security personnel are not allowed to permit entry to anyone without proper authorization to the university campus.

b. During the performance of their duties, security personnel may request identification from any individual to verify their identity, whether within the university campus or during entry.

Article 6: If a security personnel member is unable to handle a situation, they must inform the Head of the University Security Department to take necessary actions.

18 Approved by the University Council in its session No. (3-2014/2015), dated 12/04/2015.

Article 7: The University allocates a small vehicle or more, with specific specifications, tasked with patrolling the university's roads, pathways, and squares to monitor the general security and safety conditions, according to a program prepared for this purpose.

Article 8: Physical fitness and a medical examination for university security personnel are conducted once at the beginning of each year to ensure their fitness, ability to perform their duties, and readiness to bear their responsibilities.

Article 9: In the event of violence, riots, or any unauthorized gathering that university security cannot control, the University President, or their delegate, may seek assistance from law enforcement agencies to take necessary actions.

Article 10: University security personnel are assigned and deployed to their respective responsibilities based on a program that considers the nature, importance, and surrounding conditions of those locations.

Article 11:

a. A committee for security and safety is formed at the university, chaired by the University President, with the membership of the Vice President, deans, unit directors, department heads, and center directors whose work is related to security and safety.

b. The committee's tasks and working methods are determined by a decision from the president.

Article 12: The Dean of Student Affairs or their delegate is responsible for implementing these instructions.



14.General Provisions

1. If you fail to register for a semester, you are considered to be on a break from studies, and your registration is considered void unless you present an acceptable excuse to the relevant authorities.

2. The period for withdrawal, adding courses, and registration without penalties ends at the beginning of each semester. Late registration or schedule modifications after that will incur fines, increasing with the delay (refer to the academic calendar).

3. You can withdraw from a course or more within three weeks from the start of regular semesters, and two weeks in the summer semester, with a 25% fee loss. If you decide to withdraw after this period and within five weeks from the start of regular semesters, or three weeks in the summer semester, you can do so with a 50% fee loss. Forced withdrawal after this period incurs a 100% fee loss. The period for forced withdrawal ends two weeks before the final exams, and this process follows a specific model obtained from the Admissions and Registration Deanship.

4.If you wish to withdraw from all registered courses in a semester, you may do so with the approval of your faculty dean, and you must submit a request at least two weeks before the final exams.

5. You can review your final exam grade for any course for a fee for each review request, within a period not exceeding two weeks from the start of the following semester.

6. Forgery of university documents or the use of forged documents in any university matters may result in the cancellation of your degree.

7. University guidelines and regulations are official and authorized. Information received through unofficial means may not be accurate.

8. The university is established for you and future generations. It is essential to preserve its property and facilities, and your allegiance should be sincere.

9. The cleanliness of the university reflects the cleanliness of its students. Maintain the university's cleanliness to represent the civilized face of this esteemed academic institution..

10. University of Petra is a distinguished academic institution that provides all modern facilities and resources. Dear student, make the most of these facilities and services designed for your benefit.

11. Do not hesitate to visit your professor during their designated office hours for consultation.

12.Seek guidance from your advisor and review your academic plan at the appropriate time during the semester.

13. The library is equipped with the latest technologies. Take advantage of it and optimize your free time effectively.

14. The bulletin boards are the primary means of communication with students, so, dear student, it is essential to pay close attention to the notice boards scattered throughout the university buildings, as well as the university's website and social media platforms.

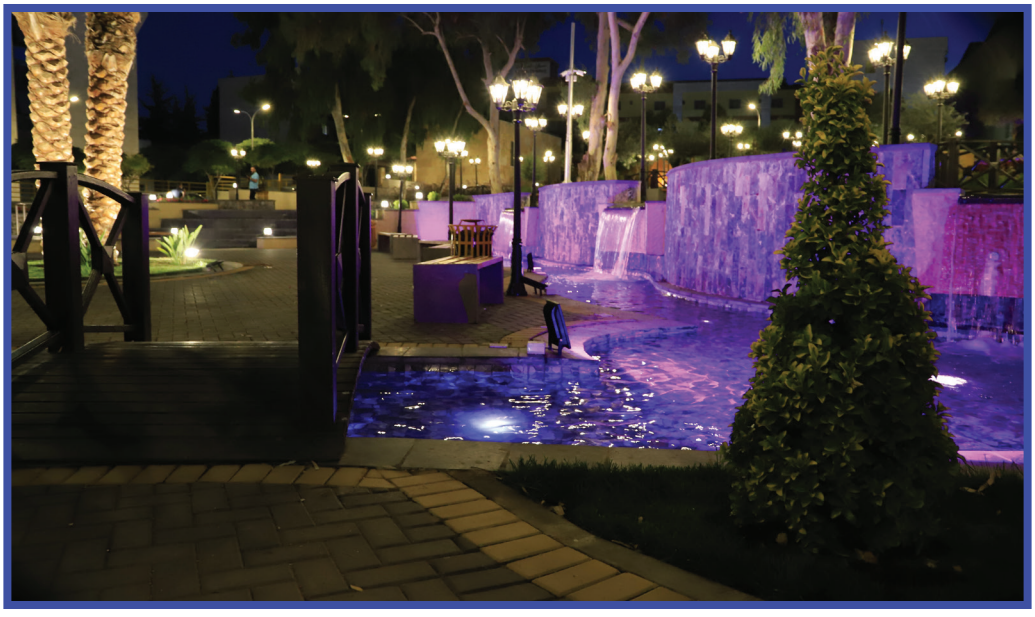
15. Your university ID is an important document; ensure its preservation and carry it with you at all times.

16. If you encounter any problems, it is advisable to consult the Student Affairs Deanship, as they are responsible for assisting you.

17. Do not hesitate to offer assistance to your fellow students with special needs.

18. Medical reports, whether from university doctors or external doctors, should be submitted within 72 hours of issuance for approval by the university's medical staff.

19. It is crucial to carefully read the student handbook to familiarize yourself with the university's rules and regulations. Ignorance of these rules does not exempt you from responsibility.



15.University Anthem

You opened your doors to excellence,
So ascend and take the torches with your heart and hand,
Petra, the university of civilization and guidance,
In your rosy rock lies the hope of tomorrow.

Here you are, a pioneer,
So persist, rejoice, and arm yourself with knowledge and noble character.
May Petra University flourish for us.

Where intellect and literature are deeply grounded,
Art and creativity draw letters in the book of your love.
And in the new century, you've earned a place,
Ascending towards prosperity.
May Petra University flourish for us.

O, free spirit, your garden is flourishing,
And your harvest is abundant.
In the pursuit of glory, a radiant light guides our way,
With research and aspiration.
Amman, your cradle, and Arabism, its crown,
And the talents of students are refined in your care.
May Petra University flourish for us.

It is enough for you, O beacon of our love,
That you became our paradise and the realization of our dreams.
And you raised above the edifice a distinguished banner
With our faithfulness and determination.
You laid the foundation for modern professions with an institute,
And you became a homeland in the realm of culture.
May Petra University flourish for us.

16. Contact Us

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Mr. Osama Al-Awad (Member) Committee Secretary





الإعتماد البريطاني
على مستوى الجامعة

الإعتماد الأمريكي تخصصي
نظم المعلومات المحاسبية
ونظم الحاسوب

الإعتماد الأمريكي
لتخصص الصيدلة

الإعتماد الكندي لتخصص التسويق

الإعتماد الأيطالي الأوروبي
لقسم الكيمياء

الإعتماد البريطاني
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جائزة المسن للتميز العلمي

شهادة الأيزو
2015/9001