

Student's Guide

Yarmouk University

2018 / 2019

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Royal Decree

(In the Name of God, the Compassionate, the Merciful)

Dear Brother Zeid Rifai, Prime Minister, (may God protect you)

(We are sending you our deep affection with sincere confidence and appreciation).

Since the establishment of (The University of Jordan) eleven years ago; it has been in the forefront of bright achievements of our dear country, , (in its overall way for renaissance or in its far-sightedness renaissance). Within a short term, the University was able (has been able) to grow and raise its status among its counterparts in the Arab world and the whole world through the care(diligence) it received from its employees, and the support by our faithful people, and the care by officials at all stages.

Despite the expansion of the University abilities and capacities to meet the needs of our sons and daughters to continue their studies, the glowing renaissance achieved by Jordan in the field of education.(and the increasing number of high school graduates have made University of Jordan less able to meet our sons' and daughters' needs.

Thereby, comes the need for urgent actions and solutions offering students utmost opportunities to move to the university life, in a variety of its disciplines, this duty, in particular, overwhelms our minds and entices our attention, officials and citizens alike.

Therefore, we ask your Excellency to take the necessary steps to start with a second University in our beloved homeland, seconding its counterpart and being, a light of inspiration, a source of moralities, and a place where good men are founded.

We have chosen the city of Irbid, the capital of the north to be the headquarters of the new University with the will of God.

We are entrusting you with this mission to take strenuous efforts and confirm our determination to support the new university and provide facilities that make it a choice desired by students of our Jordanian family, our Arab nation, and the world at large.

We always hope to achieve the mission and fulfil the hopes, may God help us all the way for the goodness, progress, and prosperity for our noble people.

Al-Hussein bin Talal

Al-Hussein bin Talal

Amman,

22nd Jumādā al-Ūlā 1395

1st June 1975.

Message from the President

(In the Name of God, the Compassionate, the Merciful)

Dear students,

First of all, I'd like to welcome you, a bright constellation of young people, whose effort during years of study has secured them a place at Yarmouk University, which has always been a guiding light of knowledge for bright minds, recognized achievements, and positive construction (Around forty years and half ago) this university was and still a (has been a promising idea in the imagination the mind of King Hussein, may God rest his soul in peace, as he Majesty king Hussein wanted it, "a light of inspiration, a source of moralities, and a place where good men are founded" just like its counterpart University of Jordan.

Omission

So would you, young folk, who have chosen to have their pens in their right hands and their books in their left, be faithful to this vision, that is renewed with blood of each new generation flowing in the veins of Yarmouk, between the past and the present?



Dear Students,

In today's fast-changing times, I am afraid that one of you would miss the purpose of entering this organization! (you might miss the purpose of attending Yarmouk University) The university community is so open that is different from what you were used to inside the walls of schools: almost everything is available, but is it all right? I tell you that you need to listen to your voice of thinking, and be aware

(temptations) so as not to risk what thousands of others dreamed of and did not achieve. And remember that you have

trusted and reliable mentors, don't be hesitant to contact them when needed. I hope that you will put for yourselves and your University a bright mark in a world that is full of inventions, cultural and literary innovations, armed with diligence and resolve to follow up on senior scientists' lectures and a variety of pioneering activities provided by the university,

, not to mention hundreds of scholarships for



students which would open new avenues in front of them, often thought unfeasible.

If we want to understand what we are looking for in any journey, we need to have a guide that provides us with keys to what may

delete final s us and reveal more

entertainment and interest.

Please accept this booklet as a guide joining you at Yarmouk University and introducing you to its history, philosophy, and, goals, its faculties and departments as well. This guide aims to provide you with a set of study plans and instructions in different disciplines and programs.

The Deanship of Student Affairs also receives special interest for the vital role it plays in providing care services and offering activities, presented in this guide in all its details.

Finally, know that the prosperity of the nation is your responsibility, and that you will receive at Yarmouk University the knowledge that will

help you challenge the difficulties - with the help of God –go ahead successfully in the process of development and modernization.

May God bless you, and keep you an asset to our dear Jordan under the leadership of His Majesty King Abdullah II bin Al Hussein.

University President

Prof. ZaidanKafafi

Message from the Dean of Students Affairs

(In the Name of God, the Compassionate, the Merciful)

Dear students,

I would like to welcome you all on behalf of my own self and on behalf of the university family, as you begin your first academic year at Yarmouk University. Recognized as a place of dignity and knowledge, an outstanding monument and a source of knowledge in all its academic programs and extracurricular activities, Yarmouk University seeks to improve your talents, develop your tastes, and nourish your minds. All this comes in hope of building a balanced and responsible personality characterized by bright minds, sincere affiliation, and constant ambition, and developed by affection, hope, determination and a balanced vision.

The University

has been established to be a platform for science and knowledge in our dear Jordan, and you, today, stand in

its various faculties and disciplines

mentored by qualified professors devoted to help you finish your

and provide your country with your

specializations in various fields.

Seize this opportunity, an hour by an hour and a day by a day, benefit from all fields of knowledge, work, interaction, communications, and contributions. One day, upon a completion of your achievement, you'll recognize that those days will shape your memories. Thereby, make them the most precious and noble ones.

I encourage you to be sincere to your University, and effective members in your university life, maintain the image of the university student with noble ethics, values of tolerance and love,

accept and respect the opinions of others, participate in enhancing

the democratic approach, self-reliance, renouncing violence and intolerance, and moving away from the repulsive racism and tribalism. Be mindful of the university laws, regulations, and instructions.

Deanship of Student Affairs has decided to put this guide in your hands, which contains in its pages the necessary information delete to benefit from delete in your university life, hoping to make this guide a trusted document you return to when needed, God bless.

Dean of Student Affairs



Code of Ethics for Yarmouk University Students



The Almighty said, "And indeed, you are of a great moral character" and the Messenger of Allah space was sent to complete the best morals"

Based on our noble Islamic doctrines, its solid moral values, and our belief in the democratic approach adopted by Jordan, and in order to preserve the University mission, and our commitment with the legislation in force at Yarmouk University, I thereby pledge in my commitment to the student honor code at Yarmouk University

First: Commitment to the values of society and its public ethics, to the legislations coming into force at the university and respect the sanctity of the university campus as a place to get knowledge. taking no action violating its sanctity, impeding the educational process, or offending a professor, a student, or an employee and maintaining order within the university.

Second: Commitment to attend lectures and laboratories on time, turn my mobile phone off during, classes or exams and take into account the etiquettes of dialogue and respect the opinion of others, and take into consideration academic integrity and honesty in the preparation of reports and scientific research and university theses.

Third: Commitment to renounce intolerance to a tribe, a party, sect or religion, both inside or outside the University.

Forth: Commitment to take responsibility of all my actions and to

Fifth: Preserve proper appearance of a student seeking knowledge, and not to wear clothes that are incompatible with community values, and not to smoke on campus

Commitment to act as a decent student of knowledge, not wearing clothes incompatible with the community values, and not smoking on campus.

Sixth: Commitment to renounce all manifestations of violence and intolerance and extremism in its various forms on campus, let alone incitement to any of the above.

Seventh - Commitment to maintain a healthy University environment clear of negative influences abstain from drug use and abuse, and refrain from marketing illegal substances among students including drugs, stimulants, or alcohol which badly affect my mental health and others' as well.

Eighth: Commitment to use available technological means in a correct and appropriate manner, and not offending public decency, or violating the stable social traditions.

Ninth: Commitment not to impersonate others as in engaging in fraud, impersonating someone else on a test, falsifying the university documents for fraudulent purpose or taking part in any of the aforementioned.

Tenth:

Commitment to ensure safety and security on campus, not carrying weapons in its various form, not inciting violence or tumultuous acts, and respecting and following instructions given by faculty members, administrators, and security guards.

, Upon reading the student honor code of ethics, I thereby pledge in my sincere compliance with all that is stated therein, Considering its importance and necessity in strengthening my affiliation with Yarmouk University and the community and help my country progress. God bless.



Establishment of the University

, Since the last quarter of the past century, Jordan has witnessed qualitative leaps in all life fields especially in the education sector. At the time when Jordan had only one university, Yarmouk University establishment came to

meet the society's developmental requirements and needs and secure educational opportunities for the increasing numbers of General Secondary Education Certificate holders in view of Jordan's concern about its progress in education.

Royal Degree was issued to form the Royal Private Committee of Yarmouk University in 24/6/1975.

- It was decided to give the university the name "Yarmouk University". Because of the Arab and Islamic connotations of this name.
- In the twenty-fifth year of his Majesty's reign, King Hussein bin Talal inaugurated Yarmouk University on June 16th1977.
- The University was established (41) years ago.



The University Philosophy

The following characteristics are the basic principles on which Yarmouk University philosophy is based within its administrative and academic staff:

The university focuses on establishing an embracing scientific and cultural center producing necessary researches and project and harnessing the outcomes thereof to the development and progress of Jordan and the Arab world.

The university places utmost importance on the quality of education, therefore, it uses the credit hours system to give students more freedom in choosing what fits their interests. It also attempts to employ qualified teaching staff, administrators, and technician.

The University believes in the principle of "University for the service of society" and therefore works on providing academic and non-academic

services through the diversity of its majors needed for society's progress.

The university, moreover, includes number of academic centers and institutions offering courses, seminars, workshops and programs contributing to the integration and development of the sectors of society.

1. The university adopts the planning approach with delete continuous monitoring and evaluation of its activities.
2. The university believes in the principle of cooperation and coordination with local universities and scientific institutions and other institutions abroad.



University Faculties and its Academic Majors for the Bachelor's Degree

Yarmouk University Faculties



- **Faculty of Arts:** Majors: Arabic language and literature, English language and literature, Political Sciences, Sociology and Social Service, Translation, History, Modern Languages(French), Geography, Semitic Languages (Hebrew, Persian).
- **Faculty of Science:** Majors: Physics, Chemistry, Mathematics, Life Sciences, Statistics, Earth Sciences and Environment, Biomedical Physics, Scientific Service Courses.
- **Faculty of Economics and Administrative Sciences:** Majors: Economics, Business Administration, Finance and Banking Sciences, Public Administration, Accounting, Marketing, Business and Finance Economics.
- **Faculty of Education:** Majors School Teacher, Child Education, Psychological Counseling.
- **Al-Hijawi Faculty of Engineering Technology:** Majors: Communication Engineering, Electronics Engineering, Computer Engineering, Electrical Power and Machinery Engineering, Biomedical Systems Engineering, Biomedical Information Engineering, Civil Engineering (Construction Management), Civil Engineering (Building Technology), Architecture Engineering, Industrial Engineering.
- **Faculty of Sharia and Islamic Studies:** Majors: Principles of Religion, Fiqh and its Principles, Islamic Economics and Banking, Family Studies, Islamic Education, proselytism and Islamic Media.
- **Faculty of Physical Education:** Majors: Physical Education.
- **Faculty of Law:** Majors: Law.
- **Faculty of Fine Arts:** Specializations: Designing and Applied Arts, Music, Drama, Plastic Arts.
- **Faculty of Information Technology and Computer Sciences:** Computer Sciences, Computer Information Systems, Management Information Systems.

- **Faculty of Archeology and Anthropology::** Archeology, Anthropology, Maintenance of Heritage Resources, Human-social Service courses.
- **Faculty of Mass Communication::** Public Relations and Advertising, Radio and Television, Journalism.
- **Faculty of Tourism and HotelManagement::** Tourism Management, Hotel Management.
- **Faculty of Medicine.**
- **Faculty of Pharmacy.**



Deanships, Centers, Scientific Chairs and Museums

The University has the following Deanships, Centers and Chairs:

- Deanship of Scientific Research and Graduate Studies.
- Deanship of Student Affairs.
- Language Center.
- Accreditation and Quality Assurance Center.
- Computer and Information Center.
- Queen Rania Center for Jordanian Studies and Community Service.
- Refugees, Displaced Persons and Forced Migration Studies Center.
- Princess Basma Center for Women Studies.
- Prince Faisal Information Technology Center.
- Samir Shama Chair for the Study of Islamic Civilization.
- Mahmoud El Ghoul Chair for the Study of the Arabian Peninsula.
- Samir Rifai Chair for Jordanian Studies.
- Marine Science Station in Aqaba in cooperation with the University of Jordan.
- Model School.
- Museum of Jordanian Heritage, and Museum of Natural History
- The Administrative body at the University includes the following departments:

- University Presidency Department
- Human Resources Department
- Finance Department
- Al-Hussein Bin Talal Library
- Production, Maintenance and Training Department
- Engineering Department
- Administrative and Financial Audit Department
- International Relations and Projects Department

- Department of Public Relations
- Admission and Registration Department
- Supplies Department
- Public Services Department
- University Security Department
- Development and Planning Department
- Legal Affairs Department



Finance Department

The Finance Department is considered essential providing student with services, it undertakes the mission of managing, (delete `s) including the receipts and disbursements method, delete) the Instructions and decisions issued there under. The department also develops and implements policies, procedures, and programs related to all financial activities. Besides, the department takes precautionary measures and procedures and control systems needed to protect the University funds and financial records.

The Finance Department comprises the following sections: "Administrative Bureau, Special Funds, Salaries and Social Security, Budget and General Accounts, Expenditure, Audit, Fixed Assets and Cost Calculation Department, and the Imports and Fund Section that undertakes receiving fees and facilitate the payment process for students in each semester.



Financial Guidelines

Dear student,

1. It is essential that you pay the required fees. (right after your registration within the period announced and before cancelling your registration.
2. Fees can be paid directly at the finance department or one of the branches of Cairo Amman Bank.

3. In order to avoid the unnecessary fine of (15) JOD, you are strongly advised to pay your fees on time.
4. When you pay the fees for tellers at the financial department, please double check the receipt before leaving.
5. The registration of students who have not paid the fees shall be canceled at the specified times even if they bring official papers showing that they attended lectures and examinations.
6. Graduate students should indicate their desire to (to have health insurance) or not when applying for admission, student's choice will be considered continuous until graduation where no amendment can be made after that choice.
7. The student can pay the tuition fees through any of (eFAWATEERcom) services (with no need) to go back to the Financial Department, the payments could be done through the following:
 - Banks (most of the banks branches in Jordan) through 4 ways: The Teller (without the need to have a bank account), Online Bank (Web application)/ this needs to have a bank account in the same bank, the smart phones application /this needs to have a bank account in the same bank, the ATM/ this needs to have a bank account in the same bank.
 - Any of the Jordan post branches in Jordan.
 - The Electronic Mobile Wallets.
 - The Currency exchange shops (most of the currency exchange shops branches in Jordan).
 - By using the Credit Card (Visa or MasterCard) through the webpage www.efawateercom.jo .



8. Attendance of students according to their schedule.
students can find out (check) their financial balance through the Internet in advance (delete) any time through the student information system sis.yu.edu.jo .
Students, who have scholarships, can also know the number of credit hours remaining from the scholarship through the Internet directly, and if there is any difference, they need to check directly with the scholarship. (department)
9. It is important to bring the University ID card when paying fees at the financial department to avoid any mistake (drop final s) when

entering the university number and to save time for student and employee.

Refund of Student Fees Policy and Procedure



Fees paid according to the ordinary program shall be refunded if a student is accepted in the ordinary program at another official university in the same semester. However, a deduction of the student placement test is applied. The student should bring an official letter from that university informing his admission on the regular program and a receipt attached separately showing that payment has been made at that university.

1. The university fees for the freshman are refunded in the following cases:
 - a. When the freshman finds a decision regarding admission to be incorrect, all fees are refunded.
 - b. When the freshman registers in more credit hours than the minimum academic load and later withdraws these hours during the allowed period of withdrawal, the payment is credited to the student account. When he withdraws from the university, payment will be refunded.
 - c. Upon the death of the student during the semester all fees are refunded to his / her parents.
 - d. When the classes the student wants to enroll in are unavailable.
 - e. Fees are also refunded in the following cases:
 1. 90% of the credit hours fees shall be refunded only if the student withdraws from University before the beginning of study according to the academic calendar year
 2. Only 75% of the credit hours fees shall be refunded if the student withdraws from university during the first week of study according to the academic calendar year
 3. (50%) of the credit hours fees shall be refunded only if the student withdraws from university during the second week of study according to the academic calendar year
 4. Only 25% of the credit hours fees shall be refunded if the student withdraws from university during the third week of study according to academic calendar year
 5. In cases where the student is accepted, or he withdraws from the university after of the beginning of there would be no refunds except for the insurance fees These amendments go into effect in the academic year 2016/2017

Avoid fines and any problems that may occur due to your delay in paying your fees during
The allowed period for paying.

Specialization and the Cost per Credit Hour and the Allowed Branch of Secondary Exam

Faculty	Specialization		Allowed Branch of secondary Exam						Minimum acceptance grade of 100	Number of Credit hours for graduation	Cost per Credit Hour						
			Scientific	-Literary -Sharia'a -Housekeeping -Trading -Hotel	Information	Jordanian Student	Jordanian Student	A comprehensive health education			Nursing	Jordanian Student			Non-Jordanian Student		
						The Cost per Credit Hour	The Cost per Credit Hour					Ordinary Program JD	Parallel Program JD	International Program Dollar	Ordinary Program Dollar	Parallel Program JD	Parallel & international program Dollar
	Medicine		✓						85	257	100	200	500	-	-	500	
	Pharmacy		✓						80	165	60	90	-	-	120	-	
Hijawifor Engineering Technology	Civil Engineering	Construction Management	✓			✓			80	167	50	90	-	-	110	-	
		Building Technology	✓			✓			80	167	50	90	-	-	110	-	
	Architectural Engineering		✓			✓			80	167	60	100	-	-	140	-	
	Industrial Engineering		✓			✓			80	167	50	90	-	-	120	-	
	Electronics Engineering		✓			✓			80	167	29	75	-	112.5	80	-	
	Communication Engineering		✓			✓			80	167	29	75	-	112.5	80	-	
	Computer Engineering		✓			✓			80	167	29	75	-	112.5	80	-	
	Electrical Power Engineering		✓			✓			80	167	29	75	-	112.5	80	-	
	Biomedical Systems Engineering		✓			✓			80	167	45	75	-	-	80	-	
	Biomedical Systems and Informatics Engineering		✓			✓			80	167	45	75	-	-	80	-	
Science	Biological Sciences		✓			✓	✓	✓	65	134	21	50	-	75	60	-	
	Chemistry		✓			✓	✓	✓	65	134	21	50	-	75	60	-	
	Earth & Environmental Sciences		✓			✓	✓	✓	65	134	21	50	-	75	60	-	
	Mathematics		✓			✓	✓	✓	65	134	21	50	-	75	60	-	
	Physics		✓			✓	✓	✓	65	134	21	50	-	75	60	-	
	Statistics		✓			✓	✓	✓	65	134	21	50	-	75	50	-	
	Biomedical Physics		✓			✓	✓	✓	65	134	27	60	-	-	70	-	
Information Technology	Computer Sciences		✓		✓	✓	✓	✓	65	134	45	70	-	-	80	-	
	Computer Information Systems		✓		✓	✓	✓	✓	65	134	45	70	-	-	80	-	
	Management Information Systems		✓	✓	✓	✓	✓	✓	65	134	45	70	-	-	80	-	
Economics and Administrative Sciences	Accounting		✓	✓	✓			✓	65	132	16	60	-	60	70	-	
	Marketing		✓	✓	✓			✓	65	132	16	50	-	60	60	-	
	Business Administration		✓	✓	✓			✓	65	132	16	50	-	60	60	-	
	Economics		✓	✓	✓			✓	65	132	16	40	-	60	50	-	
	Financial and Banking Sciences		✓	✓	✓			✓	65	132	16	60	-	60	70	-	
	Public Administration		✓	✓	✓			✓	65	132	16	40	-	60	50	-	
	Business & Financial Economics		✓	✓	✓			✓	65	132	30	50	-	-	60	-	
	Law		✓	✓	✓			✓	65	141	16	50	-	60	60	-	



*Physical Education	✓	✓	✓	✓	✓	✓	✓	65	132	16	50	-	60	60	-
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*** The student is subject to a medical examination only for the Faculty of Physical Education prior to admission***

Submission of applications at the Faculty of Fine Arts must be for the Department of Admission and Registration and the student shall be subject to examination in technical capabilities of the subject he/she wishes to join and succeed in it before the completion of acceptance procedures.



Faculty	Specialization	Allowed Branch of secondary Exam							Minimum acceptance grade of 100	Number of Credit hours for graduation	Cost per Credit Hour					
		Scientific	-Literary -Sharia'a - Housekeeping - Trading -Hotel	Information	Industrial	Agricultural	Comprehensive	Health Education Nursing			Jordanian Student			Non-Jordanian Student		
											Ordinary Program JD	Parallel Program JD	International Program Dollar	Ordinary Program Dollar	Parallel Program JD	Parallel & international program Dollar
Tourism and Hotel Management	Tourism Management	✓	✓	✓			✓	65	132	35	50	-	-	60	-	
	Hotel Management	✓	✓	✓			✓	65	132	50	75	-	-	80	-	
Arts	Arabic Language and Literature	✓	✓	✓			✓	65	132	16	40	-	60	40	-	
	Political Sciences	✓	✓	✓			✓	65	132	16	40	-	60	50	-	
	English Language & Literature	✓	✓	✓			✓	65	132	16	60	-	60	70	-	
	Geography	✓	✓	✓			✓	65	132	16	40	-	60	50	-	
	History	✓	✓	✓			✓	65	132	16	40	-	60	40	-	
	Translation	✓	✓	✓			✓	65	132	35	60	-	-	70	-	
	Modern Languages / French Language	✓	✓	✓			✓	65	132	16	40	-	60	50	-	
	Sociology and Social Work	✓	✓	✓			✓	65	132	16	40	-	60	50	-	
	Semitic and Oriental Language	Hebrew	✓	✓	✓			✓	65	132	16	40	-	60	40	-
		Persian	✓	✓	✓			✓	65	132	16	40	-	60	40	-
Mass Communication	Public Relations and Advertising	✓	✓	✓			✓	65	132	35	60	-	-	70	-	
	Journalism	✓	✓	✓			✓	65	132	35	60	-	-	70	-	
	Radio and Television	✓	✓	✓			✓	65	132	35	60	-	-	70	-	
Sharia'a and Islamic Studies	Fiqh and its Foundation	✓	✓	✓			✓	65	132	16	40	-	60	40	-	
	Foundation of Islamic Religion	✓	✓	✓			✓	65	132	16	40	-	60	40	-	
	Islamic Studies	Family Studies	✓	✓	✓			✓	65	132	16	40	-	60	40	-
		Islamic Education	✓	✓	✓			✓	65	132	16	40	-	60	40	-
		Da'wa & Mass Communication	✓	✓	✓			✓	65	132	16	40	-	60	40	-
Islamic Economics and Banking	✓	✓	✓			✓	65	132	16	40	-	60	50	-		
Education	Class Teacher	✓	✓	✓	✓	✓	✓	65	132	16	50	-	60	60	-	
	Psychological Counselling	✓	✓	✓	✓	✓	✓	65	132	16	50	-	60	60	-	
	Child Education (Females only)	✓	✓	✓	✓	✓	✓	65	132	16	40	-	60	40	-	
Archaeology & Anthropology	Archaeology	✓	✓	✓			✓	65	132	16	40	-	60	40	-	
	Anthropology	✓	✓	✓			✓	65	132	16	40	-	60	40	-	
	Conservation & Management of Cultural Resources	✓					✓	65	132	16	40	-	60	40	-	
*Fine arts	Plastic Arts	✓	✓	✓	✓	✓	✓	65	132	45	75	-	-	80	-	
	Design and Applied Arts	✓	✓	✓	✓	✓	✓	65	132	45	75	-	-	80	-	
	Music	✓	✓	✓	✓	✓	✓	65	132	45	75	-	-	75	-	
	Drama	✓	✓	✓	✓	✓	✓	65	132	45	75	-	-	75	-	

Other fees								
Ordinary Program				Parallel Program		Parallel program and International for (Medicine)		
Jordanian Student / Jordanian Dinars		Non-Jordanian Student / Dollar		Jordanian and Non-Jordanian students (except medicine) JordanianDinars		Parallel program for Non-Jordanian students International Program for Jordanian and Non-Jordanian students / Dollar		
(62) JD Admission fees for Human- Social Faculties		(37.5) Dollars Enrollment application fees (239) Dollars Admission feesfor Human- Social Faculties		(15) JD Enrollment Application fees		(50) Dollars Enrollment Application fees		
(72) JD Admission fees for Scientific Faculties		(314) Dollars Admission feesfor Scientific Faculties		(103) JD Admission fees		(360) Dollars Admission fees		
(48) JD fees paid with credit hours for Scientific and Human- Social Faculties		(187.5) Dollars Service fees paid with credit hours fees for Scientific and Human- Social Faculties		(104) JD service fees paid with credit hours fees		(187.5) Dollars service fees paid with credit hours fees		
(10) JD Internet service charges (optional)		(14) Dollars Internet service charges (optional)		(10) JD Internet service charges (optional)		(14) Dollars Internet service charges (optional)		
Total	Human-social Faculties	Scientific Faculties	Human-social Faculties	Scientific Faculties	232 JD		611.5 dollars	
	120 JD	130 JD	478 dollars	553Dollars				

Required Documents	Jordanian Students	Non-Jordanian Students
	Required Documents	<ol style="list-style-type: none"> 1. Original Secondary Exam Transcript in Arabic. 2. Original Birth certificate with the national ID number or a certified copy of it from the Department of Civil Status. 3. A copy of the new (ID) card certified by the Department of Civil Status. 4. Two personal photos measuring (4 * 6). 5. Getting an Equivalent secondary exam certificate verified by the Jordanian Ministry of Education for students who have foreign secondary exam.



Admission and Registration Department

The Admissions and Registration Department is one of the most important and vital departments in the University, because it is the link between the university and the students starting from their admission until graduation.

The Department is responsible for implementing the instructions for granting Bachelor's and Graduate degrees, and developing partnership between Faculties' Deanships and other Administrative Departments, in addition to enhancing closer ties between employees, students, and colleagues at the University, it is also actively involved in legislation, amendment, and implementation of decisions and application of instructions, and carry out the following tasks:

1. Review the instructions of granting the degree according to what is relevant for the students and the university and their implementation.
2. Implementation of the admission rules issued by the Higher Education Council.
3. Issuing and verifying lists of accepted students.
4. Preparation of the academic schedule and the final exams program and computerizing of some examinations.
5. Preparation of the university calendar.
6. Probation student grades and issuing graduating students lists.
7. Develop the necessary study plans for specializations and follow-up on them.
8. Preparing transcripts, certificates of students and any documents that students may need.
9. Preparation of various statistics for admissions, registrants and alumni, and other necessary statistics.



MUNA

Try to avoid literal translation

Try to use idiomatic English

The Registration department includes the following sections:

Administrative Bureau Section

Admission Section

class or Schedule and Examinations Section

Information Section

Data and Information Audit Section

Computerized Examination Section

Graduate Studies Section

Registration for the faculties of Sharia, Education and Physical Education Section

Registration for the faculties of Economics, Administrative Sciences and Law
Section

Registration for the faculties of Arts and Mass Communication Section

Registration for the faculties of Archeology, Tourism and Fine Arts Section

Registration of the faculties of Medicine, Engineering and Pharmacy



General Information

- The minimum grade of secondary exam (General Secondary Education Certificate Examination/ Tawjihi) for acceptance in the following faculties is: 85% for Medicine and 80% for Engineering and Pharmacy, and 65% for other disciplines.
- Ministry of Higher Education and Scientific research specify Countries whose students pay their credit hours fees in Dollars.
- Students holding ICDL certificates are exempted from COMP 099 course.
- Newly enrolled students must undergo level examinations of Arabic language, English Language, and Computer, if the student succeed passed the level exams he/she will be exempted from studying these courses, but he/she failed in any of these exams (remedial 099) must register the courses and study them. Students who fail the exam (after studying the course and failing it) are allowed to sit for a level exam without registering it (as a course) as long as they pass the exam during the first two years of their study. (Amended by Deans' Council decision at session no. 36/2017 dated 25/9/2017).



University life is comprehensive, multiple, and diverse

Make sure to benefit from the services and activities provided by the
Deanship of Students Affairs

For you to have an independent and balanced personality

Dear student ... Please go to the relevant sections
in the Deanship of Student Affairs for instructions

To obtain information about health insurance, loans, aids and grants, housing for female students, or any other information you may need

Instructions No. (6) for the year 2008
Instructions of Granting Bachelor's Degree at Yarmouk University
Issued under the system of granting degrees and certificates
At Yarmouk University No. (76)of the year 1976

Article 1: These instructions are called (Instructions for granting Bachelor's degree at Yarmouk University) for the year 2008 and is effective starting from the academic year2008/2009.

Article 2: The provisions of these instructions shall apply to regular students registered to earn Bachelor's degree in the faculties of the university mentioned in Article (3) of these instructions.

Article 3: The Deans Council shall approve the study plan that leads to obtaining Bachelor's degree in the following faculties, based on the attribution recommendation or placementof faculties' councils, and suggestions from the councils of the relevant academic departments:

- 1- Faculty of Science.
- 2- Faculty of Arts.
- 3- Faculty of Economics and Administrative Science.
- 4- Faculty of Education.
- 5- Faculty of Hijawi and Engineering Technology.
- 6- Faculty of Sharia and Islamic Studies.
- 7- Faculty of Physical Education.
- 8- Faculty of Law.
- 9- Faculty of Fine Arts.
- 10-Faculty of Archeology and Anthropology.
- 11-Faculty of Information Technology and Computer Science.
- 12-Faculty of Mass Communication.
- 13-Faculty of Tourism and Hotels.

14-Faculty of Medicine (The Faculty of Medicine was established by the Deans' Council decision at session no. 28/2013 Date of 13/8/2013).

15-Faculty of Pharmacy (The Faculty of Pharmacy was established by the Deans' Council decision at session no. 7/2014 Date of 17/2/2014).

Article 4:

The minimum number of credit hours required for earning a Bachelor's degree from Yarmouk University is as follows:

1-	Faculty of Science	(134 credit hours)
2-	Faculty of Arts	(132 credit hours)
3-	Faculty of Economics and Administrative Sciences	(132 credit hours)
4-	Faculty of Education	(132 credit hours)
5-	Faculty of Hijawi and Engineering Technology	(167 credit hours)
6-	Faculty of Sharia and Islamic Studies	(132 credit hours)
7-	Faculty of Physical Education	(132 credit hours)
8-	Faculty of Law	(141 credit hours)
9-	Faculty of Fine Arts	(132 credit hours)
10-	Faculty of Archeology and Anthropology	(132 credit hours)
11-	Faculty of Information Technology and Computer Science	(134 credit hours)
12-	Faculty of Mass Communication	(132 credit hours)
13-	Faculty of Tourism and Hotels	(132 credit hours)
14-	Faculty of Medicine	(257 credit hours)
15-	Faculty of Pharmacy	(165 credit hours)



Study Plan

Article 5:

The study plan at each major that grant a Bachelor degree includes the following requirements :

A. University Requirements: (27 credit hours), including:

1- Obligatory Courses Requirements:

All university students should study 12 credit hours distributed as follows:

AL 101	Arabic Language	3 hours
EL 101	English Language Skills	3 hours
PS102	National Education	3 hours
MILT100	Military Science	3 hours
* EL 099	English Language Skills	Remedial Course
* COMP 099	Computer Skills	Remedial Course
* AL 099	Arabic language	Remedial Course

* COMP 099 and EL 099 courses are prerequisites for the EL 101 course (Deans' Council decisions at session no.49/2016 dated 26/12/2016).



- The computer skills course(Previously) (CIS 100) will be encoded in the new plans as SCI108 knowing that it is **Obligatory** requirement for Humanities Faculties (change this throughout the document) starting from the first semester 2016/2017.
- Language Center holds the Arabic language placement exam AL 101-for non-Arab students; students will be classified into (3) groups according to their results in the exam.This decision shall come into force as of the second semester 1994/1995 according to Deans' Council decision in its session 95/1, dated 1 January 1995.



- MILT100 - is included within the approved credit hours for graduation, and results of this course are given as Success or Failure, and its results are not included in the calculation of the GPA. The following are exempted from studying this course:
 1. Graduates of the Jordanian Military Colleges (Mu'tah University, Royal Military Colleges, Military Candidates School, Medical Services Directorate, Royal Maintenance Force Technical College, Prince Faisal College) or the equivalent of other colleges in Security services and foreign military colleges, provided that the service shall not be less than one year.
 2. Warrant Officers who hold foundation commissioned courses and agent courses for other ranks. (Re-translate this sentence)
 3. Non-Jordanian students may study the "Modern History of Jordan" course HIST (376A) as an alternative course for the military sciences course, and in this case, the grade of this course will be included in students' GPA, according to Deans Council decision at session no. 1/92 dated 5/1/1992 and shall come into effect as of 5/1/1992.

2- Elective Requirements:

(15) credit hours chosen by the student from the following humanities and scientific faculties students are not allowed to register any of the elective university requirements presented by his/her faculty.

(Deans' Counsel decision at session no. 39/2016 dated 10/10/2016) and shall come into effect as of the second semester 2016/2017.

A- Human-social courses include the following courses:

Course Code and number	Course Name	Credit hours	Status
Hum 101	Media Culture	3	For all students except students of the Faculty of Mass Communication
Hum 102	Citizenship and belonging	3	For all students
Hum 103	Islam :Thought and Civilization	3	For all students except students of the Faculty of Sharia And Islamic Studies
Hum 104	Art and Behavior	3	For all students except students of the Faculty of Fine Arts
Hum 105	Jordan's Contribution in Human Civilization	3	For all students except students of the Faculty of Archeology and Anthropology
Hum 106	Introduction to Human Cultures Studies	3	For all students except students of the Faculty of Archeology and Anthropology
Hum 107	Human Rights	3	For all students except students of the Faculty of

			Law
Hum 108	Thinking skills	3	For all students except students of the Faculty of Education
Hum 109	Islamic systems	3	For all students except students of the Faculty of Sharia and Islamic studies
Hum 110	Culture of Tourism and Hotels in Jordan	3	For all students except students of the Faculty of Tourism and Hotels

B. Science courses include the following courses

Course Code and number	Course Name	Credit hours	Status
Sci 101	Environment and Public Health	3	For all students except students of Science Faculty
Sci 102	Information Technology and Community Service	3	For all students except students of Information Technology and Computer Science Faculty
Sci 103	Physical Fitness for everyone	3	For all students except Students of Physical Education Faculty
Sci 104	Effective Communication Skills	3	For all students except students of Education Faculty
Sci 105	Renewable Energy	3	For all students except for students of <i>Hijawi</i> for Technological Engineering Faculty
Sci 106	Management and Community Development	3	For all students except students of Economics and Administrative Sciences Faculty
Sci 107	Scientific research	3	For all students

(Amended by Deans' Council decisional sessionno.40/2016 dated 17/10/2016).

As for the level exam, all new students starting from the beginning of the first semester 2009/2010, must take the examinations of Arabic language, English language, and Computer. Student who fails in any of these exams (099 Remedial course) he/she must register it or them as a course or as courses. Students who fail the exam (after studying the course and failing in it) are allowed to sit for a level exam without registering it (as a course) as long as they pass the exam through the first two years of their study. (Amended by Deans Council decision at session no. 36/2017 dated 25/9/2017).

Student who fail in any of these exams must register a (remedial course 099) outside of his/her study plan, these remedial courses are:

* EL 099	English Language Skills (Remedial)
* AL 099	Arabic language (1) (Remedial)
* COMP 099	Computer Skills (Remedial) (Amended by Deans' Council decisions at session no. 44/2014 dated 10/11/2014 starting from the second semester 2014/2015).



* Note: Student must complete the following skills courses in the first two years of starting his/her studies at the university, these courses are:

EL 099 English Language Skills / Remedial.

AL 099 Arabic language Skills / Remedial.

COMP 099 Computer Skills / Remedial. (Amended in Deans' Council decisions at session no. 44/2014 dated 10/11/2014 starting from the second semester 2014/2015).

The Council also decided: that students of (2015) or before and the transferred students who have not completed elective university requirements, have to complete them from the Elective courses. (Amended by Deans' Council decision at the eighth session dated 21/7/2014, decision no. 6243



B. Faculty Requirements:

Approved by the Deans Council according to the recommendation of the Specialized Faculty Council

The following credit hours are allocated to them:

1	Faculty of Science Departments	(21 credit hours)
2	Faculty of Arts	(21 credit hours)
3	Faculty of Economics and Administrative Sciences	(24 credit hours)
4	Faculty of Education Departments	(18 credit hours)

5	Faculty of <i>Al-Hijawi</i> for Engineering Technology	(24 credit hours)
6	Faculty of Sharia and Islamic Studies Departments	(24 credit hours)
7	Faculty of Physical Education Departments	(27 credit hours)
8	Faculty of Law Departments	(27 credit hours)
9	Faculty of Fine Arts Departments	(24 credit hours)
10	Faculty of Archeology and Anthropology Departments	(21 credit hours)
11	Faculty of Information Technology and Computer Science Departments	(22 credit hours)
12	Faculty of Mass Communication Department	(24 credit hours)
13	Faculty of Tourism and Hotels	(21 credit hours)
14	Faculty of Medicine	(39 credit hours)
15	Faculty of Pharmacy	(32 credit hours)



C. Department Requirements:

Approved by the Deans' Council according to a recommendation from the Faculty's Councils and a proposal from the Academic Departments Councils, the following credit hours are allocated to obligatory courses and other optional courses determined by the Faculty Council.

1	Faculty of Science Departments	(86 credit hours)
2	Faculty of Arts	(84 credit hours)
3	Faculty of Economics and Administrative Sciences	(81 credit hours)
4	Faculty of Education Departments	(87 credit hours)
5	Faculty of <i>Al-Hijawi</i> for Engineering Technology	(116 credit hours)
6	Faculty of Sharia and Islamic Studies Departments	(81 credit hours)
7	Faculty of Physical Education Departments	(78 credit hours)
8	Faculty of Law Departments	(87 credit hours)
9	Faculty of Fine Arts Departments	(81 credit hours)
10	Faculty of Archeology and Anthropology Departments	(87 credit hours)
11	Faculty of Information Technology and Computer Science Departments	(85 credit hours)
12	Faculty of Mass Communication Department	(81 credit hours)
13	Faculty of Tourism and Hotels	(87 credit hours)
14	Faculty of Medicine	(191 credit hours)
15	Faculty of Pharmacy	(106) credit hours)

The above-mentioned department requirements include requirements for single major or the total requirements of Major and sub- major requirements.

Article 6:

- A- Students may not register for a course if they have not registered the pre-requisite in earlier semesters (successful / failing). students may register for a certain course and inspire-requisite simultaneously in the graduation semester taking into consideration point B of Article 6.
- B- Students of 2018 and after in the departments of Hijawi faculty (Electronics Engineering, Communication Engineering, Computer Engineering, Electrical Engineering, Biomedical Engineering, Civil Engineering, Industrial Engineering) are not allowed to register the subsequent course unless the previous requirement has been successfully completed.



Duration of Study and Academic load

Article 7:

- A. The maximum duration of the study period for a bachelor's degree is as follows:
 - (1) Student who has completed the higher limit for the duration of study in the aforementioned article and did not achieve the conditions of graduation he/she will be considered dismissed from the University under the decision of University Council Committee No. (32)dated 10/8/1986.

Students are granted an additional semester in the following cases:

1. If the student still has (21) credit hours or less to graduate
2. If the student does not graduate because his/her GPA was less than 60%.

(Decision of the Deans' Council at session no. 7/2015 dated 16/2/2015).

1	Faculty of Science Departments	7 Years
2	Faculty of Arts	7 Years
3	Faculty of Economics and Administrative Sciences	7 Years
4	Faculty of Education Departments	7 Years
5	Faculty of Al-Hijawi for Engineering Technology	8 Years

6	Faculty of Sharia and Islamic Studies Departments	7 Years
7	Faculty of Physical Education Departments	7 Years
8	Faculty of Law Departments	7 Years
9	Faculty of Fine Arts Departments	7 Years
10	Faculty of Archeology and Anthropology Departments	7 Years
11	Faculty of Information Technology and Computer Science Departments	7 Years
12	Faculty of Mass Communication Department	7 Years
13	Faculty of Tourism and Hotels	7 Years
14	Faculty of Medicine	8 Years
15	Faculty of Pharmacy	8 Years

- B. The academic year is two obligatory semesters, each semester is sixteen weeks including examination period, and one optional eight weeks summer semester including examination period.
- C. Credit hours for each course based on the weekly lecture or seminar for sixteen weeks is counted as one credit hour. Laboratory hours and practical application to be counted for each course separately, provided that one credit hour to be counted at least as two laboratory hours or two application hours.



- D. students are responsible for the academic load that commensurate with their abilities and perception, and register the number of courses within their study plan to suit their ability and academic achievement at the university. The Director of Admission and the Registration is to cancel any course for any student who exceeds the permitted limit of academic load in any semester in accordance with the instructions in force at the university, taking into account the following:

- 1- A. The maximum limit for the duration of study to obtain a Bachelor's degree mentioned in paragraph (A) of this article, the minimum number of credit hours for a student to obtain a Bachelor's degree shall be (12) hours per semester and the maximum is (18) hours.

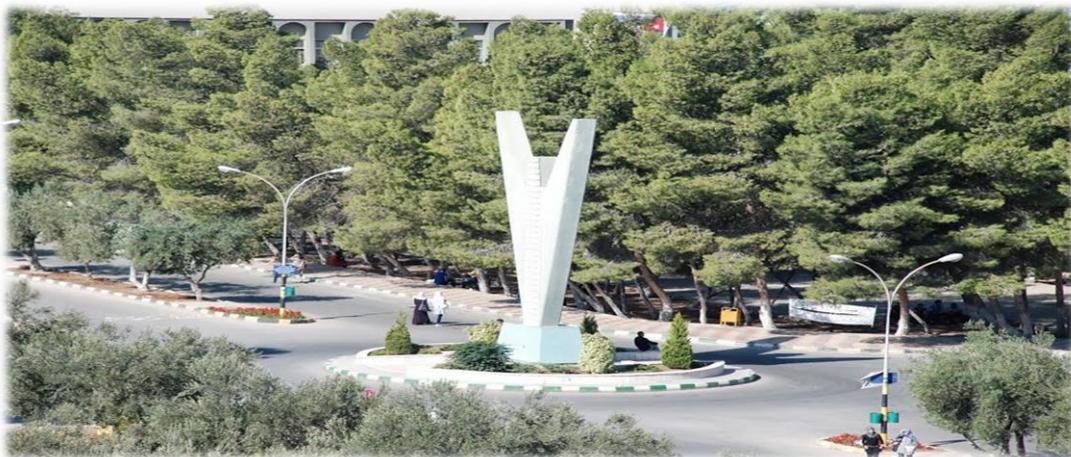
The maximum limit may reach (21) credit hours by approval from the head of department after one of the following conditions is met:

- The GPA of the student should not be less than (80%).
- If the student's graduation depends on allowing him/her to study (21) credit hours in the graduation semester.

b. If the last semester for the student is specified for field training only, then the previous semester is considered the graduation semester, for the purpose of study load and previous requirement.

- 2- Student is allowed to register for less than the minimum number of hours, or to continue studying the number of credit hours less than the minimum as a result of his withdrawal from some courses, if the academic load is not less than 3 credit hours, and that the duration of the student's study for a Bachelor's degree should not exceed the maximum limit mentioned in paragraph (A) of this article. (Amended by The maximum number of credit hours which a student registers during the summer semester should not exceed (10) credit hours..

- E. Bachelor's degree students shall be classified at the level of second, third, fourth or fifth year if they have successfully completed at least (33), (66), (99) or (141) credit hours, consistently, within their study plan.



Regular Attendance

Article 8:

- A. Students are required to attend all the courses in which they are registered. The course teacher records takes attendance on special lists and submits them to the head of the academic department at which the course is given at the end of each semester, these lists are reserved Kept until the end of the next semester.
- B. Students are not allowed to miss more than (15%) of the total hours allocated for each course.

- C. If the student misses more than 15% of the total number of hours for a course without a compelling or medical excuse, the teacher must prevent the student from attending all subsequent examinations and give him/her the minimum grade of (35%),.And this grade shall be counted within the student's average unless he/she has withdrawn from that course within the period specified in paragraph (B) of Article 13 of these Instructions.
- D. 1. If the student misses more than (15%) of the total number of hours for a course, and this absence is because of a compelling excuse accepted by the Faculty Dean to which the student belongs or by a medical excuse, the Dean shall allow the student to continue the course. The absence shall not exceed (30%) of the hours. If the student's absence exceeds (30%) with a compelling or medical excuse then the Faculty Council to which the student belongs consider him/her withdrawn. Before the beginning of final exams or These actions are to be taken or these actions are taken the Dean informs or shall the Admissions and Registration Department and the head of the department that offers the course in writing. (Amended by the Deans' Council decision at session no. 35/2012 dated 3/9/2012).



2. If the student is one of the national team players, his/her absence- due to participation in international, official, regional and Arab competitions or because of participation in the training camps for teams- is considered as an absence for compelling . His/her absence must not exceed in total (40%) of the scheduled hours for a course. If the student's absence exceeds (40%) then the Faculty Council to which the student belongs consider him/her withdrawn from the courses in which he/she was registered, and postponed for that semester if he/she is not postponed for four previous

semesters. These actions are to be taken or these actions are taken before the beginning of the final exams in the semester. The Dean shall inform the Admissions and Registration Department and the head of the department that presents the course in writing.

3. The medical excuse is required to be certified by the medical reference authorized by Yarmouk University, and if this is not possible, the Faculty Dean to which the student belongs, is to approve or reject the submitted report. The student must submit the requested medical report to the Dean within one week from the date of dismissal of the excuse. The Dean shall inform his decision to the student's teachers.
4. Considering what is stated in paragraphs (B, C, D) of this Article, the absence of students who perform artistic, sports, or recreational activities, or community service within the university or national teams shall be considered as a legitimate absence by written notice from the Dean of Student Affairs or the Director of Queen Rania Center for Jordanian Studies and Community Service each according to his specialty.



Examinations

Article 9:

- A. The final grade for each course is calculated out of (100) and to the nearest integer.
- B.
 1. The final grade for each course is the sum of the final exam grades and the grades of the coursework.
 2. The final exam for each course shall be held once at the end of the semester and shall be inclusive of the course curriculum, and

shall be allocated (50) of the final grade of the course. The final examination grade may include practical exams for a specific percentage determined by the Faculty Council upon the recommendation of the Department Council.

3. if students have three or more examinations on the same day, the student may sit for only two exams on this day and the Dean of the relevant faculty shall set a date for holding the third exam on another day.

4. The coursework for each course will include at least two written examinations that students are informed about at least one week before the date of the exam. The first exam should be held no later than the end of the fifth week (the third week of the summer semester). Papers should be given back to students no later than one week after the exam (72 hours in the summer semester).

The coursework, in addition to the two written examinations, may include oral examinations, reports or research, in whole or in part, as decided by the department council. The grades of these assignments shall not exceed 10% of the final grade. Examination papers, reports and researches are given to students after correction.



5. University's obligatory requirements Courses and the course (SCI 108) will be excluded from the above paragraph number (4), so that one exam will be held instead of two, if the exam grade does not exceed (40%) and (10%) for other assignments from the final grade. The courses of seminars, researches, laboratories, fieldworks, and projects are also excluded. The Department Council decides on the method of evaluating these courses, and this is announced to students at the beginning of the semester. (Amended by Deans' Council decision at session no. 26/20149 dated 30/6/2014).

6. Any student who misses an announced final exam without a compelling excuse accepted by the course teacher or a medical excuse, will be given the grade(zero) in that exam, and shall be counted in his final grade.

7. Any student who misses an announced first and/or second exam with a compelling excuse accepted by the course teacher or a

- medical excuse; must submit proof of this excuse within one week from the date of dismissal of the excuse. In this case, the course teacher shall hold a compensatory or make-up exam for the student in the way the teacher deems appropriate.
- C. The head of the department shall assign (the translation might also be correct as the Arabic is ambiguous) as a coordinator for each multi-class course (3 classes or more), and shall coordinate with the teachers of these course classes in terms of the course content, the text book, examinations and grades.
 - D. The President of the University shall issue the procedures for delivering the grades.
 - E. 1 If the student wishes to object on the final grade of a course, he/she may submit his/her objection within one week of announcing the final result of the course to the head of the department. The head of the department shall form a committee of two members of the faculty staff in the department (excluding the course teacher) to review the grade, then the grade that the student deserves is to be submitted to the Dean then to the Faculty Council, the Dean shall inform his decision to the Admissions and Registration Department in writing within a maximum period of two weeks from the date of announcing the result. A copy of the decision shall be sent to the Head of the Department of the concerned student studies .



- E.2 The Deans Council shall be presented by any amendment to a final grade of any student expected to graduate in, as well as the amendment of any grade that will change the academic status of the student who is dismissed from the university major.

(Amended by the Deans' Council decision at session no. 32/2015 dated on 14/9/2015)

- F. All examination papers, reports and research papers shall be returned to the student after correcting them and registering their grades. The final examination papers are kept by the teacher for one semester.
- G. 1- If the student did not attend the final exam for a course with an excuse accepted by the Faculty Dean within two weeks from the date of the final exam, the Dean shall inform his decision of accepting the excuse to the course teacher and the Director of the Admission and Registration Department to assign an "incomplete" grade for the student's name. (Amended by the Deans' Council decision at session no. 126/2017 dated on 25/9/2017)
- 2- The grades of the Students with national teams who represent Jordan in international, official, regional and Arab competitions and participate in training camps for teams shall be considered "incomplete" if they participate in tournaments during the final exams period. Amended by Deans' Council decision at session no. 35/2012 on 3/9/2012).



3- Taking in consideration what's mentioned in paragraphs (G/1 and 2), the student must take the final exam of a course as follows:

- a. If the student is expected to graduate in that semester within a maximum of 72 hours from the date of completion of the final exams according to the academic calendar for the first, second and summer semesters in order to be able to graduate in the same semester, and if a student does not take the exam during this period, the provisions of paragraph (b) below shall apply to him/her.

- b. If the student is not expected to graduate in that semester within a maximum of six weeks from the beginning of the following semester in which he/she received an "incomplete" grade in the first and second semesters, and four weeks in the summer semester, the summer semester is considered a full semester for this purpose if the student studied it. (Teacher of the course should enter the mark which the student received).
 - c. If the student is unable to take the exam within the given period, his/her grade shall be considered zero.(Deans' Council decision at session no. 12/2016 dated 7/3/2016).
- 3- A student who receives an incomplete grade in one of the courses he/she may postpone removing the incomplete grade of the course to the next semester in the following cases:
- a. If the student postponed his studies for the next semester.
 - b. If the student does not register for the subsequent summer semester.
 - c. If the faculty member does not teach during the next semester, the head of the course department must form a committee to hold an exam for the student in the course in which he/she has an incomplete grade, and inform the Admission and Registration Department in writing within the period specified in the instructions. (Paragraph/4 of Article 9 amended according to the Dean's Council decision at session no. 45/2014 meeting on 17/11/2014).



H. 1- The minimum grade to pass a course is (50%) and the minimum final grade of the course is (35%).

2- Course grades are classified according to the following table:

Grade	Rating	Code in Arabic	Code in English
90 – 100 %	Excellent	أ	A
80 – 89 %	Very Good	ب	B
70 – 79 %	Good	ج	C
60 – 69 %	Acceptable	د	D
50 – 59%	Weak	هـ	E
Less than 50 %	Fail	و	F

3- Taking into account the provisions of Article (10), the GPA is the total average of all grades for courses studied by the student whether successful or fail until the date of calculating that average. If the student obtains an "incomplete" result in some courses, his/her grades will be counted when the grades of these courses are completed. The rates are considered retrospective from the date the student obtains an "incomplete" result and all the procedures resulting there from, except the certificate's date it is not retrospective.

4-

5- The student's assessment at the time of graduation is determined on the basis of the average of the courses he successfully studied in the study plan as follows:

GPA	Rating
84 – 100 %	Excellent
76 – less than 84 %	Very Good
68 – less than 76 %	Good
60 – less than 68 %	Acceptable

6- The quarterly average is the average grade of all the courses studied by the student in that semester.

7- Taking into account the provisions of Article (10), any average of the previous rates is calculated by multiplying the grade of each course in the average with the number of credit hours, and dividing the sum of the resulting multiplication by the sum of the credit hours.

8- All rates are calculated for the nearest one decimal.

9- The Dean shall put the name of the student who receives a quarterly average of (84%) or more on the faculty honor list, and this shall be confirmed in his academic record, unless he is

dismissed or subject to academic probation, and his/her academic load is not less than 12 hours.

Article 10:The student is allowed to re-study any course, and the last grade is counted in his/her GPA. However, the student's previous grade is recorded in his/her transcript.



Putting the Student Under Observation

Article 11:

- A. The student is placed under probation if his/her GPA is less than (60%) at the end of any semester except for the first semester of the student at the university as well as the summer semester. The Admissions and Registration Department shall notify the students through the student's website.
- B. The student who has been placed under academic probation shall remove the reasons that led to this case, within two semesters(excluding the summer semester) after the semester during which he/she was placed under probation.
- C. If the student is unable to remove the reasons that led to his/her probation, under paragraph (B) of this article, he/she shall be dismissed from the specialization department.
- D. Any student who successfully completed (90) credit hours in the faculties of the university, except for the Faculty of Hijawi for Engineering Technology, is excluded from being dismissed from the specialization in implementation of the provisions of paragraph (C) of this article, only if the student has successfully completed at least (99) credit hours.
- E. The student will be permanently dismissed from the university and may not return if he/she receives a GPA of less than (50%) in any semester, except for the first semester of the admission and the summer semester after studying at least 12 credit hours counted in the GPA. (Deans council decision at session no.7/2018 dated 20/2/2018).



Article 12:

- A. A student who is dismissed from his/her department, according to the provisions of paragraph (C) of Article (11) of these instructions, may apply for transfer to other departments of the University before the beginning of the following semester. The summer semester shall not be considered for this purpose if the student is not enrolled in the summer semester, the provisions of Article (18) of these instructions apply to him /her. If he/she is not accepted in any other department, he/she may apply for admission to another program on the parallel program.
- B. One semester of the maximum graduation limit shall be excluded from the graduation years for each (15) credit hours counted for the student.
- C. If the student is dismissed from the new specialization again, in accordance with the provisions of Article (11), he /she shall be permanently dismissed from the University, and may not return to it. (Deans Council decision at session no. 5/2014 dated 13/2/2014)
- D. The Student who is dismissed from a faculty (according to the provisions of point E in Article 11) is allowed to submit an application of transfer into the other departments of the university faculties, before the beginning of the following semester. Summer semester is not

counted for this purpose if the student is not taking a summer semester. The provisions of Article 18 of these instructions are applied, if the student was not accepted in any of the other faculties departments, he/she may submit a new application to be accepted in another specialty in other faculties in the parallel program. (Deans Council decision at sessionno.7/2018 dated 20/2/2018)

- E. A student who is academically dismissed and has successfully completed at least (45) credit hours in the GPA and has a GPA of 59% and above and less than 60%, he/she must switch to the personally paid study to correct his/her academic status in a maximum of two semesters, and the student pays double the fees of the credit hours according to program type he/she is accepted in. The student pays double the fees of the credit hours in the regular and parallel programs. (Board of Trustees Decision at its session no. 4/2010 on 20/8/2010).
- F. A student who has been dismissed from a specialization, in implementation of the provisions of paragraph E, is allowed to register for the next two semesters after he/she was dismissed, including the summer semester. (Deans Council decision at session no. 20/2011 on 16/5/2011).(Deans Council decision at session no. 25/2017 on 11/7/2017).

Withdraw and Add Courses

Article 13:

- A. Students are allowed to withdraw registered courses and to add new courses during the first five working days of the semester, of the first or second semesters, and during the first three working days after the beginning of the summer semester. The courses from which students have withdrawn are not shown on their academic record. (Amended by the Deans Council decision at session no. 38/2013 dated 28/10/2013)
- B. Taking into account the provisions of paragraph (A) of this Article, a student is allowed to drop a course during the first 14 weeks of the first and second semesters and during the first six weeks of the summer semester. In this case, the course is confirmed in the student's record showing the word "dropped" next to it, and this course is not included with the number of hours studied by students in terms of success, fail, and graduation requirements. As a result of this withdrawal the number of registered hours should not to be less than 3 hours. If the student does not withdraw during the mentioned period, the teacher must confirm the student's result in the grades list. (Amended by the decision of the Deans' Council at session no. 26/2014 dated 30/6/2014)

- C. If the student is considered to be withdrawn from all the courses that he/she has registered in a semester in according to paragraph (D) of Article (8) of these instructions, his/her study for that semester shall be considered "postponed." This semester shall be counted from the permitted period of postponement in paragraph (A) Article (14) of these instructions, and this is confirmed in the student's academic record.



**Postponing and Dropping
Withdrawing from the University**

Article 14:

- A. The student may postpone his/her studies at the university electronically through the university's website, using his/her own username, for a period not exceeding two years, before the end of the 14th week from the beginning of the first or second semester. The student must enter the postponing action, and inform the concerned faculty registrar at the registration department who will review the postponing application including reviewing the reasons that allow the student to postpone; scholarship, military service (for males), academic and behavior status, and any other related issues.
- B. The duration of postponement shall not be counted from the maximum limit of graduation years or for the purpose of removing the causes of under monitoring situation.
- C. If the student exceeds the approved postponement period, he/she may lose his/her place at the university. A student may apply for new admission at the university. If he/she is accepted in the same specialization, he/she shall keep his/her academic record in full and complete the graduation requirements, in this case, the duration of the previous study shall be counted within the maximum limit of graduation years. If the student is accepted in another department, the provisions of paragraphs (B) and (C) of Article 18 of these instructions are applied. In cases where the student loses

his/her place due to a compulsive excuse, he/she may ask the faculty council to calculate the period of exceeding with the maximum period of allowed postponement period in paragraph (A) of Article (14) of these instructions.



- D. (2) Newly accepted students and transfer students will not be able to postpone the study at the university. Students who withdrew from the university and then is readmitted, as well as the student who lost his place and is readmitted both in the same specialization or in another specialization will not be able to postpone their study at the university. Postponement can be made only after the student's first semester. The study can be postponed for the student transferred from one specialization to another or dismissed and transferred to another specialization, and the student who is studying and was readmitted in another specialization or in the same specialization. (Amended by the Deans Council decision session no. 16/2014 dated 21/4/2014)



- E. If a student wishes to withdraw from the university, he/she must submit an application to the Admissions and Registration

Department. In this case, a note of "withdrawn from the university" shall be documented in his/her record. By doing so, the student loses his/her place. If the student wishes to rejoin the university, he/she must submit a new application and if accepted in the same department of specialization, he/she will keep the same academic record in full and complete the graduation requirements according to the study plan in force upon his return to the university. The duration of the previous study shall be counted within the maximum limit of graduation years. If he is accepted in another department, the provisions of paragraphs (B) and (C) of Article (18) of these instructions shall apply to him/her. The student may return to study at the university if he/she withdraws during the second semester to put him under academic monitoring.

- F. If a regular student does not register for a semester or more, and does not receive written approval from the Dean to postpone his/her studies for this period, student loses his/her place at the university. In this case, the student may apply for new admission to the university. If student is accepted in the same specialization, he/she shall keep his/her academic record in full to complete the graduation requirements according to the study plan in force upon his return to the university, and the previous study period shall be counted within the maximum limit for graduation years. If student is accepted in another academic department, the provisions of paragraphs (B) and (C) of Article 18 of these Instructions shall apply to him/her. In cases where the student loses his/her place due to non-registration for one semester or more and with a compulsive excuse, student may ask the Faculty Council to consider this period within the maximum limit of the postponement permitted period in paragraph (A) of Article (14) of these instructions.
- G. The student's academic record may not be counted for continuing his/her studies at the university if the student has dropout for four years or more.
- H. In all cases where the student loses his/her place in the university for a second time, he/she may not return to study there.
- I. The registration of the student shall be cancelled if he/she does not pay the determined university fees at the end of the third week of the first and second semesters and the second week of the summer semester and the students considered presumptively

postponing his studies and the postponed semester shall be counted from the maximum limit for the allowed postponement. (Deans Council decision at session no. 24/2017 dated 3/7/2017)



Transfer from other Universities

Article 15:

- A. Students may transfer from other universities to Yarmouk University if there are vacancies for them according to the following conditions and procedures:
- 1- The student must meet the admission requirements at Yarmouk University mentioned in Article (4) of the Student Admissions Instructions at Yarmouk University No. (4) of 1984.
 - 2- The student must be transferred from a university, institute, or university college recognized by the university.
 - 3- Student's previous studies shall take the form of regularity and submit a document proving that he/she has completed at least 70% of the official study.
 - 4- The student must be accepted at his/her university in the regular program.
 - 5- a. The student have completed successfully, at the university he/she is transferring from, at least 30 credit hours or equivalent that are included in his/her GPA, with a GPA of not less than Very Good rating. Nine of the 30 credit hours must be from the department into which the students is transferring. The number of students should not be more that 10% of the students accepted in the specialty. (Deans Council decision in session no. 25/2018 dated 10/7/2018).

- b. Applications for transfer to the University shall be submitted to Admission and Registration Department, and the Admission and Registration Committee shall decide according to the conditions mentioned in paragraph (A) above.
- c. The Head of Admissions and Registration Department shall transfer the accepted applications to the Dean of the concerned Faculty in order to calculate the number of courses, the student took at his/her university that will go towards his/her new record. All courses in which the student succeeded in at his/her previous university and are equivalent to courses in the department's study plan which the student is transferring to Shall be counted, not more than (60) credit hours will be counted. (Amended by the Deans Council decision session no. 26/2014 on 30/6/2014). **(And Equating courses until the end of the second semester of the student's enrollment who is transferred to the university** in accordance with the decision of the Higher Education Council at its 8th session held on 21/7/2014 Decision No. 243).
- d. The grades of courses studied by the student in other university shall not be counted in his/her GPA at Yarmouk University. **The minimum grades of courses studied by the student for bachelor's degree in universities outside the Kingdom and wishing to move to Yarmouk University to complete the rest of his studies for the same degree is 60% or equivalent for the purposes of equating.** (Amended by the Deans' Council decision at session no. 26/2014 dated 30/6/2014).
- e. One semester of the maximum limit for the graduating years of the transferred student is deducted for each (15) credit hours of the hours counted for him/her.



Calculating Credit Hours from outside of Yarmouk University for Yarmouk University students

Article 16:

- A. With the approval of the concerned Dean and the Director of the Admissions and Registration Department, upon the recommendation of the head of the academic department, the student may study maximum of (9) credit hours in Summer Semesters at one of the official Jordanian universities if the courses are not from the university or faculty compulsory requirements, and not to be studied in the last two semesters at Yarmouk University. The Director of Admissions and Registration Department shall send a transcript of grades, the student has studied, to the Dean of the concerned faculty in order to calculate these hours, the student gets the mark (exempted) if he/she obtains a (60%) or above or equivalent in each course according to paragraphs (C,D,E) of Article (15) of these instructions. The amount counted for the student after admission to the university until graduation shall not exceed (18) credit hours.(Deans Council decision at session no.11/2013 on 1/4/2013).
- B. If a student is accepted at Yarmouk University and has successfully completed credit hours at another university, he/she may request from the Faculty Dean to calculate these courses in accordance with paragraphs (C, D, E) of Article 15 of these Instructions, **only if he/she has not dropped out studying at his/her university for four years or more.**
- C. 1. Credit hours, which a student successfully completes in another university, will not be counted in the last two semesters of his/her study at Yarmouk University, as well as any summer semester between them.
2. Students who have benefited from student exchange agreements with other universities are excluded, and any other exceptional cases are to be presented to the Deans' Council for appropriate decision.
- D. The student may not study any course in other universities during the postponement period.

Article 17:

In all cases mentioned in Articles (15 and 16) of these Regulations, the total number of hours counted for a student outside the University shall not exceed (60) credit hours.

Transfer from one department to another in the University

Article 18:

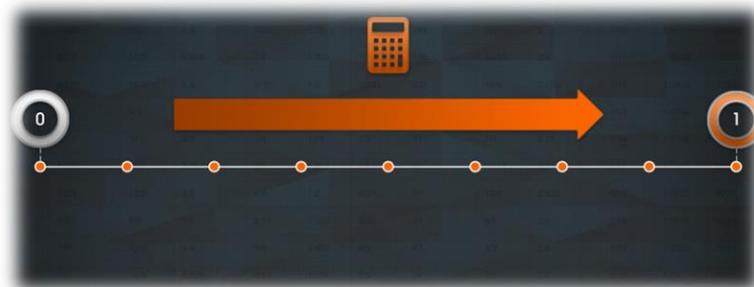
A. University President forms a committee that is called "the committee of students transfer", headed by one of the vice presidents, and the membership of (the dean of the concerned faculty (the faculty which the student wants to transfer to), the director of registration and admission department to review the transfer applications, the committee presents its recommendations to the university president to approve them.

B. Applications of transfer shall be submitted to the Admission and Registration Department before the beginning of the final exams for each semester. The committee mentioned in paragraph (A) of this article should specify the vacancies, not to exceed the capacity of specialization with maximum of 10% from the number of students accepted in the specialization in that year. The committee should give its decision before the beginning of the period of "adding and withdrawing courses" for the semester that precedes the date of transfer applications, according to the following terms:

- 1- Student shall not be already transferred from one specialization to another in the university.
- 2- Student shall not be dismissed from the specialization he/she is applying for.
- 3- The student's average in the or what is equivalent, who is competitively accepted must be accepted in the specialization to which he/she wishes to transfer to in the year of joining the university, or the student must have studied at least (30) credit hours successfully at the university and has grades in number and has obtained a GPA of not less than very good. (21) credit hours of them are within the study plan and (9) credit hours approved by the deans council upon a recommendation from the faculty council and a recommendation from the department council which the student would like to transfer to. The prerequisite of the course must be taken into consideration, and the course grade must be not less than 70%.



- 4- Student who was re-accepted in the university according to a new secondary exam average, and transferred before from one specialization to another, is allowed to transfer for another time.
 - 5- In other cases, the secondary exam average, in the specialization that the student was accepted according to it must be higher than the average required for the specialization he/she wants to transfer to, at the year of joining the university.
 - 6- In all cases, Acceptance Regulations of the university must be considered.
- C. Admissions and Registration Department calculates all the courses studied by the student at the university whether the student succeeded or failed in them within the compulsory requirement in the study plan of the department to which he/she is moving to. Student may request for calculating the courses he/she studied and succeeded in within university or faculty elective requirements, or the department he/she is transferring to, and that's only for one time, the grades of all counted courseware included in the GPA (taking into account the provisions of Article (10) of these instructions), and the study plan of the department to which he/she is transferring during the year of transfer.



- D.** The student shall be subject to the provisions of being under academic monitoring and dismissal conditions and one semester shall be deducted from the maximum limit for the years of graduation for each (15) credit

hours counted in the GPA whether the student succeeded or failed in them as well as the course grades (success, fail).

Note: The fees for transfer application from one specialization to another in the university are as follows:

Regular Program: (5) five JOD for students admitted to the regular program

Parallel Program: (10) ten JOD for students admitted to the parallel program

(Board of Trustees decision at session no. 2013 on 9/9/2013 and is applicable as of the second semester of 2013/2014).

Requirements for Obtaining a Bachelor's Degree

Article 19:

The bachelor's degree is awarded to the student after completing the following requirements:

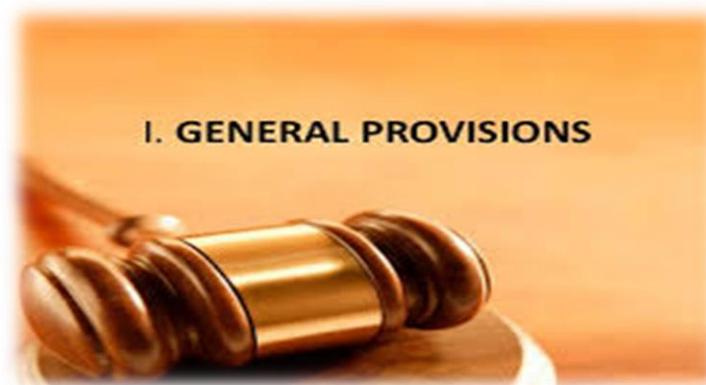
- A. Succeed in all courses required according to their study plan for the Bachelor's degree in the specialization department and obtaining an average not less than (60%) in these courses.
- B. Not exceeding the maximum period of graduation years stipulated in paragraph (A) of Article (7) of these Instructions.
- C. To register as a regular student in the last two semesters at the university, including the semester in which he/she graduates.
- D. Adhere to the provisions of article (17) of these instructions where necessary.



General Provisions

Article 20:

- A. If the student's graduations is determined by taking a course or two in the semester of graduation; the department council may allow the student to study one or two alternative courses if the courses are at a similar level or higher and in a subject close to the course content in one of the following cases:
- 1- If the course is not offered in any semester, including the summer semester.
 - 2- If there is a contradiction in the student's program that can't be resolved.
 - 3- If the student fails the course three times.
(Deans Council decision at session no. (2/2012) dated 9/1/2012).
- B. (1) If the student does not graduate for any reason, the alternative courses in which he/she succeeded are not considered an acquired right except in the case of repeated failure, or in the case of not offering the original course in the next semester, or having an irresolvable contradiction, including the summer semester. (Deans Council decision at session no. (38/2011) Date 19/9/2011 Amended to decision no. (578/2011) at session no. (34/2011) Date 22/8/2011)
- C. If the student studied a course from the compulsory requirements of his/her main specialization department, and this course was one of the compulsory requirements for his/her secondary specialization, he/she must study an optional course determined by the department of his main specialization. This course should be related to the student's specialization and should not be less than the level of the course. One course is not counted for more than one requirement.
- D. The head of the concerned department shall inform the decision for the Dean of his faculty in writing. The Dean shall inform the Director of Admissions and Registration Department in writing.



Article 21:

If the student needs less than (12) credit hours in the graduating semester, he/she may register the required hours.

Article 22:

- A. The Department of Specialization is responsible for following up the academic progress of the student enrolled in it and verifying that he/she fulfills the graduation requirements and must inform him/her regularly.
- B. The student who is expected to graduate at the end of a semester must fill out a special form at the Admission and Registration Department within two weeks from the beginning of the first and second semesters, and one week from the beginning of the summer semester. The registrar will verify that the student meets the graduation requirements in coordination with the specialization department.

Article 23:

- A. If a student holds a bachelor's degree from Yarmouk University in a specialization and would like to have a bachelor's degree in another specialization in the university, as well as a student with a bachelor's degree from other Jordanian universities, he/she must apply to the Unified Admission Office for a new admission, If the student is accepted then the Director of Admissions and Registration shall transfer his/her grades to the Dean of the faculty in charge of the courses in which he/she succeeded, and are within the study plan of the new specialization, the counted courses are not to be calculated in the student's GPA.
- B. Student who holds a bachelor's degree from non-Jordanian universities (regular study) and wants to study for a bachelor's degree in another specialization at the university must apply to join Yarmouk University in the parallel program and apply Article (23) (A) with the exception of the program type, the calculated grade shall not be less than 60%. (Amended by the Deans' Council decision at session no. 26/2014 dated 30/6/2014)
- C. If a regular student at Yarmouk University applied for a new admission, and accepted in the same department of specialization, he/she keeps his full academic record, completing the graduation requirements. In this case, the previous study period is calculated within the maximum limit of graduation years. If the student accepted in another department, the provisions of paragraphs (B) and (C) of Article (18) of these instructions shall apply to him/her.

**Article 24:**

The calculation of credit hours in accordance with the university requirements only, has been studying for more than seven years for the purposes of obtaining a degree, from the beginning of the second semester 2014/2015. (Article 24 was added to the decision of the Deans' Council at session no. 43/2014 dated 3/11/2014).

Article 25:

The student must obtain a university clearance form to complete the graduation procedures.

Article 26:

- A. The Bachelor's degree holds its due date and is awarded at the end of each semester.
- B. 1- Student who finished the requirements of obtaining the Bachelor's degree with (Acceptable)rate, and there was no decision made for his/her graduation; it is allowed to give the student an additional semester (private study), for the purpose of raising his/her GPA, but the student should pay double the fees for the credit hours in his/her specialization, (according to the specified fees at year of graduation), and not to exceed the legal period of study for his/her specialization.
2- The higher grade is to be counted in the GPA for the repeated courses of this semester. (this decision will be applied on students starting from the end of the second semester 2017/2018).

Article 27:

No student may invoke his ignorance of these instructions or not being informed of the publications issued by the university or of what is published on its notice board in relation to these instructions.

Article 28:

The Deans Council shall decide on the problems that may arise from the application of these instructions.



Article 29:

The University President, Faculty Deans, and the Director of Admissions and Registration are charged to implement the provisions of these instructions.

The Deans' Council at its session no. (24/2014) held on 16/6/2014 decided the following:

- If a university student is dismissed as a disciplinary punishment in any semester, 50% of the university fees that was paid for that semester are repaid to him once. If the students dismissed again, the fees will not be refunded to him/her.
- Automatically canceling the fees for students if they withdraw courses that they register from outside the study plan after the end of the permitted period of withdrawal period .

The Deans' Council at its session no. (41/2015) held on 21/12/2015 decided the following:

- 1- To approve exempting students who successful passed the placement test for computer skills course (C099) from studying this remedial course. If the student fails in the exam, he / she must take the course.
- 2- A student who has obtained either ICDL or Cambridge Certificate, instead of computer skills, will receive (3) credit hours only in the first two years of admission to the university, provided that the academic load does not exceed (18) credit hours if counted in the first two semesters, and (10) credit hours in the summer semester, and academic load can reach (21) credit hours in the first and second semesters only if the GPA is (80%) or more, (this decision is implemented from the beginning of the academic year 2016/2017).
- 3- Students of the faculty of Engineering and the faculty of Mass Communication are not allowed to register courses simultaneously with the field training regardless the place of that training (internal or external); the score of any course studied during field training will not

be approved. (Deans council decision in session no. 26/2017 dated on 17/7/2017)



Minors' Regulations

Article (1)

These regulations are called "Minors' regulation" at Yarmouk University and are operative from the beginning of the academic year 2017/2018.

Article (2)

Student who wants to study a minor in a specific specialization should apply for the department which have the minor and it must be within the specializations that are allowed by the main department of the student.

Article (3)

The department will review the applications of in accordance with the following terms:

- 1- The availability of a vacancy in the minor program.
- 2- The Branch of Secondary Exam allows the student to be accepted in the minor program.
- 3- The student must finish at least 45 credit hours successfully.
- 4- There is no previous requirement for the minor program.
- 5- The department of minor program must inform the registration department of their acceptance through a written letter attached to the

If you lose your university identity, go to the loan section in the university library to report it in order not to be misused by others, and then you should inform the Deanship of Student Affairs / Students Status Section to get another one

application of the student.



Instructions of Field Pharmaceutical Training for Pharmacy Students at Yarmouk University

Instructions No. (3) for the year 2016

Article (1)

These instructions are called (Field Pharmacy Training Instructions for Pharmacy Faculty students at Yarmouk University) and are operative starting from 25/4/2016.

Article (2)

The following words, wherever stated in these Instructions, shall have the meanings given to them as below unless the context indicates otherwise:

University:	Yarmouk University
Council:	Deans Council
Faculty:	Faculty of Pharmacy
Dean:	Dean of the Faculty of Pharmacy
Course:	PHAR 360 Field Pharmaceutical Training

Article (3)

The number of hours for the Field Pharmaceutical Training for students is (240) training hours, at a rate of (20) hours per week in the first or the second semester, and (30) hours per week for the summer semester.



Article (4)

The training shall be in one of the pharmaceutical institutions specialized in delivering medications to patients, such as community pharmacies and pharmacies of Private or Governmental Hospitals, in addition to the Virtual Pharmacy inside the Faculty.

Article (5)

The Field Pharmaceutical Training aims to be acquainted with the local and international medications companies and medications stores, and knowing the imported or manufactured medications of these companies by its scientific and commercial names and their agents.

Article (6)

- A. The field training is supervised by faculty members of pharmacists holding master's and doctorate degrees from the faculty and in cooperation with the responsible pharmacists in the accredited institutions.
- B. The tasks of the academic supervisor on the field training shall be as follows:
 - 1- Coordinating with the accredited pharmaceutical institutions to implement the special program of each trainee student.
 - 2- Coordinating with the accredited pharmaceutical institutions to follow up on the trainee student at the training work program and provide him/her with guidance, and help the trainee to have everything needed to ensure accomplishing the skills indicated in the training program.

- 3- Coordinating with the accredited pharmaceutical institutions to help the trainee to overcome difficulties and problems encountered during the training period, and provide appropriate solutions.
- 4- Coordinating with the accredited pharmaceutical institutions to prepare a report at the end of the training period, including a general assessment of the supervised trainee student, indicating the training time and commitment to attendance and seriousness in the training and skills gained during the training period and necessary suggestions to develop the training process.
- 5- Meet with trainee students in groups (each class alone) after the training hours at least two times during the semester at the faculty to discuss and follow up on the training issues.
- 6- Contact the pharmaceutical institutions to ask about the trainee student and make sure that he/she attends at least twice during the semester in random times and document that in writing.

Article (7)

The teaching load of the supervisor faculty member shall be calculated as one and a half credit hours per class, on-faculty specialized pharmacists are treated as part-time lecturers.

Article (8)

The students shall be divided into classes with a minimum of (25) students and maximum of (40) students per class.



Article (9)

Pharmaceutical institutions are accredited for the purpose of training by a decision of the Pharmacy Faculty Council, and it should be announced for students.

Article (10)

A. Students are evaluated at the end of this training course as follows:

- | | |
|--------------------------------------|-----|
| 1- Final theoretical exam: | 50% |
| 2- Training supervisor Report | 25% |
| 3- Pharmaceutical institution report | 15% |
| 4- Detailed report from the student | 10% |

According to the prepared forms that are approved by Dean of the Faculty of Pharmacy.

B. The student's grade in the training course is counted as Success or Fail and the passing score is 70%.

C. If the total training hours where less than (200) hours; then the student will be banned from attending the final exam.

Article (11)

Students may undertake field training outside the Hashemite Kingdom of Jordan, the field training site shall be approved by the Dean in advance (at least one month before the date of training), and submit the required documents and they should be certified. The student must pass the final training exam at the faculty upon his return. He shall not be exempted from the fees of the approved training hours, the exam will be conducted according to the international pharmaceutical companies.

Article (12)

During the field training period, the student shall be committed to the university regulations and the pharmaceutical institution instructions in which he/she trains, and shall be committed to the pre-specified training times.

Article (13)

The Council shall decide on cases where no provision has been mentioned in these instructions.

**There are Forms prepared and approved by the Dean
of the Faculty of Pharmacy to evaluate Students
after completing the training period**

Instructions of Specialized Pharmaceutical Training in Pharmacy Tracks

No. (1) for the year 2016

Article (1):

These instructions are called Specialized Training Instructions in the (pharmacy-industry specialization) track for the course (PHAR 565) specialized training in industrial pharmacy and (pharmacy-business) for the course of (PHAR 657) specialized training in pharmacy business, and are operative from the beginning of the summer semester 2016/2017.

Article (2)

The following words, wherever stated in these Instructions, shall have the meanings given to them as below unless the context indicates otherwise:

University:	Yarmouk University
Council:	Deans Council
Faculty:	Faculty of Pharmacy
Dean:	Dean of the Faculty of Pharmacy
Committee:	Student Training Committee formed by the Dean of the Faculty at the beginning of each academic year.

Article (3)

Students are allowed to start the specialized training in accordance with the following conditions:

- A. Completing at least 120 credit hours successfully, including the course (PHAR 330) the Technical Pharmacy in the (Pharmacy-Industry) track and the course (PHAR 340) of Business Principles in Pharmacology (Pharmacy-Business) track.
- B. The Dean may exclude the requirement of completing 120 credit hours successfully, and at least 85 credit hours. This exception applies to students of 2013/2014 and 2014/2015.
- C. The student shall train for 7 weeks with 30 hours per week and 210 hours of training during the summer semester. Students may not register theoretical or practical courses during that semester.
- D. A student who is expected to graduate during the first or second semesters may train for 15 hours per week with 210 practical hours, and is allowed to register no more than 7 credit hours with the

specialized training to comply with the Guidance Plan of 2013 Student.

- E. Training of students in factories, companies or warehouses of pharmaceuticals or related pharmaceutical establishments accredited by the Jordanian Food and Drug Administration.
- F. Students shall be distributed to the specialization of (pharmacy-industry track) or the specialization of (pharmacy-business track), provided that the number of students registered in one class for each track does not exceed 40 students.



Article (4)

- A. The specialized training is supervised by faculty members of pharmacists holding doctorate degrees from the faculty and in cooperation with the officials at pharmaceutical institutions.
- B. The tasks of the committee supervising the specialized training shall be as follows:
 - 1- Coordinating with accredited pharmaceutical institutions to follow up on the students training and ensure the implementation of the training program.
 - 2- Follow up the trainee student at the training work program and provide him/her with guidance, and help the trainee to have everything needed to ensure accomplishing the skills contained in the training program.

- 3- Helping the trainee to overcome difficulties and problems encountered during the training period, and provide appropriate solutions.
- 4- Follow up on the preparation of a report at the end of the training period, including a general assessment of the supervised trainee student, indicating the training time and commitment to attendance and seriousness in the training and skills gained during the training period and necessary suggestions to develop the training mechanism according to the approved faculty forms.
- 5- Ensure that the training supervisor visits each pharmaceutical institution at least for one time during the semester to follow up on the trainee student, in addition to follow up through phone calls and through the daily record approved by the Dean.

Article (5)

The Committee shall keep track of the place, date and hours of training signed by the Pharmaceutical Institution.

- A. The student is obliged to attend the lectures determined by the committee throughout the duration of the planned training.
- B. Article 8 of the Instructions for Granting the Bachelor's Degree in Yarmouk University No. (6) for the year 2008 related to regular attendance Shall Apply.

Article (6)

- A. Students are evaluated at the end of the training period as follows:
 - 1- The daily record of the student's training filled by the pharmaceutical institution, according to form No. (1) approved by the Dean, and 25% allocated to it.
 - 2- The report of the faculty member supervising the training according to form No. (2) approved by the Dean, and 25% allocated to it.
 - 3- The report of the pharmaceutical institution in which the student is trained according to form No. (3) approved by the Dean, and 25% allocated to it.
 - 4- A detailed report from the student with a presentation on his / her practical training according to form No. (4) approved by the Dean and 25% allocated to it.
- B. The student's grade in the training course is counted and the success score is 50% and it is included in the GPA.

Article (7)

During the period of the field training, the student shall be committed to the university regulations and the pharmaceutical institution instructions in which he/she trains, and to the pre-specified training times.

Article (8)

The Council shall decide on cases where no provision has been mentioned in these instructions.

Article (9)

The Dean is responsible for implementing these instructions.



Instructions No. (4) for the year 2015

Instructions of Granting a Bachelor's Degree in Medicine at Yarmouk University

**Issued by the Deans Council in accordance to the system of
Granting Degrees and Certificates at Yarmouk University**

No. (76) for the year 1976

Article (1)

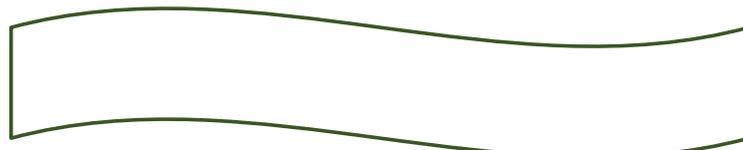
These instructions are called (Instructions for granting a Bachelor's Degree in Medicine at Yarmouk University) are to be applied starting from the beginning of the academic year 2015/2016.

The following words and phrases shall have the meanings given to them, unless the context indicates otherwise:

- University: Yarmouk University
- Dean: Dean of the Faculty of Medicine
- Faculty: Faculty of Pharmacy
- Council: Faculty Council
- Department: Any Department at the Faculty
- Academic Year: Three compulsory semesters (first, second and summer). The duration of the first and second semester is sixteen weeks, including the examination period, and the summer semester is eight weeks, including the examination period.
- Credit Hours: An academic evaluation unit that means student's attendance of sixteen (16) theoretical lectures or at least (32) hours of practical, field or clinical training. Each week, clinical training is equivalent to 1,125% credit hours.
- Study load: The number of credit hours that students are allowed to register in one semester or academic year.

Article (2)

These instructions apply to students of the Faculty of Medicine who are regularly registered to obtain a Bachelor's Degree in Medicine at the University.



Study Plan

Article (3)

The Deans Council approves the study plan which leads to obtaining the bachelor's degree in medicine with the recommendation of the Faculty Council based on the suggestions of the Departmental Councils.

Article (4)

- A. The study plan for obtaining a Bachelor's degree in medicine is compulsory annual plan in all years of study.
- B.
- 1- Each course of the study plan has its own credit hours and is indicated in the study plan by a decision of the Deans Council on the recommendation of the Departments Council and the endorsement of the Faculty Council.
 - 2- Each course of the study plan shall be given its own number.
 - 3- The number of credit hours, the number of lectures, or the number of weekly lab hours, or the number of field training hours or the number of clinical training weeks, shall be mentioned for each course in the study plan, and also the duration of studying the course in the academic year. The results of the course shall be quarterly or annually.
- C. The credit hours for each course in the first, second and third years are assessed on the basis that the lecture, seminar or panel for (16) weeks is considered one credit hour. The laboratory hours, the practical application, and the research project are evaluated for each course separately. In all cases, the credit hour count shall not be less than two hours per week for a period of (16) weeks.
- D. Credit hours are calculated in the fourth, fifth and sixth years on the basis that each week of clinical training is equivalent to (1,125) credit hours.

Article (5)

- A. The minimum number of credit hours required for obtaining a Bachelor's Degree in Medicine is (257) two hundred and fifty-seven credit hours.
- B. Credit hours are distributed as follows:

Requirements	Number of Compulsory Credit Hours	Number of Optional Credit Hours	Total
University Requirements	12	15	27
Faculty Requirements	15	0	15
Specialization Requirements	212	3	215
Total	239	18	257

Duration of Study and Academic Load

Article(6)

- A. The study period for obtaining a Bachelor's degree in Medicine is six years of study and the study plan shows the subjects studied in each academic year.
- B. The maximum period of study for a Bachelor's Degree in Medicine is (8) eight years of study.
- C. Taking into consideration the provisions of paragraph (B) of this Article, students may not spend more than two academic years in any of the first five years and more than three years in the sixth year.
- D. The maximum number of credit hours allowed in the first or second semesters is (18 credit hours) and (10) credit hours in the summer semester of the first, second and third years, and the permitted academic load in the mentioned years and in the first or second semesters is (21) credit hours and (12) credit hours in the summer semester, in justified cases and with the approval of the Dean.
- E. The academic year is two semesters of sixteen weeks each, including the examination period, in addition to a summer semester of (8) weeks including exams.
- F. The Faculty of Medicine sets its own academic calendar at the beginning of each academic year after getting the approval of Deans Council.



Regular Attendance

Article (7)

- A. Students are required to attend all the theoretical lectures, discussions, practical and clinical training, and field visits scheduled for each course in the study plan. The course teacher registers attendance and absence on special lists.

- B. Students are not allowed to miss more than (15%) of the total hours for each course.
- C. If the student misses more than 15% of the total number of hours specified for a course without a compelling or medical excuse approved by the Dean, the teacher must prevent the student from attending all subsequent examinations and give him/her the minimum grade of (35%) "Deprived for absence" and this grade shall be counted within the student's average for that year.
- D. If the student misses more than (15%) of the total number of hours specified for a course, and this absence is because of a compelling excuse accepted by the Faculty Dean or of a medical excuse, the Dean shall allow the student to continue the course. The absence shall not exceed (30%) of the hours. If the student's absence exceeds (30%) with a compelling or medical excuse then the Faculty Council consider him/her withdrawn from the academic year. Before the beginning of final exams, and the Dean will inform the Admissions and Registration Department in writing or electronically. (the student will be considered postponing his/her study for that year), except for the first semester of admission, the requirements of the University are excluded where the general instructions regarding withdrawal from courses are applied.



- E. The medical excuse is required to be certificate by the medical reference authorized by Yarmouk University, and if this is not possible, the Faculty Dean is to approve or reject the submitted report. The student must submit the requested medical report to the Dean within one week from the date of dismissal of the excuse. The Dean shall inform his decision to the student's teachers.
- F. If the student dropped out practical training for a period not exceeding (25%) of the training period, and if the interruption is for a compulsive or medical excuse accepted by the Dean, the Dean may allow the

student to compensate for the absent period of training, if the Dean believes that this does not technically affect the training, this does not include practical training in hospitals and clinics supervised by faculty members.

Examinations, Grades, and Averages

Article (8)

- A. The final grade for each course is calculated out of (100) and to the nearest integer.
- B.
 1. The final grade for each course is the sum of the final exam grades and the quarterly assignments grades.
 2. The final exam for each course shall be held once at the end of the semester, according to the course nature, the exam shall be written and inclusive of the course curriculum, the final exam may include an oral or practical part or reports, for a certain percentage specified by the concerned Department.
 3. The quarterly assignments of each course includes the following:
 - a. Oral examinations, reports or research.
 - b. Quarterly or annual examinations depending on the nature of the course, determined for students at the beginning of the semester or year.



4. Any student who misses an announced quarterly or annual exam with a compulsive excuse accepted by the faculty dean offering the course, or a medical excuse, must provide proof of his excuse within one week from the date of cancellation of the excuse. In this case, the course teacher shall hold a compensatory exam for the student in the manner he deems appropriate.
5. Any student who misses an announced final exam without a compulsive excuse accepted by faculty dean or a medical excuse,

will take the grade (zero) in that exam, and shall be counted in his final grade.

6. All examination papers, reports and research papers shall be returned to the student after correcting them and registering their grades. The final examination papers are kept by the teacher for one semester.

7. If the student did not attend the final exam for a course with an excuse accepted by the Dean, the Dean shall inform his decision of accepting the excuse to the course teacher and the Director of the Admission and Registration Department to put an "incomplete" grade for this course. The student must take the final exam in this course within a maximum of four weeks from the beginning of the following semester in which he received an "incomplete" mark. The summer semester is considered a semester for this purpose if the student studies it. If the student fails to attend the exam in the proposed period, his/her mark shall be considered zero in that exam.

8. A student who has an "incomplete" notice may not postpone his/her studies at the University for the following semester (s) until this notice is removed within the period specified in this Article. Otherwise, the Admissions and Registration Department registers the due mark from the quarterly assignments in that course.



C. The general framework of exams and their dates shall be as follows:

1- Courses of the first, second and third years and the first semester of the fourth year:

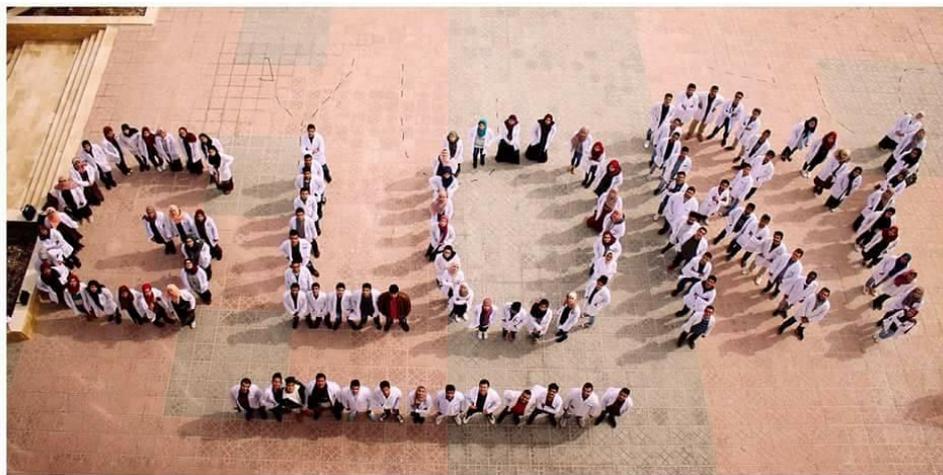
- a. Theoretical courses, and theoretical courses that contain practical part: specifying (50 %) for the quarterly assignments, where at least two quarterly exams are conducted. These exams may be in

the forms of written, oral, practical, computer, reports or research papers, all or some of them. The nature of the exams and their dates shall be determined for students at the beginning of each semester and as decided by the department council, which presents the course, and the examination papers shall be discussed with the students after correction and announce the results of the quarterly assignments for students before the start of the final exam, and the final exam is allocated (50%).

- b. The department council will present a presentation on how to distribute the grades for practical courses before the beginning of the semester.

2- Courses of the fourth year (second semester) and the fifth year, the final marks for each course shall be distributed as follows:

- a. (10%) for evaluating the course teacher or to the average of evaluation of the course teachers during clinical training.
- b. (40%) for the final clinical examination that takes place after completion of clinical training.
- c. (50%) for the written examination held at the end of the year according to the dates determined by the Faculty Council at the beginning of each academic year.



3- Courses of the sixth year, the elective courses results (elective faculty requirements) are success or fail, the final grades distributed for the other six year courses as follows:

- a. (40%) for quarterly assignments distributed as follows:
 - (10%) to evaluate the course teacher or course teachers during clinical training.

- (30%) for the clinical exam.

b. (60%) for the final exam distributed as follows:

- (50%) for the written exam.

- (10%) for the oral exam.

4- The Dean of the Faculty, in coordination with the Admission and Registration Department, shall determine the dates of the final examinations at the beginning of each academic year.

5- The departmental councils shall determine the method of evaluating any course of a special nature or research, determine the numbers and quality of the external examiners, and indicate how the grades are distributed. This distribution shall be approved by the Faculty Council at the beginning of each semester or academic year.



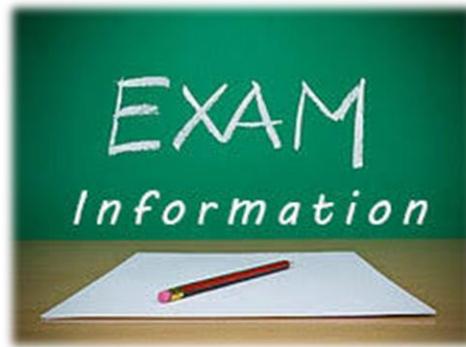
Article (9)

- A. The examination papers shall be discussed with the students after their correction. All examination papers, reports and research papers shall be returned to students after correction. Final exam papers shall be kept by the course teachers for one semester.
- B. If the student wishes to object the final mark of a course, he/she may submit his objection within one week of the final result of the course to the head of the course department. The head of the department shall form a committee of two members of the teaching staff in the department (except for the course teacher) to review the mark. Then the mark that the student deserves shall be submitted to the Dean of the faculty to be presented to the faculty council.

The Dean shall inform the decision to the Admissions and Registration Department in writing within a maximum period of two weeks from the date of the result. A copy of the decision shall be sent to the Head of the student Department.

The Dean's Council shall be presented with any amendment in the final mark of any student expected to graduate.

- C. Teacher / Teachers and coordinators of the course are responsible for correcting all test papers and examinations for the courses they teach, and for checking their marks correctly and finally.
- D. The student pays an amount of 3 JOD for each application he/she submits to review any of his/her marks.



Article (10)

- A. The minimum grade to pass a course is (50%) and the minimum final grade of the course is (35%), and the minimum grade to pass the year is (60%).
- B. Course grades are classified according to the following table:

Grade	Rating	Code in Arabic	Code in English
90 – 100 %	Excellent	أ	A
80 – 89 %	Very Good	ب	B
70 – 79 %	Good	ج	C
60 – 69 %	Acceptable	د	D
50 – 59%	Weak	هـ	E
Less than 50 %	Fail	و	F

- C. The GPA is the total average of all grades for courses studied by the student whether successful or fail until the date of calculating that average. If the student obtains an "incomplete" result in some courses, his/her grades will be counted when the grades of these courses are completed. The rates are considered retrospective from the date the student obtains an "incomplete" result and all the procedures resulting there from.
- D. The annual average is calculated by multiplying the final grade with the number of credit hours for each course that the student study during the academic year, and dividing the sum of the resulting multiplication by the sum of the credit hours.

- E. The results of all the courses of university's compulsory and elective requirements that are included in the study plan are included in the calculation of the annual average for the first year according to the plan.
- F. The student's assessment is determined on the basis of the average of the courses he successfully studied in the study plan as follows:

GPA	Rating
84 – 100 %	Excellent
76 – less than 84 %	Very Good
68 – less than 76 %	Good
60 – less than 68 %	Acceptable

- G. All rates are calculated for the nearest one decimal.
- H. The Dean shall put the name of the student who receives an annual average of (84%) or more on the faculty honor list, and this shall be confirmed in his academic record, unless he is dismissed or previously failed in any course, and his academic load is not less than 12 hours per semester, or is under academic observation.
- I. The first student in the faculty is the student with the highest general average on the group with which he graduated, provided that the actual study period does not exceed (6) years.
- J. The head of the department shall be assigned as a coordinator for each multi-class course (3 classes and above), and shall coordinate with the classes teachers in terms of the content of the course, the text book, examinations and grades.
- K. The general average of the student at the Faculty of Medicine at graduation consists of:
- (75%) of the annual average for each of the first five years equally.
 - (25%) for the annual average for the sixth year.

The Deans Council at session no. (36/2015) held on 26/10/2015 decided the following:

- 1- If a student is accepted in the faculty of medicine and had studied courses in another Jordanian university before joining Yarmouk University, the courses he/she succeeded in and are calculated and included in his/her study plan, but are not included in his GPA, and he is exempt from studying it.
- 2- Provisions of granting the Bachelors Degree apply to Students of Medicine.



Moving from year to year

Article (11)

The student moves from one academic year to the next one if he/she fulfills the following two conditions:

- A. Success in each course of scientific courses studied in that year and determined in the study plan.
- B. Obtain an annual GPA of (60%) or more according to the definition of the annual average in (Article 10).

Article (12)

- A. Terms of moving from first year to second year:
 - 1- Obtaining an annual GPA of (60%) or more, and success in all the following scientific courses:(Bio 101, Chem 101, Phys 101, Chem 215, Med 110, Med 111, Med 112, Med 113).
 - 2- If the student fails in a scientific course or two at most of the scientific courses specified in paragraph (A / 1) of this article, he/she is entitled to sit for a completion exam in a course or two at most, before the start of the first semester of the next academic year, at a date to be determined by the faculty dean that offers the course.
 - 3- If the student succeeded in all the scientific courses mentioned in paragraph (A / 1) of this article, and the student has an average of less than (60%) he/she is entitled to sit for a completion exam in a course or two courses chosen by the student, before the start of the first semester of the year, at a the date determined by the faculty dean that offers the course.

- B. A student is considered Failing in the first year if:
- 1- Failed in more than two scientific courses of the scientific courses described in paragraph (A / 1) of this article.
 - 2- If the student fails after the completion exam in more than (3) credit hours, he/she does not move to the second year and is considered Failing in the first year.
 - 3- If the student does not receive an annual GPA of (60%) or more after sitting for the completion examination.
- C. If the student fails in the first year, he/she is allowed to study it again for one time only.
- D. In the case of failure of the student in the first year, the following shall apply to him/her:
- 1- Re-study all courses offered by the Faculty of Medicine: General Anatomy (Med 110), General Physiology (Med 112), Cellular Biology and tissue (Med 111), Biochemistry (Med 113) with a score less than (60%), and if the student re-studied them, the new grade of the restudied course is calculated.
- E. Other scientific courses for the first year (Phys 101), (Bio 101) and (Chem 101), in which the student succeeds with a score less than (60%) in that year, the student may re-study such courses or not according to his wishes, and if the student re-studied them, the new grade of the restudied course is calculated.
- F. The completion exam score shall be counted instead of the final score due to the course.
- G. Students who failed in the first year after the completion exam:
- 1- Students who fail in the first year after the completion exam are allowed to register (6) credit hours of the second year courses at most in the first or second semester while keeping the student at the level of the first year according to the following conditions:
 - a. The student average should be 60% or more.
 - b. The total number of hours that the student must re-study is (6) credit hours at most of the scientific courses shown in Article (12/D).
 - c. The courses that the student wishes to register must be from the second year of the study plan, except for the following courses: (Med 220 Respiratory system), (Med 221 Circulatory system), and (Med 222 Blood and Lymphatic system).
 - d. The total number of hours that the students are allowed to register during the semester is (9) credit hours maximum, including re-studied courses from the first year.
 - 2- First year students are allowed to register (9) credit hours at most from the second year study plan in the first semester as well as the second semester while keeping the student at the level of the first year.

- 3- If the student fails in any of the second year courses, he/she is not entitled to apply for a completion exam for these courses.
- 4- Success, repetition and completion instructions shall be applied to repeated courses from the first year.
- 5- The student will be responsible for registering courses from the following year if he / she fails in the current year.

Terms of Moving in Subsequent Years, after the First Year

Article (13)

- A. The student moves from one year to the next year in the subsequent years after the first year if he/she achieves the following:
- 1-Success in all scientific courses scheduled for that year according to the plan and obtaining an annual GPA of (60%) or more.
 - 2-If the student fails (9) credit hours or two courses of body systems courses in the second or third year or two clinical courses of the fourth or fifth year each individually, he/she is entitled to apply for a completion exam in the courses that he/she failed before the beginning of the next semester in a date determined by the Faculty Dean and if the student fails after the completion exam in any of them does not move to the next year and is considered failing in that year.
 - 3-If the student fails in two or less courses of the sixth year, he/she is entitled to apply for a completion exam in the courses he/she has failed after repeating the clinical training of the courses in which he/she failed, If the student succeeds in that exam, he/she shall be considered successful in the sixth year and if he/she fails, the student shall be considered failing in the sixth year and shall re-study all courses with scores less than (60%) in that year.
 - 4-If the student is successful in all courses for the second, third, fourth, fifth and sixth years, and has an annual GPA of less than (60%), he/she may apply for a completion exam in courses of a total number of (9) credit hours at most. Or two of the body systems courses, or two of the clinical courses chosen by the student from the courses of that year, before the beginning of the next academic year at a date determined by the Faculty Dean and if the student fails to raise the annual GPA to (60%) or more he/she does not move to the next year and considered failing in that year.



- B. Taking into account what is stated in paragraph (A) of this article, a student is considered failing in any year of the second, third, fourth, fifth and sixth years:
- 1- If he/she fails in course of hours (9) credit hours and more or in two courses of body systems or two clinical courses.
 - 2- If he/she does not receive an average of (60%) or more after sitting for the completion exam.
 - 3- If the student fails after the completion exam in any course of the scientific courses or courses of the body systems or the clinical courses, he/she does not move to the following year and is considered failing in that year.
- C. If the student fails in any of the second, third, fourth, and fifth years, he/she is permitted to repeat it for one time only (provided that the maximum limit specified in the instructions is not exceeded).
- D. If the student fails in the sixth year, he/she may repeat his/her studies twice at most (provided that the maximum limit stated in the instructions is not exceeded).
- E. If the student fails in any of the (second, third, fourth, fifth, sixth years), the following shall be applied to him/her: Re-study all the courses scheduled for that year from the Faculty of Medicine with a score less than (60%), the new grade of the re-studied courses is calculated.
- F. If the student sits for a completion exam in courses with a total number of (9) hours or less, or for two courses of the body systems or clinical courses; the new mark obtained after the completion exam shall be documented in the grades transcript, taking into account the following:
- 1- If his/her annual GPA before the completion exam was less than (60%), the new mark obtained shall be documented in the grades transcript, with an annual GPA of not less than 60% after the completion exam if the GPA exceeds that.

- 2- If the student's annual GPA is (60%) or more, the new mark obtained shall be documented in the grades transcript, he/she will get (60%) at most for the purpose of his/her final GPA of that year, even if his/her mark in the completion exam exceeds (60%).

Article (14)

Taking into account the provisions of Article (12) of these instructions, if the student repeated any year of the study years, the new grade will only be calculated, and he/she will only re-study courses that did not get a mark (60%) or more of the required courses according to the study plan.

Dismissal from the Faculty

Article (15)

Student shall be dismissed from the faculty in the following cases:

- 1- Failing twice in any of the first five years.
 - 2- Failing in any three years of study during the period of study.
 - 3- If the student cannot complete his/her studies within the proposed period of 8 years.
- A. Taking into account the provisions of Article (6), paragraph (B) and (C) of these instructions, the Deans Council, in special cases, shall consider the extension of the study duration for one year only for those who failed in the sixth year at the Faculty of Medicine, and consumed the maximum limit set for study, with the recommendation of the Faculty Council.
- B. All decisions of dismissal, whether from the department, faculty or the university, are issued by the Dean's Council upon the recommendation of the Director of Admissions and Registration Department. The Admissions and Registration Department shall notify the student electronically on the Student's Information System (SIS) link through the University website.



Dismissal

Postponement of Study

Article (16)

- A. The student must apply for postponement of his/her studies to the Dean's office within a maximum of seven academic days from the beginning of the academic year he/she wishes to postpone.
- B. The student may postpone his/her studies at the University for two years by a decision from the Faculty Council and for three years by a decision from the Deans Council, whether intermittent or continuous. The Dean shall inform the Director of Admissions and Registration Department, the Dean of Student Affairs, the Head of the Department, and any other concerned side.
- C. The duration of the postponement shall not be calculated from the maximum allowed period for obtaining a Bachelor's Degree in Medicine.
- D. It is not allowed to postpone the study of the new or transferred student until after one academic year of joining the faculty.
- E. If a student wishes to withdraw from the university, he/she must submit an application to the Admissions and Registration Department. In this case, it will be marked in his/her record as "withdrawn from the university", and will lose his/her place in the university. If the student wishes to enroll again at the university, he/she must submit a new application. If accepted, the applicant shall retain his/her full academic record to complete the graduation requirements according to the study plan in force upon his/her return to the university and the previous study period shall be calculated within the maximum limit of graduation years, provided that the student is required to enroll again in a period not exceeding four years from the date of withdrawal.
- F. If a student's total absence with an acceptable excuse exceeds (30%) of the specified hours for all courses; he/she is considered withdrawn from the academic year.
- G. The academic year from which the student is dismissed because of a disciplinary penalty shall not be counted within the maximum period of study, and the semester shall be treated as a school year.
- H. If a student of regular study has not registered at the university for that year and has not received written approval from the faculty dean to postpone his/her studies for that year, the student loses his/her place at the university. In the case of a compulsive excuse, a student may ask the faculty council to consider this period within the allowed postponement period. In all cases, if a student loses his/her place at the university for a second time, he/she may not return to study there.

- I. If the postponement of the study is approved, it shall be for the entire academic year.
- J. The student's registration shall be canceled if he/she does not pay the specified university fees at the end of the sixth week of the first and second semesters and the third week of the summer semester, and he/she shall be postponing for a whole year, provided that the year of postponement shall be calculated from the maximum limit of postponement.

Clinical Training

Article (17)

1. Students of the (4th, 5th, 6th) years are allowed to undergo clinical training in a hospital, center or institute for diagnosis and treatment in Jordan according to criteria set by the Faculty of Medicine. Hospitals, centers and institutes are determined by a decision from the university president based on a recommendation from the Medicine faculty council.
2. The sixth year students are allowed to spend no more than two months of the clinical training period specified in the study plan for that year in a university teaching hospital or a clinical institute inside or outside Jordan approved by the faculty council for this purpose. The student submits a written request to the Dean at least two months before starting training. The decision shall be issued by the Faculty Dean upon the recommendation from the concerned department. The University shall not bear any financial expenses resulting there from.



Article (18)

1. Clinical training for medical students in clinical years (fourth, fifth and sixth) is monitored through a daily clinical training record for each clinical section. The student must return it to the head of the department when the clinical training period is over.
2. The student is assessed based on the information contained in his or her clinical training record and any other required reports.

Requirements for Obtaining a Bachelor's Degree in the Faculty of Medicine

Article (19)

The Bachelor's Degree in Medicine is awarded after completing the following requirements:

- a. Success in all required subjects according to the planned study plan.
- b. Obtain a general average of not less than (60%).
- c. Do not exceed the maximum limit for graduation years stipulated in the instructions.



General Provisions

Article (20)

Graduation certificates are awarded when they are due at the end of each academic year, and the graduation ceremony is held once at the end of the academic year.

Article (21)

No student may object for not being aware of these instructions or not to be informed of the publications issued by the university or faculty or what's published on its bulletin boards or on the university website or sent to his/her e-mail regarding these instructions.

Article (22)

The student must obtain a university clearance form to complete the graduation procedures.

Article (23)

The Bachelor's degree holds its due date and is awarded at the end of each year.

Article (24)

The Deans Council shall decide in cases where no provision is made in the instructions.

Article (25)

The President of the University, the Faculty Dean, and the Director of the Admissions and Registration Department shall be responsible for implementing the provisions of these instructions.

Article (26)

These instructions shall cancel any previous instructions or decisions.



Instructions of Computerized Examination at Yarmouk University For the Year 2014

Article (1)

These instructions are called (Computerized Examination Instructions at Yarmouk University 2014) and shall be effective from the date of the Deans Council decision.

Article (2)

The following words, wherever stated in these Instructions, shall have the meanings given to them as below unless the context indicates otherwise:

University:	Yarmouk University.
President:	University President.
Dean:	Dean of the Faculty or the Director of the Center.
Head of Department:	Academic Department Head at the University.
Department:	Admissions and Registration Department.

Computerized Examinations: All exams that are automatically held in the specified laboratories.

Coordinator: The teacher designated in writing by the concerned department head or dean.

Student: Anyone who sits for any computerized exam held in accordance with these instructions.

Observer: Any person designated for the purposes of probation computerized examinations and ensuring that they are properly held in accordance with these instructions and according to the duties assigned to him/her.

Laboratory Technician: It is the person who is assigned to the supervise the laboratories where the computerized examinations are held and to perform the necessary duties to ensure that the examinations are conducted smoothly and properly.

**Article (3)**

These instructions include all computerized exams held at the university. All the exam associates must be committed by the terms, conditions and provisions that will follow in these instructions and all other relevant university instructions and related regulations and laws.

Article (4)

The Computerized Examinations Section in the Department is responsible for administering computerized examinations and ensuring their safe implementation.

Article (5)

A committee appointed by the President shall supervise the level examinations for new students. The Committee shall include representatives of the Department, Faculty of Information Technology and Computer Science, Faculty of Arts, Languages Center, and Deanship of Student Affairs.

Article (6)

The faculties determine the materials to be computerized before the beginning of the academic year and submit them to the Director of Admissions and Registration Department.

Article (7)

Examinations shall be scheduled through the Department as long as there are compliance to all the instructions pertaining to it, including the supplementary examinations, with a written request issued by the head of the department or the Dean, before a sufficient period of time. The Department decides on these requests to give priority to courses with the largest number of students.

Article (8)

The academic departments shall inform the computerized examination department of the cancellation or postponement of the examination 48 hours prior to the scheduled date.

Article (9)

Students shall be distributed to the computer devices in the laboratory according to lists prepared by the Computerized Examinations Section for that purpose, and the coordinator and observers, in cooperation with the laboratory supervisors, shall ensure compliance with these lists.

Article (10)

Two devices shall be allocated in each laboratory as backup devices in case of failure of one of the students' devices.

Article (11)

If there is a technical failure or a power cutoff in one or more laboratories that prevents the examination from being held or continued, and the duration of the exam lasts more than 20 minutes, the examination will be canceled and rescheduled.

**Article (12)**

The coordinator shall provide the Computerized Examination Section with a list of students who are not allowed to take the exam 48 hours before the exam in order to take the necessary technical procedures.

Article (13)

If the observers are late by the time of the beginning of the exam for more than quarter of an hour, the examination shall be canceled at that laboratory, and the canceled examinations shall be rescheduled later.

Article (14)

The coordinator or observer may allow late students to take the exam if they attend during the first ten (10) minutes of the exam, provided that no additional time is given to them and inform them with that. If the student is not allowed to enter, a note must be put next to his/her name on the attendance list as being "late" for the time allowed.

Article (15)

The observer shall not allow any student to leave the exam before passing half of the examination period.

Article (16)

The observer shall not allow the student to return to the examination room if he/she leaves after the actual start of the exam.

Article (17)

If a student does not attend the exam with an accepted excuse, the Dean will set a unified date for all students whose excuses are accepted in the week following the original exam date.

Article (18)

The coordinator must submit more than one sample of questions (minimum two), provided that the intersection ratio does not exceed (30%), and deliver them by hand to the computerized examination section and not to send them by e-mail.



Article (19)

Technical problems shall be reported at the time they occurred directly during the examination and shall be handled by the Computerized Examination Section and the Laboratory Supervisor in coordination with the Observer as follows:

- Transfer student to a backup device if it is not possible to repair the device and try to return the student to the point reached at the time of obstruction to complete his/her examination.
- If the attempt to complete the exam as described above does not succeed, the exam coordinator will make the decision either by giving the student the opportunity to retake the exam from the starting point at a subsequent session or to submit a supplementary exam later. The technician will inform the computerized examination section of such case.

Article (20)

The student must make sure that his/her exams are completed and that his/her answers are taken through receiving a message stating that or its results appear immediately. The student has full responsibility if he/she leaves the exam without the answers being approved.

Article (21)

If the student's result does not appear after the exam:

* The Computerized Examination Section checks the matter in coordination with the concerned entities. If it is proved that the student's grade did not appear because of a technical defect, the student has the right to apply for a supplementary examination in the manner determined by the coordinator.



Article (22)

The Computerized Examination Section may not disclose data on exams of previous classes except by written request from the head of the concerned academic department or the dean.

Article (23)

A copy of the examination data and results shall be kept on the system for a minimum of one academic year.

Article (24)

The University's instructions and regulations shall apply to cases of cheating that are discovered during the computerized examinations. The concerned Dean shall be the competent authority to investigate the issue, taking into consideration the following:

- The observer shall submit a report containing the statement of cheating, noting some of names of nearby students.
- When a student is suspected of impersonation:
The course coordinator/teacher and a university security officer are called before notifying the student of the suspicion, and the then verify the student identity.
The observer, coordinator and university security officer shall organize a violation note.
If the identity of the student is not proven and the suspect is not cooperating, a photograph of the student is taken for the purposes of investigation and is destroyed by the completion of the disciplinary action.



Article (25)

The student must do the following:

- Ensure the place and the number of the device allocated to him/her at least one day before the exam from the course teacher or through the website of the computerized examinations section.
- Attend the exam laboratory 10 minutes before the exam time.
- Bring the university ID card or civil Identification card and show it upon request, the card must be valid and the student's picture is clear.
- Report any technical failure immediately and not wait for the exam to finish.
- Full compliance with all instructions and instructions issued by the coordinator and observers during the examination and read the instructions that appear at the beginning of the exam and abide by them.
- Ensure that the exam is completed and that the answers are correctly approved.

Article (26)

Students are not allowed to do the following:

- Crowding at the door and entering in an unorganized manner and using a computer that is not allocated to them.
- Bring papers, books, cell phones or utilities, only in cases permitted by the coordinator.
- Eat or drink in exam computer labs.



Article (27)

The Coordinator shall do the following:

- Preparing the questions in coordination with the courses teachers and ensuring that they are delivered to the computerized examination section in the approved format two (working) days before the exam.
- Commitment to the times of starting and ending the exam.
- Check the exam in its final form and approve it through the means provided by the system at the time of delivering the questions.
- Ensure that there are sufficient number of observers by the department and / or the faculty at an average of at least one observer for 30 students.
- Do not ask the computerized exams section to make any changes during the examination session or re-arrange the students during the time of the examination.
- Make special arrangements for the examination of students with special needs (if any) at another time from the computerized exam.

Article (28)

The Computerized Examination Section should do the following:

- Schedule the examinations according to the requests received and ensure an appropriate time space between successive examinations in each laboratory.
- Determine the places of the computerized examinations for each course and announce their dates at least a week before the start of implementation and announce them on the website of the department.
- Manage the work of systems for computerized examinations in a safe and effective manner and to sustain these systems.
- Take the necessary measures to maintain the confidentiality of examinations.
- Follow up on the validity of the computer devices in laboratories and ensure its efficiency for the examinations, in collaboration with the laboratory supervisors.
- Issue results and deliver them to the exam coordinator in an official manner.

Article (29)

The laboratory supervisor should do the following:

- Ensure the validity of computer devices used in the exams before each exam.

- Assist in the process of entering students to laboratories and to guide them to the place allocated to them.
- Full cooperation with the exam coordinator and observers to ensure the success of the exam.
- Dealing with all technical problems during the exam in coordination with the computerized examination section.
- Not to allow students to enter the laboratory except with the presence of the exam observer.

Article (30)

The Observer shall do the following:

- Attend to the exam hall at least ten minutes before the beginning of the exam.
- Direct supervision of the process of entry and exit of students within the allowed time periods.
- Ensure that students are seated in their designated places.
- Check the identity of the student through the photo shown on the screen and his/her university ID card and if the photo does not appear the observer must guide the student to review the computerized examination section to download the photo later.
- Dealing with cheating attempts, documenting and taking action in coordination with the exam coordinator.
- Not to leave the laboratory and stay there until the last student leaves.
- Not allow students to bring cellular devices to the exam laboratories.

Article (31)

The Deans Council shall decide on matters that are not provided in these instructions and in the problems arising from their application.

Article (32)

The University President, the Deans and the Admissions and Registration Director are responsible for implementing these instructions.



Instructions No. (3) for the year 2013
Yarmouk University Student Participation
in Students Exchange Program with Partner Academic Institutions
Based on the System of Granting Scientific Degrees and Certificates
at Yarmouk University No. (118) for the year 2003 and Article
(17/B/11) of the (Jordanian Universities Law No. 20 of 2009) and its
Amendments

Article (1)

These rules and conditions apply to students of Yarmouk University who are enrolled in Bachelor's, Master's and Doctorate programs and are effective as of 24/6/2013.

Article (2)

The following words, wherever stated in these Instructions, shall have the meanings given to them as below unless the context indicates otherwise:

University: Yarmouk University.

Faculty: Any Faculty at the University.

Department: Any Department at a Faculty.

Deanship: Deanship of Scientific Research and Graduate Studies.

Student: Regular student at the University.

Students Exchange: Students enrolled in academic partner institutions under memorandums of understanding or agreements signed between them and the university, so that the student

pays university fees at the home university and is exempted from it in the partner academic institution, and the student is not considered postponing his/her studies but regular and uninterrupted.

Unit: Foreign Projects Unit.



Article (3)

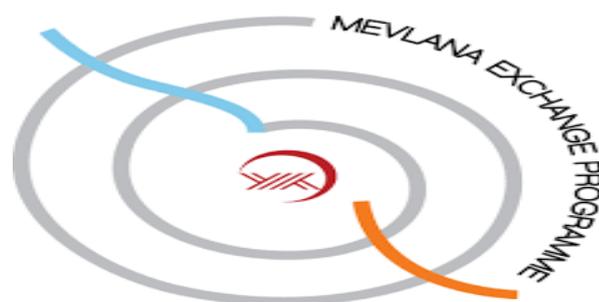
The following rules and conditions apply to undergraduate students at the University:

- 1- The student has successfully completed (36) credit hours as a minimum, unless the memorandum of understanding or agreement with the academic institution stipulates otherwise.
- 2- The student's GPA is at least "Good".



- 3- The period of exchange shall not be in the last two semesters of the student's study.
- 4- In spite of what is stated in the effective instructions for granting a bachelor's degree, a maximum of (34) credit hours may be calculated for the student, in a manner that does not conflict with the provisions of Article (15/C) of the instructions for granting a bachelor's degree No. (6) for the year 2008.
- 5- The student must fill out the "Learning Agreement" from which includes the list of courses the student is allowed to study what he/she wants in the partner academic institution, and the list of equivalent courses in the university, and obtain the approval of the Department, the Faculty, and

- the Admissions and Registration Department. The approval of the Department and the Faculty is considered a prior approval for equalizing courses by the Admissions and Registration Department after the return of the student as appropriate.
- 6- The student must pay the university fees for the semester he/she wishes to spend abroad, with (12) credit hours for the first or second semester, and (6) credit hours for the summer semester as a minimum, even if the actual number of equivalent hours is less than that. If the student wishes to equalize number of hours more than the minimum when he/she returns, he/she will pay the rest of the university fees incurred before approving to equalize the hours by the Department of Admissions and Registration at the University as appropriate.
 - 7- If the student is supported by any entity, he/she must obtain the prior approval from the scholarship authority to bear the consequences of these instructions to the student.
 - 8- If the student spends two semesters abroad, the above fees shall be paid for one semester only. The fees for the second semester shall be collected after his/her return, and before the approving equalize courses, he/she studies, by the Admissions and Registration Department, and before allowing the student to register for the following semester at the University.
 - 9- The Unit, with a recommendation from the Department and the Faculty, shall nominate the student appropriately in order to be accepted at the partner academic institution.



- 10- The Unit will provide the student with a letter of acceptance from the partner academic institution after the student provides the unit with a copy of the financial receipt of the paid fees.
- 11- If the student does not obtain the visa for any reason, the university fees paid by him/her are credited and will be used to complete the normal registration procedures.
- 12- The student must provide the unit with the approved document proving his attendance at the partner university.
- 13- The unit shall take the necessary action to obtain the student's grades transcript directly from the academic institution to be sent to the

Department of Admissions and Registration at the university to calculate the courses he/she has studied if they were from the courses mentioned in the learning agreement. Otherwise, it will be sent to the student's faculty to make the equalizing as appropriate.

14- a. If the student fails to provide the unit with a proof of attendance, his/her study is considered postponed and if he/she has expended the period of postponement, the student is considered to have lost his/her place at the University.

b. If the student is committed regularly in studying, and studied courses that do not equal any of the courses at Yarmouk University, his/her studies for that semester are considered postponed and if he has expended the period of postponement, the student is considered to have lost his/her place at the University.



Article (4)

The following rules and conditions apply to University Graduate Students:

- 1- The student has successfully completed (6) credit hours as a minimum, unless the memorandum of understanding or agreement with the partner institution provides otherwise.
- 2- The student's GPA is at least "Very Good".
- 3- The semester in which the student wishes to spend abroad shall not be the last semester of his/her studies university.
- 4- In spite of what is stated in the instructions for the granting the Master's and PhD degrees, it is permissible to calculate (9) credit hours for the student as a maximum, so that the number of hours calculated for the student during the period of study at the university does not exceed (12) credit hours.
- 5- The student must fill out the "Learning Agreement" from which includes the list of courses the student is allowed to study what he/she wants in the partner academic institution, and the list of equivalent courses in the university, and obtain the approval of the Department, the Faculty, and the Admissions and Registration Department. The approval of the Department and the Faculty is considered a prior approval forequalizing courses by the Admissions and Registration Department after the return of the student as appropriate.

- 6- The student must pay the university fees for the semester he/she wishes to spend abroad, with (6) credit hours for the first, second, or summer semester as a minimum, even if the actual number of equivalent hours is less than that. If the student wishes to equalize a number of hours more than the minimum when he/she returns, he/she will pay the rest of the university fees incurred before approving to equalize the hours by the Deanship and the Department of Admissions and Registration at the University.
- 7- If the student is supported by any entity, he/she must obtain the prior approval from the scholarship authority to bear the consequences of these instructions to the student.
- 8- If the student spends two semesters abroad, the above fees shall be paid for one semester only. The fees for the second semester shall be collected after his/her return, and before the approving equalize courses, he/she studies by the Admissions and Registration Department, and before allowing the student to register for the following semester at the University.
- 9- The Unit, with a recommendation from the Department and the Faculty, shall nominate the student appropriately in order to be accepted at the partner academic institution.
- 10- The Unit will provide the student with a letter of acceptance from the partner academic institution after the student provides the unit with a copy of the financial receipt of the paid fees.
- 11- If the student does not obtain the visa for any reason, the university fees paid by him/her are credited to the student and will be used to complete the normal registration procedures.
- 12- The student must provide the unit with the approved document proving his attendance at the partner university.
- 13- The unit shall take the necessary action to obtain the student's grades transcript directly from the academic institution to be sent to the Department of Admissions and Registration at the university to calculate the courses he/she has studied if they were from the courses mentioned in the learning agreement. Otherwise, it will be sent to the student's faculty to make the equalizing as appropriate.



- 14-a. If the student fails to provide the unit with a proof of attendance, his/her study is considered postponed and if he/she has expended the period of postponement, the student is considered to have lost his/her place at the University.
- b. If the student is committed regularly in studying, and studied courses that do not equal any of the courses at Yarmouk University, his/her studies for that semester are considered postponed and if he has expended the period of postponement, the student is considered to have lost his/her place at the University.

Article (5)

The Deans Council shall decide on cases where no provision has been mentioned in these instructions and any problems resulting from applying them.



Graduate Studies

The University currently has 19 PhD programs distributed as follows:

Faculty	Number of PhD Programs
Arts	2
Education	10
Sharia'a and Islamic Studies	4

There are (65) Master's programs distributed as follows:

Faculty	Number of Master's Programs
Arts	9
Education	14
Sharia'a and Islamic Studies	4
Sciences	9
Economics and Administrative Sciences	7
Physical Education	2
Archeology	4
Tourism	1
IT and Computer Sciences	3
Hijawi	4
Law	2
Fine Arts	2
Mass Communication	1



The Faculty of Economics and Administrative Sciences offers a Master program in Health Services Management Program. The program has been settled in the Department of Public Administration and disconnecting it with the Royal College of Surgeons / Dublin.

Study system: The University applies the credit hours system and requires commitment in the study and does not accept affiliation. The academic year consists of two main semesters and an optional summer semester.

* The Deans Council decided in session No. (45/2007) held on 19/10/2007, Granting an Award for the best Master thesis, PhD thesis, Academic Excellence for three students in the bachelor's degree in the University at the level of the second, third, and fourth year. Completing the procedures for obtaining this grant is through the Deans of Faculties.



Graduate Programs at Yarmouk University
2016/2017
General Framework for Obtaining a Doctorate degree at
Yarmouk University

Admission requirements

- 1- The applicant must have a master's degree or equivalent from a recognized university, college, or scientific institute, preceded by a bachelor's degree or equivalent.
- 2- Studies in the master's degree should be regular.
- 3- To fulfill the language requirements in accordance with the decision of the Higher Education Council.
- 4- The Bachelor's and Master's degrees should be in a subject that qualify the student for specialized study in the department in which he/she wishes to enroll.

The Maximum limit for Obtaining Doctoral degree

- 1- The maximum limit is ten semesters, and the summer semester is not counted for this purpose unless it was the admission semester for the student.
- 2- The maximum limit in acceptable cases may be extended to two semesters.
- 3- The student has the right to postpone for three consecutive or separate semesters (except the summer semester) by a decision of the Dean based on a recommendation of the Graduate Studies Committee in the department.



Requirements for obtaining a Ph.D.

1. The requirements for obtaining a PhD degree are specified as follows:
 - a. To study of at least (36) credit hours successfully with a cumulative average of not less than 80% of courses from level (700) according to the approved study plan distributed as follows:
 - (21)credit hours Compulsory courses.
 - (15)credit hours Elective courses.
 - b. Presenting a dissertation with an authentic contribution to the world of knowledge, and specify 18 credit hours for that.
 - c. Publication / acceptance of publication of at least one research in the subject of the dissertation, in refereed scientific journals.
2. In spite of what's mentioned in paragraphs (a) and (b) above, a study may be conducted on (6) credit hours of the level (600), with the recommendation of the Graduate Studies Committee in the Department and the Dean's approval. The courses grades are included in the student's GPA, provided that they are not included with the requirements of a previous degree.
3. The student must begin to study the remedial courses and complete them during the first year of enrollment in the program and they not calculated with the student's GPA. The student is not allowed to register courses of his study plan after that if he/she does not finish the remedial courses successfully.
4. Complete any additional requirements (including the language in which the dissertation is written), recommended in special cases by the Graduate Studies Committee of the Section and approved by the Council.



Study Load

The minimum study load per semester is (6) credit hours, and the maximum is (12) credit hours, and the maximum in the summer semester is (6) credit hours.

Postponement of Study

- a. A student may postpone his/her studies for a maximum of three consecutive or separate semesters (except summer semester) by a decision of the Dean, and a request from the student, and the recommendation of the Graduate Studies Committee in the department. This shall be done during the first eight weeks of the semester which the student wishes to postpone. The decision shall be conveyed to the Director of Admissions and Registration and the concerned Department. The duration of postponement is not calculated from the maximum limit of study years.
- b. The student cannot postpone the study in the first semester in which he was admitted to the program.



The General Framework for Obtaining a Master's Degree at Yarmouk University

Admission Requirements

1. The applicant must have a bachelor's degree or equivalent from a recognized university, college, or scientific institute.
2. Studies in the bachelor's degree should be regular.
3. To fulfill the language requirements in accordance with the decision of the Higher Education Council.
4. The Bachelor's degree should be in a subject that qualify the student for specialized study in the department in which he/she wishes to enroll.

The Maximum limit for Obtaining Master's degree

1. The maximum limit is six semesters, and the summer semester is not counted for this purpose unless it was the admission semester for the student.
2. The student has the right to postpone for two consecutive or separate semesters (except the summer semester) by a decision of the Dean based on a recommendation of the Graduate Studies Committee in the department.
3. The maximum limit in acceptable cases may be extended to two semesters.
4. To fulfill the language requirements (in accordance with the decision of the Higher Education Council).



Requirements for obtaining a Master's Degree

- The master's program has two tracks: the thesis track and the comprehensive examination track (without a thesis). The requirements for obtaining a master's degree are (33) thirty-three credit hours at least, and they are distributed as follows:

A. Master's program thesis track includes:

1- To study of at least (24) twenty four credit hours successfully of courses from level (600) and above according to the study plan approved by the department with a GPA of not less than (75%) distributed as follows:

- (15)credit hours Compulsory courses minimum.
- (9)credit hours Elective courses maximum.

2- Presenting a thesis with an authentic contribution to the world of knowledge, and specify (9) credit hours for that.

B. Master's program comprehensive examination track includes:

1- To study of at least (33) thirty-three credit hours successfully of courses from level (600) and above according to the study plan approved by the department and pass them according to provisions of article (24), with a GPA of not less than (75%) distributed as follows:

- (24)credit hours Compulsory courses minimum.
- (9)credit hours Elective courses maximum.

2- Pass a comprehensive examination as provided in Articles 27-30 of these Instructions.

C. Conditions of applying for conversion from the comprehensive examination track to the thesis track:

1. The student's GPA should not be less than (80%).
2. The availability of a supervisor, and that the supervisory load allows supervision.
3. Student has completed the study of (18) credit hours of his/her study plan.
4. Any other conditions that the Section deems appropriate.

Study Load

The minimum study load per semester is (6) credit hours, and the maximum is (12) credit hours, and the maximum in the summer semester is (6) credit hours. If the number of credit hours from level (600) and above does not exceed (6) credit hours, and in exceptional cases may extend the maximum limit to two semesters.

Postponement of Study

- a. A student may postpone his/her studies for a maximum of two consecutive or separate semesters for the whole study period in the program he/she is accepted in, by a decision of the Dean, and a request from the student, and the recommendation of the Graduate Studies Committee in the department. This shall be done during the first eight weeks of the semester which the student wishes to postpone. The decision shall be conveyed to the Director of Admissions and Registration and the department head. The duration of postponement is not calculated from the maximum limit of study years.
- b. The student cannot postpone the study until after one semester of his/her studies at the university. This applies to the student who moves from one program to another.



Documents to be attached with the application and not to be given back

Jordanian applicants:

1. Certified copies from the Ministry of Higher Education and Scientific Research on:
 - Bachelor's degree certificate for applicants for Master's programs, and the Bachelor's and Master's degrees certificates for applicants for Doctoral programs.
 - Grades transcript of Bachelor's degrees for applicants for Master's programs and the transcripts of Bachelor's and Master's degrees for applicants for Doctoral programs.

Note: (Students can certify copies of certificates from the Deanship of Student Affairs at Yarmouk University if they have the original certificates certified by the Jordanian Ministry of Higher Education).

2. Certified copies from the Civil Status Department for birth certificate, passport, personal ID, and family book (student and parent page).
3. A certified copy of the military service book for Jordanian males born 1989 or later, or the certificate of termination or exemption from it.
4. A letter of approval to study for those who work in the Jordanian Arm Forces, Public Security or any other entity that requires the applicant to obtain prior approval.
5. Equation of the Ministry of Higher Education for non-Jordanian certificates that need to be equated.
6. Grading System at the university issuing such certificates (for certificates with points or letters).
7. Two personal pictures measuring (4 × 6).
8. A receipt of JD15 paid to the Finance Department at Yarmouk University for each application for a Master's or PhD program submitted by any academic department at the University for Jordanian students.
9. Foreign language test mark.
10. Certificate of good behavior from the university from which the student graduated.



Non-Jordanian Applicants:

1. A copy of the Secondary Exam Certificate.
2. Certified copy from the Ministry of Higher Education and Scientific Research and one that is not certified for the following documents:
 - Bachelor's degree certificate (Graduation Document) for applicants for Master's programs, and the Bachelor's and Master's degrees certificates for applicants for Doctoral programs.
 - Grades transcript of Bachelor's degrees for applicants for Master's programs and the transcripts of Bachelor's and Master's degrees for applicants for Doctoral programs.
3. Copy of a passport.
4. Approval of the study (No Objection) from the accredited institution in the applicant's country (Saudi, Kuwaiti, and Omani applicants).
5. Equation of the Ministry of Higher Education for non-Jordanian certificates that need to be equated.
6. Grading System at the university issuing such certificates (for certificates with points or letters).
7. Two personal pictures measuring (4 × 6).
8. Foreign language test mark.



PhD Programs offered at Yarmouk University

Faculty	Department	Specialty
Arts	Arabic Language	<ul style="list-style-type: none"> - Language and Grammar - Literature and Criticism - Applied Arabic Linguistics (Stopped)
	History	<ul style="list-style-type: none"> - Islamic History and Islamic Civilization - Modern and Contemporary History
Education	Educational Administration and Foundations	<ul style="list-style-type: none"> - Educational Administration - Educational Foundations
	Counseling and Educational Psychology	<ul style="list-style-type: none"> - Educational Psychology - Measurement and Evaluation - Psychological Counseling
	Curricula and Instruction	<ul style="list-style-type: none"> - Social Studies Curriculum and Instruction Methods - Arabic Language Curriculum and Instruction Methods - English Language Curriculum and Instruction Methods - Science Curriculum and Instruction Methods - Mathematics Curriculum and Instruction Methods
Sharia'a& Islamic Studies	Foundations of Islamic Religion	<ul style="list-style-type: none"> - Interpretation and Sciences of the Qur'an - Hadith and its Sciences
	Islamic Economics and Banking	<ul style="list-style-type: none"> - Islamic Economics and Banking
	Islamic Studies	<ul style="list-style-type: none"> - Islamic Education

Masters Programs offered at Yarmouk University

Faculty	Department	Specialty	Track	
			Thesis	Comprehensive Exam
Arts	- Arabic Language	- Literature and Criticism	✓	✓
		- Language and Grammar	✓	✓
	- English Language	- Literature and Criticism	✓	✓
		- Linguistics	✓	✓
	- Translation	- Translation	✓	✓
	- Modern Languages	- French Language (Stopped)	-	✓
	- History	- History	✓	✓
	- Geography	- Geography	✓	✓
- Political Sciences	- International Political Economic	✓	✓	
- Social Sciences	- Social Sciences	✓	✓	
Sciences	- Physics	- Physics	✓	-
		- Nuclear Physics (Suspended)	✓	✓
	- Chemistry	- Chemistry	✓	-
	- Biology	- Biology	✓	-
		- Vital Techniques	✓	-
	- Mathematics	- Mathematics	✓	✓
	- Statistics	- Statistics	✓	✓
	- Geology	- Geology	✓	-
- Environmental Sciences		✓	-	
Information Technology & Computer Sciences	- Computer Sciences	- Computer Sciences	✓	✓
	- Management Information Systems	- Management Information Systems	-	✓
	- Computer Information Systems	- Computer Information Systems	✓	✓
Economics & Administrative Sciences	- Economics	- Economics	✓	✓
	- Business Administration	- Business Administration	✓	✓
	- Public Administration	- Public Administration	✓	✓
		- Management	-	✓
	- Accounting	- Accounting	✓	✓
	- Financial and Banking Sciences	- Financial and Banking Sciences	✓	✓
Education	- Educational Administration and Foundations	- Educational Administration	✓	✓
		- Educational Foundations	✓	✓
		- Educational Supervision	-	✓
	- Counseling and Educational Psychology	- Educational Psychology	✓	✓
		- Psychological Counseling	✓	✓
		- Measurement and Evaluation	✓	✓
	- Curricula and Instruction	- Special Education	✓	✓
		- Arabic Language Curriculum and Instruction Methods	✓	✓
		- English Language Curriculum and Instruction Methods	✓	✓
		- Science Curriculum and Instruction Methods	✓	✓
- Mathematics Curriculum and Instruction Methods	✓	✓		

		- Social Studies Curriculum and Instruction Methods	✓	✓
		- Vocational Education curriculum and Instruction Methods	-	✓
		- Teaching Techniques	✓	✓

Masters Programs offered at Yarmouk University

Faculty	Department	Specialty	Track	
			Thesis	Comprehensive Exam
Sharia'a	- Islamic Religion Foundations	- Islamic Religion Foundations	✓	✓
	- Fiqh and its Foundations	- Fiqh and its Foundations	✓	✓
	- Islamic Economics and Banking	- Islamic Economics and Banking	✓	✓
	- Islamic Studies	- Islamic Education	✓	✓
Physical Education	- Sports Science	- Sports Science / Movement Science	✓	✓
	- Physical Education	- Physical Education	✓	✓
Law	- Private Law	- Commercial Law	✓	✓
		- Civil Law	✓	✓
	- Public Law	- Administrative Law	✓	✓
Hijawi for Engineering Technology	- Computer Engineering	- Industrial Automation	✓	-
		- Embedded Systems	✓	✓
	- Telecommunications Engineering	- Wireless Communication Engineering	✓	✓
	- Electrical Power Engineering	- Electrical Power Engineering	✓	✓
Archeology & Anthropology	- Archeology	- Archeology	✓	-
	- Anthropology	- Anthropology	✓	-
	- Epigraphy	- Epigraphy	✓	-
	- Conservation and Management of Heritage Recourses	- Management of Heritage Recourses	✓	✓
Tourism	- Tourism	- Tourism and Traveling	-	✓
Fine Arts	- Plastic Arts	- Plastic Arts	✓	-
	- Music	- Music	✓	-
Mass Communication	- Journalism	- Mass Communication	✓	✓

**There are other Instructions and Publications for Students of
Graduate Studies found in the Deanship of
Graduate Studies and Scientific Research**



Tuition Fees for Graduate Studies

Fees for the Health Services Administration Program for Jordanian students are (JD 175 per hour) and for Non-Jordanians (500\$ US Dollars per hour), noting that the study is in Amman at the Institute of Public Administration and that the program is disconnected with the Irish Society of Surgeons (Dublin).

Program / Specialty	Fees for Jordanian Students in JOD	Fees for Non-Jordanian Students in US Dollars
Master's / Humanities	70 per credit hour	225 per credit hour
Master's / Scientific	80 per credit hour	300 per credit hour
Master's / Engineering	80 per credit hour	300 per credit hour
PhD / Humanities	100 per credit hour	350 per credit hour
Application fees for one-time for any of the graduate programs (Masters and PhD)	15	50
Enrollment fee for one-time for any of the graduate programs (Masters and PhD)	162	765
IT services fees	10 per semester	15 per semester
Internet services	25 for the whole year	50 for the whole year
Other charges	25	187.5
Fees for using Educational and Research Resources (Each Semester)		
Master's / Human-social Faculties	40	200
Master's / Scientific and Engineering Faculties	75	400
PhD Human-social Faculties	75	400
Graduate Studies Costs in the light of University Fees		
Master's / Human-social Specialties	3000 - 3500	10.000 – 11.000
Master's / Science and Engineering Specialties	3500 – 4000	13.900 – 14.900
PhD / Human-social Specialties	5500 - 6500	19.600 – 20.600



Deanship of Student Affairs

The Deanship of Student Affairs at Yarmouk University plays a major role in achieving the University's mission. The student as the center of the educational process is the basic pillar of the University's philosophy. Therefore, the Deanship is interested in the student's personality in an integrated manner, including the psychological, social and financial aspects, providing all the needed services. It also acts as the interface between the student and the various departments of the University on one hand, and the local community on the other.

The University offers financial and in-kind incentives to the academically outstanding students and participants in the artistic, sports, and cultural extracurricular activities organized by the Deanship.

This unique role of the Deanship makes it the most effecting to students, and it seeks to achieve its mission through its various departments and sections, there are four main departments working within one framework of targeted and studied plans and programs and those departments are:



Student Services Department

Office No. 108 phone ext. (3054/3060)

It deals with the provision of student services in its various forms of health, physical and social services, this department receives new students and provide guidance services for the student throughout his/her studies.

The department includes the following sections:

1. Students Status Section/ Offices no. (110, 122, 123) Tel. ext. (2054/3051/2064).

This section provides the following services:

- a. Issuing Students University Identification Cards.
- b. Make a record of student information and issue many documents of interest such as Good Behavior, and Private Funding documents.
- c. For the purpose of issuing the University ID Card, the student must bring a personal photo and personal id proof.
- d. Students who lose their university identity should inform the University Security Department and the Lending Department at the University Library, in order not to misuse their lost ID, which may cause taking responsibility for misuse.
- e. Complete the procedures of postponement and retaining of the tuition fees for a semester if the student has a medical condition that

validating to the committee that he/she is unable to continue studying for this semester.



2. Insurance Section / Offices no. (112, 113, 114 and 115) Tel. ext. (2058,2086,2964).

This section provides the following services according to the health insurance instructions:

- a. Health insurance through the provision of treatment in Private Clinics, Government Hospitals, Arm Forces Hospitals, hospitals of Jordanian Universities, and Contracted Private Hospitals.
- b. Life Insurance for the student at the maximum amount of (3000) JOD in case of death, and the student's guardian must report such case to the Deanship.



3. Loans and Aids Section / Offices no. (121,111) Tel. ext. (2056/2958)
- a. Provide aids and loans to disadvantaged students without interest, and the date of submitting applications is at the end of the summer semester of each academic year for the next first semester, and during the first semester after the results of student support funds provided by the Ministry of Higher Education and Scientific Research for the second semester.
 - b. Provide employment opportunities for undergraduate students in the various facilities of the university during the official study days of students, and the date of submitting applications is in the first two weeks of the first semester and the second semester of each academic year.
 - c. Grants for the first students in the academic departments according to their annual cumulative average.
 - d. Coordination with the Ministry of Higher Education regarding the provision of scholarships for the first students in the academic departments, which grants the first university degree according to the cumulative average at the end of the second semester, covering the tuition fees of registered credit hours in the first and second semesters of each academic year. The preliminary lists are prepared at the end of the summer semester and are put on the faculties' boards to inform the students for submitting objections.
 - e. Provide incentives to students participating in student activities organized by the Deanship of Student Affairs, or activities that the university participates in both inside Jordan and abroad, knowing that there are instructions to control this issue.
 - f. To find sources of funding for the needy student fund through the members of community, institutions, companies and employees of the university in order to help the poor students.
 - g. Coordinating with the Jordanian Hashemite Fund for Human Development for the purpose of supporting poor students, and submitting applications is at the offices of the Fund in the various governorates of the Kingdom.
 - h. Provide emergency financial assistance to females students in need.



4. Housing Section/ Office No. (110) Tel. ext. (2034)

This section implements the university philosophy of providing suitable accommodation for female students coming from outside Irbid. This accommodations called (Zat Alnitaqain) and it is about 100 meters from the northern gate of the university, it provides the necessary amenities and all necessary services.

The accommodation consists of (60) furnished rooms and equipped with all necessary supplies and divided as follows: Single, Double, Triple and Quad.

Accommodation provides the following services:

1. Reading room. Television Hall. Heating and hot water services. Phone calls.
2. Ambulance and students medical treatment in emergency cases. The accommodation is supervised by specialized supervisors seeking to provide the best required services and follow up with the Deanship of Student Affairs / Department of Student Services to provide that according to the available possibilities.

Procedures for admission and residence are determined as follows:

- 1- Student who is accepted at the university and who wishes to accommodate in the residence must fill a special form at the Deanship of Student Affairs at least two weeks before the beginning of the semester in the presence of her guardian or parent and attach a copy of her passport or a copy of the family book, two personal photos, and a certificate of not having infectious diseases.



- 2- After the approval of residing at the accommodation by the concerned committee at the Deanship of Student Affairs, the student shall take the notice of acceptance to pay the required expense at the Finance Department and bring a receipt to the Housing Section to obtain the identity of housing and then she is entitled to join the accommodation.

The admission of students or their continuation in staying at the accommodation requires that they adhere to the internal instructions of residence which are accompanied by the signature of their guardian.

Quarterly residence fees at the female students' accommodation are in Jordanian Dinars (Student Housing Phone 7274320/7274357) The quarterly residence fees are determined according to the accommodation form in which the student wishes to reside. For more information, please contact the Housing Department at the Deanship for details on housing instructions.

Student Welfare Department (Tel. ext. 2008, 2209)

The establishment of Student Welfare Department in the Deanship of Student Affairs came to achieve an appropriate degree of adjustment for the university students in general and international and graduate students in particular, in addition to refining their personalities and develop their abilities and talents and provide guidance services to build a promising future for them.

The Department works to achieve these goals through four main sections: International Student Welfare Section, Counseling Section, Alumni Affairs Section, and Students with Disabilities Welfare Section.

1. International Students Welfare Section Tel. ext. (2233)
Yarmouk University retains a community of Arab and foreign students from about forty-five nationalities. Together with the Jordanian students, they form a society that is rich in cultural diversity, which requires providing a suitable academic and social environment conducive to university life that encourages creativity and development.



In order to ensure the optimal investment of this diversity, it was decided to establish a section for the welfare of international students, which provides comprehensive services of care and guidance to enable them to study and research and raise their academic achievement level, and help them solve their problems and overcome the difficulties that may hinder their university procession. In addition to providing guidance for their academic disciplines choices, and enable them to harmonize between university requirements on one hand and their wishes and preferences on the other hand, through coordinating with them and enabling them to exercise their cultural and heritage activities and the exchange of experiences and positive interaction with the various components of the university community.



In addition, the section seeks to raise the level of social interaction of students within the Jordanian society and build friendships with Jordanian families through organizing special programs in cooperation with the student bodies and the relevant Jordanian social bodies. The section completes the necessary procedures for obtaining residence and visas from the Ministry of Interior Affairs.

The section also supervises the Arab and Foreign Students Club, which was established at the Deanship of Student Affairs, where the administrative board of the club is elected from the communities' supervisors. It aims to provide student services to Arab and foreign students as well as activities such as holding heritage exhibitions (National Heritage Exhibition for Arab and foreign communities), traditional dinners, lectures, seminars and sports activities of interest to international students and organize scientific visits to various ministries and institutions in Jordan, in addition to organizing recreational trips within Jordan to inform the students of the landmarks of the civilization and economic renaissance taking place in Jordan and introduce them to the historical, archaeological and tourist sites, the club also participates in the University's religious and national celebrations, events and festivals, seminars and student scientific meetings, as the section works to organize celebrations for national events of foreign student's countries.

The section also publishes a guide for students in Arabic and English, includes introducing the university and instructions that concern students in their university life in particular and life in Jordan in general. The section also communicates with the cultural attachés in the embassies and consulates of countries with students at the university. And organizing periodic meetings of cultural attachés with students of their countries.



2. Counseling Section Tel. ext. (2048)

In implementation of the University philosophy aimed at achieving an appropriate degree of proper adjustment, and providing opportunities for personal development and capacity-building and innovation; the University has provided an adequate amount of guidance services to its students in order to achieve its mission of preparing scientifically, socially and psychologically competencies, the section seeks to achieve the following goals:

- Providing individual and group guidance and counseling services to university students through providing organized orientation sessions to help students solve their problems. In this regard, the section offers its services in three approaches:
 - a. Development approach: It means enhancing the development of the average individual and upgrading his/her abilities and talents and increasing his/her competence to the maximum extent possible.
 - b. Preventive approach: It means addressing the psychological problem or behavioral phenomenon before it increases, and immediately after the emergence of signs or indicators of its existence.
 - c. Therapeutic approach: It is concerned with solving the existing problem and treating it on a systematic and scientific basis so that the individual can return to the state of compatibility and mental health.



- Holding lectures and courses for university students in the fields of educational and employment guidance in order to help them to adjust properly in their university and future life.
- Participate in activities related to directing new students and introducing them to university officials and the facilities they deal with during their studies at the university.
- Monitor and follow the negative behavioral manifestations of students within the university and work on providing appropriate solutions to them.
- Issuing instructional leaflets and posters and distributing them to new students.
- The section provides its services through the following areas:

Psychological Area:

Including psychological adjustment difficulties such as the problem of feeling depressed, anxious, ashamed, aggressive or introverted, as well as dissatisfaction with the self, or preoccupation with daydreams and rejection of reality.

Social Area:

The weakness of student's ability to build relationships with his/her fellow students and sense of alienation and inability to keep up with friends or maintain friendships, as well as the problem of ignorance of the methods of good classroom interaction with teachers and the continuation of this relationship effectively, and the problem of separation between university life and its extension in society.

Academic Area:

The difficulties faced by students at the start and during their university studies, such as problems of achievement and study, and the frequent withdrawal of courses and exam anxiety, and the conversion from one specialty to another.



Family Area:

The difficulty of adapting with family members such as problems of incompatibility with parents or one of them or brothers and sisters and family disintegration, or lack of a comfortable family atmosphere for the student as well as the relationship of this family and its interaction with the surrounding community.

Service Area:

It is to provide students with information that makes it easier for them to go to the relevant entity of the problem by clarifying the procedures and steps to be taken when the student faces a problem or needs to complete paper works.

Professional Area:

It aims at helping students to choose a suitable specialization for the future profession. The section provides counseling for university students and members of the local community, who can benefit from its services by attending directly during the official working hours or by making a phone call to set an appropriate date.

3. Alumni Affairs Section Tel. ext. (2039)

The university decided to commit itself to follow up and support its students and to put all its expertise and capabilities to serve them. It established the Alumni Affairs Section in the Deanship of Student Affairs that has clear goals and objectives in order to communicate with the graduate students, moving distances and boundaries and is in line with their aspirations, and to meet the needs and aspirations of graduates, adopting the following axes in its work:



- Follow up graduate students and communicate with them through organizing meetings of acquaintances for graduates periodically and systematically, and issuing periodic bulletins distributed to graduates and the dissemination of their views and ideas and aspirations for the continuity of constructive communication between them and the university.

- Provide graduate students with a clear professional map of the Jordanian labor market.
- Holding the Yarmouk Career Day (Annual Job Fair), which is attended by many local and Arab institutions and companies in order to secure job opportunities for university graduates as much as possible.
- Inviting the leaders of public and private institutions who graduated from the university to give lectures and scientific and professional seminars that are of interest to the homeland and the citizen and that provide the university with support and assistance.
- Communicating with university graduates working in sisterly and friendly countries and exploring with them the possibility of providing job opportunities for graduates in their countries of residence.
- Cooperating with similar departments in the Jordanian universities to exchange knowledge and experiences to serve the graduates of all universities.
- Work on activating the relationship with the University Alumni Club, which will be reflected positively on graduates in general.
- Communicate with the national official and private companies and institutions in order to provide them with the names of the graduates according to the required specialization.



4. Students with Disabilities Welfare Section (Tel. ext. 2040, 2280)

In accordance with the provisions of the Jordanian Constitution, which guaranteed the rights of Jordanian citizens in all fields, and in response to the aspirations of the Supreme Council for Disabled Persons Affairs, the University decided to establish a section for the welfare of disabled students in the Deanship in 2010 by a decision of the University Council, with the following tasks:

- 1- Assist students with disabilities and stand by them while completing the admission and registration procedures.

- 2- Providing technical and logistical services to students with disabilities that will ensure their safety and facilitate their movement on campus, in cooperation with the concerned authorities at the university.
- 3- Work to overcome the moral, social and economic problems that may obstruct their academic career, in addition to working on their integration with the university community through holding training and rehabilitation courses, and forming sports teams in areas commensurate with their health situation, and organize periodic meetings with the University administration to identify their needs and aspirations and work to fulfill them.
- 4- Helping students with disabilities to provide temporary employment opportunities within the university, and permanent employment opportunities after graduation.
- 5- Adopting talented and creative students and refining their hobbies and upgrading them in the fields of art, literature, sports and others.



Sports Activity Department (Tel. Ext. 2044/ 2062)

The Department prepares quarterly and annual plans for sport activities, senior scouting (Jawala) activities, camps and Prince Hassan Youth Award programs and disseminates them to as many students as possible, whether from sports teams or from other students who wish to pursue their sports and scouting activities, and aims to increase the interaction of the university with the society and the youth, educational and sports institutions through these activities, and seeks to hold sports seminars that relate to training for sports supervisors and the community in order to raise the efficiency of sports training. The department also serves the sports institutions, clubs and centers in the provinces.

The Department supervises many activities that are held in national events and holidays and in terms of sport. It also supervises the transfer of the Yarmouk flame from the Yarmouk battle site to the campus, as well as graduation ceremonies for university students each year.



The department includes the following sections:

1. Sports Training Section (Tel. ext. 3064)

This section provides the following activities:

- a. Develop the general sports training plans for the university students and supervise their implementation and allow the largest possible number of students to participate in the sports training program.
- b. Follow up on the special plans for the level tests of the sports teams in the university and work on developing them.



- c. Follow-up on students admitted through the sports excellence system in terms of regularity with sports training and participation in sports competitions and the placement of penalties for those who violate them.
- d. Develop sports training schedules for sports teams in coordination with the concerned supervisors and trainers.
- e. Holding sports meetings and supervising the organization of sports courses in faculties and departments.
- f. Supervising sports excellence tests held before the beginning of each academic year to accept the sports outstanding students and they are (40) students.
- g. Organizing indoor and outdoor sports tournaments and competitions in different games.
- h. Keep a special record for athletic students in all group and individual games.



2. Camps, Scouting (Jawala), and Al Hassan Award for Youth (Tel. ext. 2070)

This section provides the following activities:

- a. Establish an annual work plan for organizing student camps, including (work camps, recreation camps, training camps, sports camps, Al-Hasan Youth Award camps) in line with the goals and philosophy of Yarmouk University.
- b. Forming the groups of females and male senior scouts of university students (Jawala), and organize scouting competitions for the senior stage of Jawala the field of community service and development, and hiking exploration trips.
- c. Establishing voluntary work camps on and off campus to contribute to the service and development of the community.
- d. Supervising the program of Al-Hasan Youth Award (Golden Level) and organizing the enrollment of students to it. Setting a plan of training and follow-up for each student and identifying supervisors for the program.
- e. Establishing scout gatherings for the senior level (Jawala) and student camps at the local and Arab levels.
- f. Participation in national events and celebrations held by the university.
- g. Al Hassan Youth Award: work in the voluntary program of the award, it has three levels (bronze, silver, gold).



The idea of the award is to provide Jordanian youth aged 14-25 with the opportunity to engage in self-participation in four extra-curriculum educational youth programs: services, skills, trips, sports activities. As well as the project of external residence for the Golden level of the Award that applies to university students. The success of the award depends on participants' understanding of the programs importance as they embody the concepts of freedom, justice, cooperation and participation, love, responsibility and community service. As well as providing an opportunity for university students to participate in the Sablat al-Hassan program every year. University students can receive special leaflets on the award at the Camps and Scouting Jawala Section.



3. Sports Organization Section (Tel. ext. 2050)

This section provides the following activities:

- a. Providing transportation and needed nutrition for sports teams.
- b. Follow-up on the continuous maintenance for the gym building.
- c. Preparation of the hall for the graduation ceremonies and all events and celebrations held in the gym building.
- d. Keep the following records:
 - 1- Record of sports teams and player names.
 - 2- Record of contests and official sports competitions.
 - 3- Record of friendly encounters and sports days.
 - 4- Record of the contests and sports competitions results.
- e. Provide first aid for sports teams during matches and sports tournaments.
- f. Provide bookings for the hall and playgrounds for students, clubs and national institutions. The student can play his/her favorite sport in the following group and individual games:
 - 1- Football.
 - 2- Basketball.
 - 3- Handball.
 - 4- Volleyball
 - 5- Table tennis (Ping-Pong)
 - 6- Tennis
 - 7- Squash
 - 8- Taekwondo
 - 9- Karate
 - 10- Gymnastics
 - 11- Swimming
 - 12- Chess
 - 13- Fencing
 - 14- Athletics (running, jumping, throwing).



Acceptance according to Sports and Artistic Excellence

The University allocates a number of places each year for students who excel in sport and art. They are selected at the beginning of each year of secondary exam graduates who have superior sport art abilities. The Secondary exam grade must be at least 80% for the Faculty of Hijawi for Engineering Technology, and 70% for Faculties of Sharia, Law and Mass Communication, and 65% for other disciplines. There is a list of sports and artistic excellence. These students are selected on a competitive basis according to a specific points system approved by the Higher Education Council. The student shall be accepted after passing the artistic and sports abilities exam held by the Deanship of Student Affairs for this purpose and the student will not be given extras marks on his/her secondary exam average.



Cultural and Artistic Activity Department (Tel. ext. 2245)

Based on the modern educational frameworks, the University provides various activities aiming to develop and improve the student, and in keeping with this educational objective, the Department in the Deanship of Student Affairs provides cultural, artistic and social activities for students, and sponsors the behavior of the university students through programs designed to develop the spirit of responsibility and belonging to the students. And to create an appropriate university environment for students through active participation in various cultural, social and artistic activities, as well as interest in student bodies and clubs, and to provide the opportunity for as many students as possible to achieve their desires and hobbies of various kinds and discover the talents and abilities of students through the Students' Union, student bodies, and student clubs.



The Department of Cultural and Artistic Activity organizes the program of "Know Your Country", which aims to inform the university students of the political, economic, military and educational activities in the Kingdom through field visits in order to familiarize them with cultural landmarks and meet with decision makers in order to consolidate the bonds of cooperation and love between the university and the Jordanian national institutions.

The department includes the following sections:

1. Artistic Activity Section (Tel. ext. 3606)

The Artistic Section supervises all activities of artistic and recreational nature through its supervision of musical and folkloric groups, university drawing hall, sculpture and mosaic studio, ceramics studio, theater, chess rooms, billiards, snooker, and tennis.



Artistic and recreational activities organized by the department:

1. Art exhibitions inside and outside the university.
2. Concerts and folklore events inside and outside the university.
3. Chess, billiard, snooker, and tennis tournaments.
4. Significant plays inside and outside the university.
5. Art competitions (drawing, calligraphy, photography, caricature, graphic design (poster), individual and group singing and playing, theatrical performance).
6. Holding courses in drawing, ceramics and mosaics for university students.



The section provides all the necessary supplies and tools for these activities for the students of the university to practice these activities in halls and workshops equipped for this purpose and under the supervision of a professional staff specialized in the department and throughout the year.

2. Cultural and Media Activity Section (Tel. ext. 2041)

The section supervises the publication of the Yarmouk Student Newspaper, a monthly cultural newspaper aims to develop a sense of belonging and loyalty among the students to their university, leadership and country, and highlighting their talents and disseminating their creative and intellectual productions in various literary, cultural, scientific and artistic fields, and providing opportunities to express their opinions. It also provides media coverage of their university activities.

In addition, the section supervises cultural competitions at the level of the university students in several fields, including memorizing the Holy Quran and its recitation, poetry, short story, play, essay and investigative reporting.

The section supervises the issuance of the annual book of university students and distributes it to the graduate students. The section organizes the program of Know Your Country to provide the university students with an opportunity to learn about the comprehensive renaissance of the country, as well as organizing visits to the major Arab revolution and visits to government and private institutions. The section supervises a trip to perform Umrah for university students in cooperation with the Faculty of Sharia and Islamic Studies.



3. Photography and Archiving Section

The section photo's all the cultural, sports and artistic activities of students as well as the photography of the students graduation ceremonies and supervising that, as well as processing the photographs of the employees and students of the university for the annual book. The section also documents the photographs and films related to students and their activities according to scientific bases in cataloging and classification, as well as supervising students of amateur photography in the Deanship. The section also prepares and follows up the completion of (Al-Sanabel) the annual book for graduates.



4. Student Bodies Section (Tel. ext. 2027)

Supervises the works of Students Union of Yarmouk University and student clubs at Deanship of Student Affairs and supervises the internal and external trips in addition to the cultural, social and artistic activities of the Deanship and its student clubs.

Yarmouk University Students Union

The Yarmouk University Students Union was founded in 1992 and has a legal personality. It is based on the campus and works to build an integrated student personality that is aware of the issues of its nation, and strengthens the affiliation of the university students, academic and administrative staff .

And represents students in front of the university and adopt their cases to achieve their interests in accordance with the legislation and instructions of the university, and every student registered in the university is considered

The Medical Club is for students of the Faculty of Medicine and the Faculty of Pharmacy

The Electronics Club is for Al Hijawi Faculty and Information Technology Faculty students.

These clubs are established under special instructions issued by the President of the University and by the Dean of Student Affairs, upon request by more than (200) students paying a specified fee to the club budget, the club of students with special needs is excluded from that; it is sufficient to establish it with 100 students.

**Office of Career Guidance and
Follow-up of Graduates /
King Abdullah II Fund for
Development**



KING ABDULLAH II FUND FOR DEVELOPMENT
صندوق الملك عبد الله الثاني للتنمية

Your university identity is only for you, do not allow others to use it in-campus or outside in order not to expose yourself to accountability and punishment

In response to the wishes and directions of His Majesty King Abdullah II Ibn Al-Hussein and his directives to create a career guidance office and graduates follow up in Jordanian universities, Yarmouk University has created a department to implement this lofty desire in the Deanship of Student Affairs in the name of " career guidance and graduates follow up office" to provide technical advice and guidance services in the areas of communication skills and ways to obtain employment opportunities to enhance the marketing opportunities for graduates. So that this office is a link between the student community and public and private sector institutions and civil society bodies locally and regionally.

Objectives

The main objective of the Guidance Office is to contribute in providing an appropriate university environment for students to learn and acquire skills and experiences that increase their employability. The following sub-objectives are derived from this objective:

1. Provide counseling services to students through counseling and advice to help them understand the qualifications and needs related to their careers according to the requirements of the labor market in Jordan.
2. Provide opportunities for university students and graduates to build their abilities and skills through training courses commensurate with the requirements of the labor market.
3. Promoting active citizenship among university students through their participation in voluntary programs and projects that have a positive impact on their communities.
4. Strengthen partnerships between the public and private sectors, universities, NGOs and international organizations.



Services provided by the Guidance Office

Public and private universities students are entitled to benefit from the services of career guidance offices, which include:

1. Schedule specific dates for university students to conduct individual sessions to identify their personalities, skills, aspirations and interests.
2. Provide a number of workshops and life and technical training programs in several areas.
3. Holding seminars in the presence of a group of companies from different sectors to educate and enable students to plan their careers.
4. Provide internship programs for university students to equip them with practical experience and skills required in the various sectors available in the labor market.
5. Organizing the Day's Career activities in universities to connect students and graduates with public and private sector institutions.
6. Networking current university students with graduates, thus motivating students to build their careers in a suitable way.
7. Providing volunteer work opportunities for university students through networking with civil society organizations and non-profit organizations.

Office Programs:

1. Darb Program:

"Drab", a local training program, is being implemented by the King Abdullah II Development Fund and its partner, LOYAC center, with the support of the Ministry of Planning and International Cooperation, for Jordanian students in Jordanian universities who join a private/public sector or non-governmental organization that hosts them as trainees for at least 8 paid weeks.



2. Travel Support Program

- The King Abdullah II Fund launched the International Travel Support Program in 2006 to support Jordanian university students to participate in youth activities around the world. This program covers the cost of travel tickets (partial or total) and visa costs for outstanding students in extracurricular activities. The aim of this program is to reduce any obstacles or financial difficulties that may prevent Jordanian students from participating in such events from seminars, student exchange programs, conferences, training programs and other activities.

To learn more about the program terms and the process of filling out the form, please visit:

http://www.kafd.jo/sites/default/files/International_Travel_Support_Application.pdf

3. Graduation Projects Support Program

The aim of this program is to fund the costs of research and development of graduate projects for university students through the King Abdullah II Fund for Development. It

aims the projects implemented by students in Jordanian universities in response to the vision of His Majesty King Abdullah II in supporting creativity, innovators and distinguished students of university students



through the creation of appropriate conditions and environment and to give them the means and tools that enable them to highlight their intellectual and artistic creations, to assist Jordan's progress in the process of development and growth and achieving positive and tangible results.

**For more information please contact or visit
The Office of King Abdullah II Fund for Career Rehabilitation
Deanship of Student Affairs
Telephone: 7211111 Ext. 2280, 2249
Email: KAFD@yu.deu.jo**

Dear student :

- Student Support Fund loan/fund covers the second and summer semester fees of the academic year and the first of the next academic year.
- All applications for Student Support Funds / Ministry of Higher Education are submitted to the Office of the Cultural Counselor.
- Dear Student: See the concerned bodies in the Deanship of Student Affairs, submit applications during the month of October of each year.

**Health Insurance Instructions
for Yarmouk University Students
No. (10) for the year 2009**

Article (1) These instructions shall be called the Health Insurance instructions for Yarmouk University students and shall be effective as of 3/1/2010.

Article (2) The following words, wherever stated in these Instructions, shall have the meanings given to them as below unless the context indicates otherwise:

University:	Yarmouk University.
President:	University President.
Dean:	Dean of Students Affairs.
Committee:	Health Insurance Committee.

Participant:	The registered student who paid the prescribed health insurance fees.
Year:	Academic Year according to the University Calendar.
Treatment:	Medical services provided in a hospital or a medical center or a clinic.

Article (3) Health insurance aims to provide medical treatment to participants.

Article (4) The Committee shall consist of:

1. Dean of student affairs as the President
2. Head of the insurance section in the Deanship of Student Affairs as the Secretary.
3. A faculty member appointed by the university president for two years as a member.
4. Director of the Finance Department as a member.
5. Director of Student Services Department as a member.
6. A student selected by the Dean for one year as a member.



Article (5) The Committee shall undertake the following tasks:

1. Setting the general policy to achieve the objectives of insurance.
2. Submission of periodic and annual reports on the status of health insurance to the President.
3. To consider the issues that arise from the application of these instructions and the matters that are not provided within the text, to be submitted to the President for decision.

Article (6)

The Insurance and Medical aid Section checks the medical claims and sends them to the Finance Department with official statements approved by the Dean.



Participating in the Health Insurance

Article (7)

- A. Participation in the health insurance is compulsory for all students enrolled in the university, except for working students of evening studies, education rehabilitation students, diploma and postgraduate studies if they prove that they are covered by health insurance at the organizations where they work.
- B. The specified health insurance fee shall be collected with the university fees in each semester.
- C. A student who is not registered for the summer semester may participate in health insurance if he/she has registered for the second semester of the same academic year and pay the health insurance fee for the summer semester at the time of paying the university fees and pay university fees two weeks before the beginning of the semester.
- D. The health insurance for the participant starts from the beginning of study for the semester in which he/she registered and paid the health insurance fee, and continues until the beginning of study in the next semester according to the university calendar.

- E. Health insurance shall include students who come to the university at the expense of cultural exchange with the Ministry of Higher Education or who are enrolled through the Languages Center and Cultural Agreements between Yarmouk University and foreign universities, not for the purpose of obtaining a degree, and to be treated in hospitals of the Ministry of Health and its Health Centers.

Article (8)

An annual amount shall be allocated in the University's budget to cover the expenses of treatment for participants under these instructions.

Treatment Expenses Percentages borne by the University:

Article (9) The University shall bear the following percentages of the treatment expenses:

- a. 100% of the treatment expenses in clinics, centers, hospitals of the Ministry of Health.
- b. 80% of the treatment expenses in the hospitals of the Jordanian universities, the Royal Medical Services, private sector hospitals contracted with them and the private sector clinics.
- c. (35%) of the treatment expenses in hospitals of the private sector that are not contracted with them. In emergency cases, the university will cover 80% of the treatment expenses according to the prices of the hospitals contracted with and according to a medical report approved by the medical authority, which the committee sees.
- d. (60%) of the medical laboratories wages and radiological diagnosis if treated in sectors other than the Ministry of Health.
- e. Minimal surgical procedures that do not require hospitalization are treated as hospital stays.

Article (10)

- a. Notwithstanding the provisions of Article (9) of these Instructions, the University shall not bear more than the following amounts of treatment expenses in respect of the following cases:
 - 1- (15) JOD for the price of medicine prescribed by the clinics, centers and hospitals of the Ministry of Health, which is unavailable and purchased from the private sector.
 - 2- (25) JOD for the fees of the specialist doctor with the price of medicine for one visit.
 - 3- (10) JOD for the fees of the general doctor with the price of medicine for one visit.
 - 4- (25) JOD for the doctor's fee and the cost of medication in the psychiatric clinics for the one visit.
- b. The maximum amount of the fees for physiotherapy is set at (5)JOD per session for the doctor and three dinars for the technician.
- c. The annual maximum amount of the doctor's fee and the price of the medicine in the outpatient clinics shall be set at no more than (100)JOD.
- d. In all cases, the University shall not bear more than (700) seven hundred Dinars for the total treatment expenses of the participant per year. In cases of necessity, the Committee may recommend to the President to increase this maximum amount.

Article (11)

The University shall cover the full expenses of treatment if the participant is injured during the course of student's activity organized by the university or while carrying out the work entrusted to it.

**Repeated Treatment****Article (12)**

- a. The maximum amount of repeated treatment per year shall be determined for each participant who receives a repeated treatment for chronic and intractable diseases of (300) JOD, by a decision of the Committee based on a medical report indicating the medical condition.
- b. In exceptional cases, upon the recommendation of the Committee, the President may increase the maximum amount for repeated treatment.

Cases not covered by health insurance**Article (13)** Cases not covered by health insurance:

- a. The costs of dealing with the participant resulting from the judicial incidents, unless it is proved that there is no one responsible for their coverage, in this case, the committee shall submit the recommendation to the president for decision.
- b. Treatment of alcohol, drugs and psychotropic substances.
- c. Non-therapeutic cosmetic procedures.

- d. Assistive medical devices and prostheses unless the need arises from injury to the participant in the course of the student activity entrusted to him/her by the University.
- e. Any treatment related to infertility or pregnancy and its resulting birth or abortion.
- f. Toothpaste, shampoos, soaps, creams and sun protection and acne.
- g. Treatment outside Jordan.
- h. Vaccinations of all kinds, except as decided by the University.



General Provisions

Article (14) General Provisions:

- A. The minimum prices included in the Medical Fees Regulations issued by the Medical Association and approved by the Ministry of Health shall be adopted for the purpose of calculating the claims incurred by the University.
- B. The hospital stay for the participant in the third degree who wishes to stay at a higher level, he/she shall bear the wage difference.
- C. Dental treatment is confined to clinics of the Ministry of Health and the University covers the costs of treatment in full except for the installation of teeth and dressing and orthodontics.

Article (15)

The University President, the Dean of Student Affairs and the Director of Finance Department are responsible for implementing these instructions.

Article (16)

These instructions shall cancel the instructions of health insurance for Yarmouk University students no. (5) for the year 1987 and any previous decisions issued.



Instructions No. (5) for the year 2013

Instructions of Student Clubs at Yarmouk University

Issued under Article (3) of the Regulations of Activities, Assistance and Disciplinary Procedures for Students at Yarmouk University No. (68) for the year 1976

Article (1)

These instructions shall be called the Student Clubs at Yarmouk University and shall be effective as of 31/10/2013.

Article (2) The following words, wherever stated in these Instructions, shall have the meanings given to them as below unless the context indicates otherwise:

- Kingdom: Hashemite Kingdom of Jordan.
- University: Yarmouk University.
- President: President of Yarmouk University.
- Deanship: Deanship of Student Affairs at Yarmouk University.
- Dean: Dean of Student Affairs at Yarmouk University.
- General Assembly: All the students who have joined the club who have paid their participation fees.
- Administrative Board: the executive body that manages the club affairs.
- Majority: 50% +1 and more.

Article (3)

Students clubs shall be established at the University under the supervision of the Deanship by a decision of the President upon the recommendation of the Dean and they are based at the University.

**Article (4)**

The Dean may, with the approval of the President, form the student clubs, if the number of students signed for the foundation application is not less than (200) two hundred students, excluding the club of students with special needs it is enough to be established with a number of (100) one hundred students.

Article (5)

The student clubs aim to achieve the following objectives:

- a. Encouraging volunteer work, public service and team work among university students.
- b. Develop and encourage talents and hobbies.
- c. Provide the opportunity for university students to participate in activities commensurate with their preferences and abilities.
- d. To take care of the cultural heritage in Jordan, the Arab world and the Islamic world and take care of local and international culture.

Article (6)

Clubs are prohibited from doing anything that would incite tribal, sectarian, regional, and racial strife and violate the University's regulations and instructions.

Article (7)

Clubs exercise their competencies and work to achieve their objectives through:

- a. General Assembly.
- b. Administrative Board.



Article (8)

- A. The General Assembly shall consist of all members affiliated with the club, if they are not less than (200) two hundred students. Except for the club of students with special needs, as it is enough to be established with a number of (100) one hundred students.
- B. The General Authority shall exercise the following functions:
 - 1- Election of the administrative board among its members.
 - 2- Discussing and approving the annual financial and administrative report submitted by the administrative board.
 - 3- Adoption of the annual work plan.
 - 4- Dissolution of the administrative board at the request of a two-thirds majority of members.
 - 5- Active participation in the activities of the club through committees formed for this purpose.

Article (9)

- a. The Administrative Board of each club shall consist of seven members elected by the General Assembly from its members by confidential voting during the month of November of each academic year in accordance with arrangements prepared by the Deanship. The President may postpone the date of elections if he sees the benefit of the university.
- b. The constitutionality of these elections requires that the majority of the club's general assembly shall exercise the voting process.
- c. In the event of non-quorum of elections, the elections shall be extended for one hour only and by a decision of the Dean of Student

Affairs and thereafter shall be considered legal regardless of the number of voters from the General Assembly.



Article (10)

A student who nominates him/herself as a member of the administrative board of any club must:

- a. The GPA shall not be less than the minimum specified in the instructions for granting a bachelor's degree.
- b. The minimum period for graduation is not less than (36) hours.
- c. The student must have finished at least two consecutive academic semesters.
- d. The student shall not be subject to any disciplinary punishment.
- e. Students are not allowed to join or nominate for more than one club.

Article (11)

- a. The enrollment process in student clubs begins in the first week of November of each academic year.
- b. The elections process of the administrative bodies of clubs takes place two weeks after the closure of the membership process.

Article (12)

- a. The Administrative Board shall elect its Chairman, Deputy Chairman, Secretary, and Treasurer of the Union Council Fundamongst its members at their first meeting by secret voting, and other administrative specialties shall be distributed to its members by voting.
- b. The Dean shall appoint for each club a supervisor from the faculty member or from the university staff who shall supervise and direct the work of the administrative board of the club without having the right to vote.

**Article (13)**

The administrative board of each club shall assume its administrative, financial and organizational affairs and shall include within its competence the following matters:

- a. Taking necessary decisions and actions to achieve the club's goals.
- b. Forming student committees for the various activities from members of the General Assembly and supervising its work.
- c. Submit an annual plan to the Deanship of Student Affairs within two weeks of distributing positions of the administrative board.
- d. In the event of failure to implement the plan submitted to the club after the passage of a semester, the activities of the club will be suspended by a decision of the Dean of Student Affairs for the remainder period for the administrative board.
- e. Submit the annual financial and administrative report to the General Assembly.
- f. Implementation the General Assembly decisions.
- g. Consider requests to join the club, decide on them and in case of rejecting any of these applications, the applicant shall be entitled to appeal the decision of the administrative board to the Dean within one week from the date of notification of the decision.
- h. Accepting the resignation of the members of the General Assembly.
- i. Supervise the meetings of the General Assembly.
- j. Identify appropriate means to achieve club goals.

Article (14)

Members of the administrative board shall carry out the tasks assigned to them according to their competence. The Chairman shall also represent the club before specialized authorities at the university.



Organizational Bases

Article (15) Membership of Student Clubs

The working member: Is the registered and regular student at the university to obtain a bachelor's degree. The administrative board accept his/her application to join the club, if he/she pays the annual contribution and commit to the activity of that club.

Article (16)

The membership of the administrative board of clubs shall stop in the following cases:

- a. Death.
- b. Written resignation.
- c. Failing one of the conditions of membership provided in Article (10).
- d. The member who doesn't attend the meetings of the administrative board three times in succession or six intermittently without an excuse accepted by the administrative board.
- e. If any academic or disciplinary penalty is imposed against him/her.
- f. If he/she is dismissed from the university, left, or moved.

Article (17)

The term of the administrative board is one academic year starting from the month of November of each year and ending at the beginning of the first semester:



Article (18)

The meetings of the administrative board shall be considered legal if attended by more than half the number of members. Decisions shall be issued by a majority of the attending members. In case of equal votes, the chairman of the administrative board shall be likely to vote.

Article (19)

If a position of the administrative board members is vacant for any reason, it shall be replaced by the next student in the number of votes order in the last elections held by the General Assembly. If that was not possible, the administrative board shall elect a member for the vacant position by someone who meets the conditions of the administrative board membership.

Article (20)

The Administrative Board shall notify its decisions and the General Assembly decisions to the Dean.

Article (21)

The General Assembly shall meet once a year and may be convened for extraordinary meetings by a decision of the administrative board or by a request of more than half of the members of the General Assembly.

Article (22)

The meeting of the General Assembly shall be legal if attended by more than half the number of members. If the quorum is not completed, the meeting shall be adjourned for a period of one week and shall thereafter be considered legal, regardless of the number of attendees.

**Article(23)**

Decisions of the General Assembly and the administrative board shall be in harmony with the University's policy, objectives and interests, and with the provisions of Articles (4,5) of these Instructions.

Article (24)

The financial year of the clubs begins after the election of the club administrative board and ends at the beginning of the next first semester.

Article (25)

Club funds shall be deposited in their name in any bank on the campus and shall be withdrawn with the signature of either the Dean or his deputy and the Fund Secretary.

Article (26)

The club's money shall be disbursed by a decision of the administrative board in a legal meeting and with the approval of the Dean.

Article (27)

The Deanship may contribute to the expenses of the clubs as provided for in the relevant instructions. The Dean may increase the contribution of the Deanship to the clubs expenses, if necessary, with the approval of the President by a recommendation from the Dean.

Article (28)

The income of student clubs consists of:

- a. Members' subscriptions and their value is (2) JOD per student enrolled in any club for each academic year.
- b. University contribution to support the activities of the club.
- c. The proceeds of the activities carried out by the club and approved by the President upon the recommendation of the Dean.
- d. Donations, gifts and any other income approved by the President upon the recommendation of the Dean.

Article (29)

The Financial Department of the University shall assign an accountant who shall audit the invoices, purchases and financial matters of the clubs and shall report thereon to the Dean.



General Provisions

Article (30)

Decisions of the General Assembly and the Administrative Board shall not be effective unless they are combined with the approval of the Dean.

Article (31)

In the founding stage preceding the formation of the Administrative Board of any club, in accordance with the provisions of Article (8) of these instructions, the Dean shall assume the authorities of the Administrative Board, including consideration of applications submitted to join the club and make the appropriate decision thereon.

Article (32)

The Dean may delegate his authorities set out in these instructions, all or some of them to one of his deputies or assistants or one of the directors working in the Deanship.

Article (33)

The Club shall be dissolved by a decision of the President upon the recommendation of the Dean, in this case the Club's funds and assets shall be transferred to the University.

Article (34)

The President may decide on cases in which no provision is made in these Instructions.

Article (35)

The President may issue the executive and procedural decisions he deems necessary to implement the provisions of these Instructions.

Article (36)

The President and the Dean are responsible for implementing the provisions of these instructions.

Article (37)

These Instructions shall cancel the instructions of student clubs No. (3) for the year 1995.



Instructions No. (1) for the year 2006
Yarmouk University Students Union Instructions
Issued under Article (27) of the Official Jordanian Universities Law
No. (42) for the year 2001

Article (1) These Instructions shall be called "Instructions of the Yarmouk University Students Union" and shall come into effect as of 5/1/2006.

Article (2) The following words, wherever stated in these Instructions, shall have the meanings given to them as below unless the context indicates otherwise:

University:	Yarmouk University.
President:	University President.
Dean:	Dean of Students Affairs.
Union:	Yarmouk University Students Union.
General Assembly:	All Jordanian students enrolled in the bachelor's degree in the university except for students of special programs.
Union Council:	Elected members from the General Assembly for each year.
Administrative Board:	The executive body elected by the Union Council, which manages its affairs and implements the decisions of its Council.
Committee:	Faculty committee comprised of members elected from the General Assembly in each department of the faculty.
Majority:	More than fifty percent.

Article (3) Definition of the Union: It is a student organization in the university with a legal personality and based on the university campus.



Article (4) Objectives of the Union:

- a. Participate in building an integrated student personality aware of the nation issues and strengthen the belonging to the University, the nation and Homeland within the framework of the doctrine of the nation and its Arab and Islamic culture.
- b. Representing students of the university and adopting their cases to achieve their interests in accordance with the university's legislation.
- c. Strengthen the connection between the students on one hand and the university staff on the other.
- d. Participate in the cultural, scientific, social, sports and external activities of the university with the Jordanian universities in cooperation with the elected student bodies in accordance with the objectives of the Union and contribute to the advancement of the educational process therein.
- e. Working on the unity issue and strengthening the bonds of national unity and renouncing tribal, regional, sectarian, and racial strife.
- f. Develop dialogue and respect the opinion of the other, and promote the cooperation and the concept of teamwork.
- g. Working with other student bodies towards establishing a general union for students in Jordan.
- h. Providing services to the local community in cooperation with official and popular institutions when necessary.
- i. Strengthen the connections with Arab, Islamic and International Student Organizations.
- j. Support the Arab and Islamic nation's issues.

**Article (9)**

- a. The nominations shall be opened by a decision of the Dean in the second week of the second semester for a period of four academic days only. Applications for nomination from those who meet the conditions of membership mentioned in Article (7) of these instructions shall be submitted in the specified places and dates. Nomination by procreations not allowed.
- b. Candidates names shall be announced at the end of the second week of the second semester.
- c. The election campaign begins after the names of the candidates are announced and the Deanship of Student Affairs sets the conditions and specifications for the promotional materials.
- d. All candidates shall undertake in writing not to place advertisement except in the designated places determined by the Deanship of Student Affairs outside the faculties premises and anyone who violates this shall submit him/herself to disciplinary responsibility.

Article (10)

The candidate shall be entitled to withdraw his/her candidacy in writing not later than the end of official working hours on the day preceding the elections.

**Article (11)**

The council elections shall be held in the different faculties as follows:

- a. Each academic department is a single constituency.
- b. The Union Council shall be composed of the group of students elected in each department according to the following representation:
 - 1-The number of members commensurate with the members of the General Assembly in the department so that the ratio of representation is one representative for each (500) students according to the rule of approximation to (250).
 - 2-One member for each department that has less than 250 students.
 - 3-In all cases, the number of representatives of the faculty must not be less than three.
- c. The Dean shall determine the number of students enrolled in each department and the number of their representatives who shall be elected according to the official lists received from the Admissions and Registration Department. These numbers do not include students enrolled in special programs.
- d. The elections shall be held by direct secret vote. In order to be approved; the majority of the total number of students eligible to vote in that section shall participate in voting. It shall be extended by the Higher Committee for a period not exceeding two hours in the department in which the required number is not completed.

Article (12) The administration of the election process shall be entrusted to a higher committee headed by the Dean and the membership of:

- Four students from the university selected by the president based on the recommendation of the Dean and not to be among the candidates for the elections.
- Two from the Deanship of Student Affairs selected by the President upon the recommendation of the Dean.
- Two of the university employees selected by the president.

Article (13)

The working member can vote in his/her constituency only and for one time and procreation in voting is not allowed.

Article (14)

- a. Functions of the High Election Committee:
 - 1- The formation of sub-committees for elections and polling in each constituency as follows:
 - A representative of the Deanship of Student Affairs.
 - A faculty member in the concerned department upon the recommendation of the dean of the faculty.
 - A representative of the General Assembly upon the recommendation of the Dean.
 - 2- Accreditation of polling stations for each constituency or any other matters relating to the electoral process.
 - 3- The work of the Higher Committee for Elections shall end after the election of the Union Council members.
- b. The Higher Committee shall take its decisions in the cases before it, with the concurrence of the majority of its members. In case of equal votes, the Chairman of the Committee shall have a casting vote.

Article (15) Candidates shall be entitled to submit the names of their representatives to each polling station to the subcommittee of their constituency.

Article (16)

- a. The electoral constituency subcommittee shall stamp the ballots with the approved stamp, and release the polling and counting minutes, signed by all its members in addition to the candidates or their representatives. and shall submit a summary of the voting and counting processes to the Chairman of the Higher Elections Committee.
- b. In the event of any impediment to the conduct of the voting process in any polling station, it must be handled by the Sub-Committee and to take appropriate decision thereon, if that this is not possible, the matter shall be referred to the Higher Committee for decision.

Article (17)

- a. Ballot papers shall not be invalid if they are not stamped with the Sub-Sub-Committee's stamp.
- b. If there is an increase or decrease in the number of ballot papers within the box about the number of voters, the matter shall be referred to the Higher Committee for decision and the decision shall be considered final.

- c. In the case of equal votes between two or more candidates, the matter shall be referred to the Higher Committee for drawing of lots between them. The result of the lot shall be absolute and binding for all.

Article (18)

Candidates or their representatives must sign the minutes of the ballot and count and mention their reservations, if any, and if one of the candidates or his deputy refuses to sign, it shall be confirmed by the committee in the minutes.



Article (19)

Any candidate shall be entitled to submit an appeal against the results of the elections to the Dean's office within three days from the date of elections. The Council shall investigate the appeal in full and present the matter to an appeals committee composed of the Dean and two elected members of the Council, the decision of the Appeals Committee shall be final.

Article (20)

The Union Council shall have the following authorities:

- a. To elect the administrative board by direct secret vote.
- b. To formulate the general policy of the Union and to make decisions and recommendations within the objectives of the Union and its instructions, and to approve the work plan and budget of the Union prepared by the administrative board.
- c. To terminate the membership of a member from the administrative board if he commits a prohibited act or an offense that violates honor

- and reputation and is convicted by either the judiciary or the competent authorities in the university, in this case, he loses his membership.
- d. Determine the resignation of the administrative board.

Article (21)

Union Council meetings:

- a. The Dean of Student Affairs shall invite the new Union Council to convene within five academic days at most from its election. The first session shall be held under the chairmanship of the Dean, during which the new administrative board shall be elected. In the case of accepting the resignation of the administrative board in its entirety for any reason, the council meets under the chairmanship of the Dean to elect a new administrative board.
- b. The Council shall hold a regular meeting three times during the semester to discuss the topics on its agenda.
- c. The Union Council may be invited to an exceptional meeting in the following cases:
- 1- By an invitation from the administrative board.
 - 2- By a written request of at least one third of the Union Council members explaining the reasons for the request. In this case, the Board shall convene the Union Council within one week of submitting the application.
 - 3- By an invitation from the Dean upon the approval of the President.
- d. The administrative board shall announce the date and place of the meeting with the Union Council at least three academic days prior to its convening. Copies of the agenda shall be obtained from the Secretary.
- e. In the absence of the Union Council Chairman, the meetings shall be held under the chairmanship of his Deputy.
- f. The meeting of the Council shall be legal in the presence of the majority of its members. In case of non-quorum, the chairman of the session shall determine the date and place of the next meeting within a period of not more than one week. The meeting shall then be legal if at least one third of the members attend.
- g. Meetings are held in all cases on campus during academic days, and meetings may be held outside the official working hours with the approval of the Dean.
- h. If the membership of a member of the Union Council is ended, it shall be replaced by the next in the order of votes in his constituency who

are not members of the Union Council in the last election to the third person elected, and if this is not possible, the position shall remain vacant. If the number of the Union Council members is less than half, the Union Council shall be deemed resigned and shall be called to hold new elections on a date to be determined by the President.

- i. The term of Union Council membership and the membership of the Administrative Board shall be one year, the Board and the Administrative Board shall be deemed to have resigned at the end of the first semester. The Dean shall form a special committee to receive the assets and records of the Union until it is handed over to the new Council at the commencement of its authorities.
- j. The Union Council shall take its decisions as follows:
 - 1- By the two-thirds majority of the members present in case of no-confidence given for the administrative board or one of its members.
 - 2- By the majority of the members present in the remaining resolutions.



Article (22)

- a. The Union Council shall elected a Chairman, a Deputy Chairman, and a Secretary by direct secret vote from among its members and the other Chairmen of the Committees shall be members of the Administrative Body.
- b. If a candidate for the position of Union Council Chairman does not obtain a majority of votes from the attending members, a second round between the two candidates who obtained the highest votes must take place and the winner is the one who receives the highest votes in the second round.
- c. The Chairman and members of the Council shall make the following oath to the University President not later than one week after the election of the Council: "I swear by Almighty God that I shall be loyal to

4. Suspending the membership from the Council by a two-thirds majority of the administrative board members. Provided that such member shall be notified in writing and stating the reasons given to him within a period not exceeding two weeks from the issuance of the decision.
- b. The member who has received any of the penalties mentioned in paragraph (a) may lodge a complaint in writing through the Secretary of the Council within a period of not more than one week from the date of notification of the penalty decision. The Council shall decide on the complaint within a period not exceeding two weeks, the decision must be final and a copy of the complaint shall be filed with the Dean's office.



Article (27)

- a. Functions and authorities of the administrative body:
 1. Implementation of Union Council decisions to contribute in carrying out the activities that achieve the objectives of the Union.
 2. Preparation of the Union budget and assign it to the Union Council for approval.
 3. Develop an action plan that will interpret the objectives of the Union through specific activities and present them to the Union Council for approval.
 4. Adoption of student issues that arise and propose appropriate solutions.
 5. Providing financial and administrative reports to the Union Council within the framework of the University's legislations.
 6. Inviting the Union Council to meet in ordinary and extraordinary cases.
 7. Consideration of proposals and reports submitted by members of the Union Council or the committees emanating from it.
- b. Any activities outside the plan may be carried out with the approval of the Board and authorization by the Dean.

Article (28)

- a. Decisions of the administrative board shall be notified to the Dean. These decisions shall be effective after the written approval of the Dean. If they are not approved, these decisions shall be sent to the person who issued them for correction and return them to the Dean for approval.
- b. The Council shall inform the Dean of the dates and places of meetings three academic days before they are held.

Article (29)

In the case of member ship termination for one of the administrative board members it must be replaced by the next person with the number of votes in his constituency, and if this is not possible, the position remains vacant.

**Article (30)**

Decisions of the administrative board shall be taken by the majority of those present at a legal meeting. In the case of equal votes, the Chairman's vote is liable.

Article (31)

Functions and authorities of administrative board members:

1. The Chairman.
 - a. Chairing the meetings of the administrative board of the Union Council.
 - b. Signing the decisions of the administrative board.
 - c. Signing the order for disbursement in all expenses after the decision of the administrative board.
 - d. Representing the Union Council to the responsible and official bodies, students and community.
 - e. Invitation to the administrative board meetings.
2. Deputy Chairman:
 - a. To perform the duties of the Chairman during his absence or to be delegated by the Chairman.
 - b. To carry out the tasks entrusted to him by the Chairman.

3. Secretary:
 - a. To invite people to the meetings of the administrative board and the Union Council and prepare the schedules of their work and sign the minutes of their meetings.
 - b. Record the proceedings of the sessions of the Union Council and administrative board.
 - c. Follow up the implementation of the administrative board decisions.
 - D. d. Receiving the correspondence sent in the name of the Union Council, filing its documents, papers and stamp.
4. Treasurer.
 - a. Disbursement of expenses under expenditure orders.
 - b. Submit a monthly account to the administrative body.
 - c. Maintain at the Union Council Headquarter copies of the books, financial documents and restrictions of the Union, which are available at the Deanship of Student Affairs.
 - d. Preparation of financial reports to the Union Council.

Article (32)

- a. The elected members of the Council in each Faculty shall be considered the Committee of that Faculty in the Union Council. The number of its members shall not be less than three, and if the number is less than that, the representation of that faculty shall be increased to three and the elections shall be held as one electoral district with three representatives. The Committee shall elect its Chairman by direct secret vote.
- b. If the majority of the faculty representatives do not attend the first meeting, the representative who has received the most votes shall be considered the chairperson of that committee.
- c. In the case of equal results for more than one candidate for the chairmanship of the faculty committee, the elections shall be repeated. If the tie is repeated, the matter shall be decided bylot between the two equivalentents.
- d. The Faculty Committee shall undertake the following tasks:
 1. Develop the annual work plan of the Faculty Committee with the estimation of the required allocations and submit them to the administrative board for approval.
 2. Develop the annual work plan for the contribution of the Faculty Committee in the annual work program of the administrative board for discussion according to the provisions of Article (27) above.
 3. Preparation of the annual report of the Committee's activities at the faculty level.
 4. Follow-up activities approved by the Union Council at the faculty level.

5. Studying students' issues in the faculty and suggesting solutions to them and raising these solutions to the administrative board.
6. Implementation of administrative board decisions related to the faculty students affairs.



Article (33)

The Union's resources shall consist of:

- 1- Annual grant from the University.
- 2- Donations, aids, and grants approved by the Council and approved by the President upon the recommendation of the Dean in accordance with applicable laws and regulations.
- 3- Incomes of festivals, celebrations and activities of the Union.
- 4- Any other resources approved by the Council and approved by the University Council in accordance with applicable laws and regulations.

Article (34)

The Finance Department shall collect the amounts, donations, aids, various revenues and disbursement of expenses to the Union in accordance with the provisions of the University.

Article (35)

Money shall be disbursed from the Union budget by a decision of the administrative board and the approval of the Dean.

Article (36)

The Department of Finance upon the recommendation of the Council shall disburse advanced payment for expenses of the amount of a hundred dinars at a time and not exceed three hundred dinars in the Union Council term, held by the Treasurer for the purpose to cover petty and emergency expenses are paid in accordance with financial regulations, and the doesn't give any other advanced payment until the repayment of the advance granted as appropriate.

Article (37)

The administrative board shall prepare the budget of the Union and submit it to the Council within one month of its election and shall be authorized by the approval of two thirds of the Council and the approval of the Dean.

Article (38)

- a. Stop disbursement decisions issued by the Union on 15 December of each year.
- b. All financial dues shall be paid by the Union before the end of the fiscal year. If this is not possible, funds equal to the value of obligations incurred by the Union will be preserved for the coming year.
- c. The financial surplus of the Union's budget at the end of the fiscal year will be preserved for the following year.

Article (39)

- a. The Union supplies shall be purchased in accordance with the regulations, instructions and procedures in force at the University by a request submitted by the Chairman of the Administrative Board and the Dean's approval.
- b. The University shall print all the materials that the Union wishes to print at the University Press. In case the required specifications are not available at the University Press, the application shall be forwarded to the Supplies Department for its implementation in accordance with the regulations and instructions applicable at the University.
- c. The Deanship of Student Affairs undertakes secretarial and printing work for the Union and coordinates with the Financial Department on the issues of accounting, book keeping, and records under the financial regulations in force at the University.

Article (40)

The Administrative and Financial Control Department at the University shall review all the financial documents of the Union and verify its legality.

Article (41)

The University Council suspends the Union Council, upon the recommendation of the President, on the basis of exceptional circumstances which the University Council apprehends.

**Article (42)**

The University Council may decide on cases that are not mentioned in these Instructions.

Article (43)

The President of the University, the Dean and the Council Chairman shall be responsible for the implementation of the provisions of these Instructions.

Article (44)

These Instructions shall cancel the Students Union Instructions of Yarmouk University No. (7) of 1999.

Dear student.....

There are people who work at your convenience and facilitate your matters in the University, do not hesitate to benefit from the services of the University Counseling Section at the Deanship of students Affairs.

**Instructions of Disciplinary Procedures for Students
at Yarmouk University
No. (8) of the year 2018**

Article (1)

These Instructions shall be called "Instructions of Disciplinary Procedures for Students at Yarmouk University No. (8) of 2018" and shall be effective from 10/1/2018.

Article (2)

The provisions of these instructions shall apply to all students at Yarmouk University and students of the scientific centers of the University, regardless of where the offense is committed, inside or outside the University.



Article (3)

If the student commits any of the offenses stipulated in these instructions, he/she will be punished by one of the following disciplinary penalties, after questioning or investigation, in accordance with the magnitude of the violation and the circumstances of its commission:

1. Notice.
2. First warning or final warning.
3. Fined by at least the current double price for the thing or things that are damaged.
4. Renunciation for limited period of benefiting from the services provided by the university facility or facilities where the violation is committed.
5. Renunciation for a limited period of an activity or more, in which the violation is committed.
6. Deprivation of the pension, grant or loans with the reclamation of any amounts paid to the student.
7. Cancel the registration for one or more courses of the semester in which the violation occurs.

8. Cancel the examinations in one or more courses of one semester and give the student zero in the courses for which his or her exams were canceled.
9. Temporary suspension from the university for a period of one to four semesters. Summer semester is not counted for this purpose, and the suspended student is not allowed to study the summer semester, and courses that are studied during the suspension period in another university or institution will not be counted.
10. Final dismissal from the university.
11. Cancellation of the Certificate.

**Article (4)**

- A. The following cases shall be punished by notice, first warning or final warning, "unless a special provision is provided":
1. Intended refusal from attending lectures, lessons, and university activities that are constrained with regular attendance or enticement of that.
 2. The use of university buildings, facilities, students accommodation, and clubs, for purposes other than those prepared for without prior permission.
 3. Violating the rules used during lectures and exams. The course teacher may force the student to leave the hall and call the university security when necessary to do that. The teacher may inform the Dean or the relevant director to take appropriate action against that student.
 4. Using mobile phones and other electronic devices inside or outside the halls in a way that affects the teaching process.
 5. Taking into account the provisions of Article (5/A /7) and Article (5/B/8), each student shall use the an ID other than the University ID to enter the university. The penalty shall include both the student and the one who used it. If the user is not a student, then the punishment for ID owner would not be less than a final warning.
 6. Refusal to show the university identity when requested by the specialized references at the university.
- B. Any student who performs total or partial undocumented copying according to the proper scientific methodology (plagiarism) when preparing research reports shall be punished by canceling the exam or canceling the registration for that course. Regarding University Theses and Dissertations (Masters or PhD) the punishment would not be less than a temporary suspension from the University for two semesters in case of partial copying and final dismissal in case of total plagiarism.

Article (5)

- A. The penalty of cancellation of registration for one or more courses or the temporary suspension for one semester shall befor any student who commits the following:

1. The use of technology devices for immoral purposes or invasion of privacy, or take part in such thing.
 2. Distribution of leaflets, issuance of newspapers or posters, collection of signatures or donations before obtaining the approval of the competent university authorities, or abuse what's mentioned after getting the approval.
 3. Violation or tampering the University facilities or attacks on public and personal property on campus or its facilities, and this shall not prevent fines at least twice the current price of the damaged item if the attacks on university property.
 4. Stealing the money of others, whether the stolen money is in the possession of the university, its property, its employees, its students or its visitors; the penalty shall not be less than temporary suspension for two semesters. The penalty shall become temporary suspension for three semesters if the theft occurs by breaking, dislocating, or alike.
 5. An act that violates honor, dignity, offends morality, contradicts good conduct, or harms the reputation of the university or its employees inside or outside the university "unless special text is provided."
 6. To give false testimony before the investigation committee.
 7. To give the University identity to any other person for the purposes election, the punishment involves the user of the identity if he/she is a student.
 8. Participation in any gathering inside the university without a prior authorization from the university, or participate in any group activity that violates the regulations in force at the university or incitement to it.
 9. Any insult or abuse directed by the student to any of the university students.
- B. The penalty of temporary dismissal from the University for two to three semesters shall be for any student who commits the following:
1. Possession, use or promotion of alcohol beverages, or attendance at the University under its influence.
 2. Cheating in the exam, or starting it or participating in that.
 3. Saying or doing what affect religious rites or beliefs of the country, harm national unity, or promote sectarian or regional ideas.
 4. Insulting any of the University employees or threatening to beat them.
 5. Assaulting any University student or any person who is not employed by the university.
 6. Fraud, or participation in it, and the penalty shall not exceed the temporary dismissal for one semester if was giving incorrect information in the forms issued by the university.
 7. Participation in, or incitement to, acts of bilateral violence, or group quarrels.

8. To settle with another student or another person to enter for an examination or test and take the exam on his/her behalf. The penalty in this case shall include the student who entered the exam and the student who took the exam on his/her behalf. If the person who entered the exam is not a university student; will be referred to competent authorities.
9. Use unauthorized mobile phones or electronic devices inside the examination hall.

C. The penalty of temporary dismissal for four semesters shall be for any student who commits the following:

1. Possession of a licensed, unlicensed, incendiary, or caustic firearm, or threatening others by it; the punishment shall not exceed one semester, if the weapon is a dummy or a sound device, unless it is publicized the punishment then shall be for two semesters. The penalty shall not exceed three semesters for anyone who has obtained, used, threatened with a weapon other than the aforementioned weapons.
2. Beating assault inside or outside the university against any of its employees resulted from something related to his/her job, and if it is not related to his/her job, the penalty shall not exceed two semesters.

Article (6)

A. The penalty of final dismissal from the University shall be for any student who commits the following:

1. Use a firearm, flammable, or caustic materials.
2. Possession, abuse or promotion of narcotics inside or outside the campus.
3. Rape a girl on campus.
4. Theft of examination papers or any official data or documents of the university.
5. An act under which a final judicial conviction of imprisonment for two years or more.
6. A previous disciplinary penalty of four years was imposed against the student and he again commits an offense with the same severity or more.

B. Notwithstanding the provisions of Articles (4) and (5) of these Instructions, if the student commits a similar offense in its severity or

more severe, he/she shall be punished by a greater penalty or penalties that have already been imposed on him/her.

Article (7)

The student shall be punished by the cancelation of his/her certificate if it is proved that there is a fraudulent, forgery or anything that leads to failure in granting the certificate at any stage of obtaining it prior to the completion of the university's clearance procedures.

Article (8) Investigation Procedures

First: Formation of Committees

- A. 1. At the beginning of each academic year, the Faculty/Center Council shall form a committee to investigate offences of students at the faculty and/or center consists of three members and a substitute member of the faculty members (professor, associate professor, assistant professor, teacher).
2. The Council shall nominate a chairperson of this Committee from among its members. The President of the University and the Dean of Student Affairs shall be informed of the names of its members.



- B. The President shall form a committee to investigate the violations of graduate students upon the recommendation of the Graduate Studies Council at the beginning of each academic year, as follows:
- Dean of Scientific Research and Graduate Studies, (or a deputy) as the chairman.
 - Dean of Student Affairs, (or a deputy) as a member.
 - Member of the academic staff at the rank of professor as a member.
 - Member of the academic staff at the rank of professor as a substitute member.
- C. 1. The President at the beginning of each academic year shall form one committee or more that consists of three members and a substitute

member to investigate the offenses of students at the University or outside, upon the recommendation of the Dean of Student Affairs.

2. The President shall designate a Chairperson of this Committee from among its members.

- D. If the Chairman of the Committee or any of its members is associated with a relationship or friendship or enmity with the defendant or any of his/her relatives, or he is the defendant, then he must step down from considering the complaint. If the person who stepped down is the chairman of the committee, the matter shall be presented to the authority who formed the committee to nominate another chairperson.

Article (9)

Second: Jurisdiction

- A. In case of a violation in one of the buildings belonging to a faculty or a center, the jurisdiction in consideration of this violation shall be the investigation committee of the faculty or center. In the absence of an investigation committee; the jurisdiction in considering this violation shall be the investigation committees formed in the Deanship of Student Affairs.
- B. In case of a violation committed in the lectures (classrooms and examinations), the jurisdiction is for the investigation committee in the faculty or the center of the course in which the violation occurred.
- C. If the offense is committed outside the premises of faculties or centers or outside the university, the jurisdiction is for investigation committees in the Deanship of Student Affairs.
- D. The investigation committees in the Deanship of Student Affairs shall be competent to consider the Counter-Complaints, subject to different investigation committees.
- E. The investigation committees of the Deanship of Student Affairs shall be competent to hear the disputes in where there is a disagreement over their jurisdiction.
- F. If the violation is committed by a student or employee, or includes counter-complaints between a student and an employee, the committee formed by the university presidency shall have jurisdiction over the entire case.
- G. If the defendant makes an objection in the course of investigation relating to the Committee's lack of jurisdiction to consider the complaint or because of a decision already taken by another committee, the Committee must first decide on the objection and then follow the investigation procedures in due course.

- H. If it appears that the Committee was not competent to consider the violation, it decides not to have jurisdiction and shall submit the papers to the concerned Dean or director in order to refer the complaint to the competent committee.
- I. If it appears that the Committee has already decided on a subject of a complaint for the person in which the complaint is submitted against him, the committee decides to retain the papers.
- J. If the investigating committee finds during the proceedings that the defendant or other student has committed another offense not included in the complaint list prior to the date of the complaint submitted or during the investigation proceedings, it may inform the competent authority to proceed with the new procedures, or to initiate the investigation proceedings on its own if it is competent.
- K. Notwithstanding the provisions of paragraphs (A, B, C, D, E) of this article, the Committee for Investigation of Graduate Students shall be responsible for all violations committed by Graduate Students wherever they occur, and in the event that more than one student participates in an offense, the Graduate Students Investigation Committee is competent to look into the entire case.



Article (10)

Third: Notifications

- A. After the complaint is submitted to the investigation committee by the competent authority, the Committee shall organize an investigation file.
- B. The Chairman of the investigation committee shall inform the defendant in writing, by telephone or electronically, or by a notice on the faculty or center notice board, or by the concerned dean of the faculty or the administration of the center, to appear before the committee on a specific date. If the student refuses to appear before it or fails to appear before the committee without an excuse accepted by the

Committee, the investigation is being completed and punished in absentia.

- C. The Chairman of the investigation committee shall invite the members to the meeting, provided that the number of those present, including the Chairman, shall not be less than two, and he shall be responsible for the meetings management of the Committee and for recording its minutes and the preparation of duly dated reports.

Article (11)

Fourth: Investigation with the defendant

- A. When the applicant is brought before the Committee, his/her identity shall be verified and all information his/her information shall be taken including the quadrant name, specialization, faculty, university id number, place of residence, telephone number and whether he/she has previously been subject to disciplinary penalties or not.
- B. The defendant shall not swore the oath, under penalty of procedures invalidity.
- C. The Committee shall inform the defendant of the violation attributed to him by reading the complaint submitted against him and requesting his response.
- D. If the defendant confesses the offense attributed to him, the Committee shall record his confession in words nearest to the words he used, and may, upon conviction of such confession, be satisfied and issue its appropriate decision in accordance with the instructions in force.
- E. If the defendant denies the offense attributed to him or refuses to answer it, or if the Committee is not convinced with his confession, the Committee shall proceed to hear evidences and defense.
- F. The Committee shall begin to hear evidences, including calling the complainant to be heard as a witness after his legal oath, and any witnesses or other evidences provided by him to validate his complaint.
- G. If the Committee finds, after hearing the evidence of proof, that there is no violation attributed to the defendant, it is decided to retain the papers.
- H. If the committee finds that there is a violation, the defendants asked if he wishes to give a defense statement, and the defendant has to provide any evidence, including the request for witnesses. The Committee has the right not to hear or accept any evidence detained by the defendant in case of estimating the lack of productivity of this evidence; the Committee can favor evidence over another.

Article (12)

Fifth: Hearing Witnesses

- A. The Chairman of the Committee shall call the witnesses mentioned in the complaint, as well as the witnesses identified by the defendant. The Committee may also invite those it deems appropriate to provide information on the subject of the complaint.
- B. The Chairman of the Investigation Committee shall direct the legal oath for the witness before hearing his testimony, and tell him to swear by God Almighty to say the truth without increasing or decreasing and document that in the record, and if the witness is not a Muslim or Christian he shall make the oath according to his belief.
- C. The Chairman of the Committee shall ask each witness before hearing about his/her full name, age, address, phone number, location, faculty, and university id number, and whether the witness knows the defendant or not, or if he/she has a relationship or friendship or enmity with him and document that in the record.
- D. Each witness shall testify individually after appearing before the investigation committee.
- E. If the witness refuses to take the legal oath without legal justification; this refusal will be documented in the record, in addition to the reason for the refusal, with the understanding that his refusal would subject him to prosecution. In the case of his insistence on his refusal, then his testimony may be heard for inference or reference, but may not be relied on alone unless it is supported by another evidence.
- F. The testimony of a witness who has not reached the age of 15 without a sworn oath shall be heard only if he is aware of the legal oath.
- G. After the witness has completed the performance of his testimony, he has the opportunity to hear it or read it if he so desires, and then he shall confirm it by his signature. If the witness refuses or if it was not possible to do that, it shall be referred to in the record, indicating the reason for rejection.
- H. If the witness refuses to give his testimony without a legal excuse, his refusal shall be documented in the record, indicating the reason for refusal, and shall be approved by the members of the investigation committee and the witness, unless he refuses to sign, where it is referred to in the record with his understanding that his refusal is subject to prosecution.



Article (13)

Sixth: Other Evidences

- A. When written evidence is submitted by the complainant or the defendant, it shall be included in the investigation file and shall be marked with the signature of the committee chairman.
- B. If the Committee considers the necessity to show any document, or anything related to the complaint under investigation, it may address those who have such document, or object through the competent authorities, and request it to deliver the document, or a verified copy of the document.
- C. The Committee can seize the objects or tools used in the commission of the offense or resulted from it, and keep it in its possession for as long as it considers appropriate for the purposes of completing the investigation procedures and returning them to its owner upon completion, unless the seized items or instruments are illegal, then it must be confiscated and forwarded to the competent authorities.
- D. If the verification of the violation depends on a specific experience, the committee can address the competent authorities at the university in order to coordinate with the expert and facilitate his mission to perform the experience, and submit his report in writing within a reasonable period.
- E. Evidence shall be given to offenses committed in violation of the laws, regulations and instructions of the University by all means of evidence, including testimony, confession, written evidence and clues.

Article (14)

Seventh: Organization of the minutes

- A. The testimony of the offending student shall be recorded and the testimony of each witness who testifies to the subject of the complaint shall be reported in a record containing the contents of his or her language without increasing or decreasing.
- B. The Committee shall begin the procedure for hearing the statement of the defendant or the witness that "the defendant student attended [and mention his personal data], or the witness attended [and mention his statements], and then proceeds to hear his testimony.
- C. No derogation, scratch or erasure may be made in the minutes of the investigation, nor shall its lines be intrusive. If the record needs to be amended, the words or words which the Committee wishes to amend or delete shall be placed in parentheses and followed by the word "But rather", where what is contained between the brackets is invalid.

- D. The minutes of the investigation must be signed by the members of the investigation committee, the witness or the defendant, and numbered sequentially. If the defendant or the witness refused to sign, this shall be referred to in the record without affecting its reliance on evidence.

Article (15)

Eighth: Decision Making

- A. After the Committee finishes hearing the evidence presented in the complaint, it decides to conclude the investigation and adjourn the hearing for the purpose of issuing its appropriate recommendation.
- B. The investigating committee shall issue its recommendation on the complaint subject within a short period from the date of concluding the investigation.
- C. The Committee shall make its recommendation unanimously or by majority vote.
- D. The Committee shall recommend conviction and the appropriate penalty when the violation is ascertained, and shall recommend innocence when there is no evidence or insufficient evidence of the student committing the offense, and recommend Non-accountability and preservation of investigation papers if the act attributed to the defendant does not constitute a disciplinary offense.
- E. The recommendation of the Committee which it deems to be consistent with the provisions of the law shall include the following:
 - 1. Full name and description of the complainant .
 - 2. Full name of the defendant, his faculty and his university id number, and whether he has already received disciplinary penalties.
 - 3. Summary of facts, evidences, and reasons for conviction.
 - 4. The recommendation that the Committee deems appropriate. In case of conviction, the recommendation should include a description of the violation, the legal provision to which it applies, the type of punishment that it considers to be inflicted on the offending student, and the number of the legal item that allows it to be imposed.

Article (16)

Ninth: Saving Files

- A. The Investigation Committee shall prepare a special record to document complaints referred to it, including the complainant's name and defendant's name, the type of complaint and the summary of the recommendation it makes regarding the violation of the complaint.
- B. If the investigation committee, which the complaint was referred to, cannot give decision due to the formation of another committee at the beginning of the academic year, the complaint shall be followed up by the following committee.
- C. After the completion of all the investigation procedures by the committee and the concerned dean or director issued his decision on the subject of the complaint, the original decision shall be kept with the complaint file in the Dewan of the Deanship or the department of the investigation committee, the investigation committee shall be notified by the decision of the complaint.



Article (17)

Authorizations of disciplinary punishments for students are set as follows:

- A. The Dean of Student Affairs may impose any of the penalties mentioned in paragraphs (1, 2, 3) of Article (3) of these instructions on students who commit disciplinary offenses that are the subject of the investigation committees in the Deanship of Student Affairs.
- B. The concerned Faculty Dean, or Center Director may impose any of the penalties mentioned in paragraphs (1,2,3,4,5,6,7,8) of Article (3) of these Instructions on students who are accused of complaints which faculty or center committees are responsible to investigate them.
- C. The Dean of Scientific Research and Graduate Studies, may impose any of the penalties mentioned in paragraphs (1,2,3,4,5,6,7,8) of Article (3) of these Instructions on students who are accused of complaints which Scientific Research and Graduate studies committees are responsible to investigate them.

- D. The President of the University may impose the penalties mentioned in paragraphs(1, 2, 3, 4, 5,6,7,8,9)of the same article of these instructions on students who commit disciplinary offenses inside or outside the University.
- E. The Deans Council may impose the penalties mentioned in paragraphs (11,10) of Article (3) of these Instructions, and may also impose the penalties mentioned in paragraphs (1, 2, 3, 4, 5, 6, 7,8,9) on students who commit disciplinary offenses inside or outside the university.
- F. The decision to impose disciplinary punishment shall be directed to the student himself and to his/her parents through the Dean of Student Affairs and to the Admissions and Registration Department. Decisions on disciplinary punishments shall be kept in the student file in the Deanship of Student Affairs or in the Deanship of Scientific Research and Graduate Studies, and in the concerned faculty in both cases and according to the real situation.
- G. The President of the University or his deputy may in exceptional or emergency cases, which do not bear delay, impose disciplinary penalties within his authority without referring to the investigation committees, provided that the defendant is informed and understands the offenses attributed to him, and hear his declaration. The President recommends to the Deans Council the penalties that fall outside his authority.

Article (18)

All disciplinary decisions issued by the competent authorities set forth in these instructions shall be subject to administrative appeal before the Deans Council within fifteen days from the day following the date of the notification, except for the penalties stipulated in paragraphs (1, 2, 3) of Article (3) The appeal of these instructions, and the appeal on executing the penalty shall not be prohibited.

Article (19)

In case of imposing the penalty of temporary dismissal or final dismissal from the university, the identity of the dismissed student shall be withdrawn and he/she shall be prohibited from entering the campus without the permission of competent authorities at the university.

Article (20)

- A. The student who is referred to investigation is not entitled to withdraw from study before the investigation is completed.
- B. The student's graduation procedures shall be suspended until a decision is reached on the subject of the committed offense.

Article (21)

The investigation committees shall decide on the cases referred to them regarding graduate students for a period not exceeding 30 days from the date of their referral, and the Faculty Dean may extend them if circumstances so require.

Article (22)

No student may invoke his ignorance of the University law, regulations, instructions and decisions, or not to be informed on what is published on billboards.

Article (23)

The University may continue its disciplinary proceedings provided in these instructions, even if the violation is at courts or a judicial ruling has been issued on its regards.

Article (24) General Provisions

- A. Notwithstanding the provisions of Articles (4, 5 and 6), any student may be punished by one of the penalties prescribed in Article (3), if he/she commits any act that violates legislation and regulations that is not included in the above mentioned articles.
- B. If a case contains mitigating reasons, the investigating committee may recommend to reduce the disciplinary penalty to a decreased disciplinary penalty.
- C. If more than one legal provision applies to one offense, the most severe penalty shall be taken.
- D. If the violation caused any damage to the University or its property, the investigation committee must confirm this and address the concerned authorities at the University to acquire compensation.
- E. If students who received disciplinary penalties committed new violations during the period of executing the penalty, the competent investigation committees are entitled to start investigate these new violations immediately and issue the appropriate decisions against them.
- F. The Dean of Student Affairs, the Dean of Scientific Research and Graduate Studies, the Faculty Dean, or the Director of a Center may suspend the student referred to the Investigation Committee from performing any of the student activities or benefit from student facilities and services in which the offense was committed. Until taking a decision on that violation.
- G. Violations and penalties provided in these instructions shall not be prejudiced.

H. Effects of punishment:

1. Taking into account the provisions of paragraph (F) of this Article, the effects of disciplinary penalties mentioned in Article (3) of these instruction shall be canceled as follows:
 - A. Penalties in paragraphs (1-8), six months after the date from issuing the penalty.
 - B. Penalty mentioned in paragraph (9), nine months after the date of ending the execution of the penalty.
2. The summer semester is not considered a semester for the purpose of temporary suspension from the university, unless the student is a graduate. The temporary suspended student for two semesters (the second and first semester) is not allowed to study the summer semester. The courses studied by the student in any institute or university during the punishment period are not counted.
3. The penalty of temporary suspension from the university shall be executed in the semester in which the offense was committed. The investigation committee may move shift the penalty of temporary dismissal to the next semester if the penalty recommendation is issued after the date of commencement of final examinations.
University fees shall be refunded to him/her according to the fees refund instructions no. (6) for the year 2006, if the penalty is issued in the semester in which the violation occurred, and the graduate student is excluded.



I. Attempt:

1. If the act that was punished by warning stops at attempting, there is no punishment for it.
2. If the act punished by paragraphs (2, 3, 4 and 5) of Article (3) of these Instructions stops at attempting, it shall be punished by the previous penalty recommended for the act committed.
3. If the act punished by paragraphs (9,10) of Article (3) of these instructions stops at attempting, it shall be punished by half the recommended penalty, and if this is not possible, it shall be punished by two-thirds of the penalty.
4. If the act punished by temporary suspension from the university for one semester stops at attempting, it shall be punished by canceling two academic courses from the courses studied by the student.

J. Real Conflicts of Violations:

1. If more than one legal provision applies to one offense, the most severe penalty shall be taken.
2. If the student commits more than one offense, the Committee shall impose the maximum penalty or combining the recommended penalties, provided that the total penalties do not exceed the maximum penalty and the half.

K. The student's punishment shall be increased if it is proved to the investigating committee that the student has previously been punished by penalties stipulated in Article (3) of these instructions.

L. The single offense is pursued only once.

Article (25)

In case of disagreement on the interpretation of any of these instructions, the matter shall be referred to the University Council.

Article (26)

These Instructions cancel the disciplinary procedures for students at Yarmouk University No. (7) for the year 2009 and its amendments.

Article (27)

The President of the University, the Deans and the Directors of Centers of the University shall be responsible for the implementation of the provisions of these instructions.

**Smoking Prevention Instructions at Yarmouk University
No. (6) for the year 2009
Issued under Article (36) of the Jordanian Universities Law
No. (20) for the year 2009**

Article (1) These instructions shall be called (Smoking Prevention Instructions at Yarmouk University) and shall be effective from 3/1/2009.

Article (2)

B. A committee shall be formed by a decision of the University President as follows:

Dean of Student Affairs	Chairman
Director of Cultural and Artistic Activity Department	Member
Director of Student Services Department	Member
Director of the University Security Department	Member
Director of Public Relations Department	Member
Director of Human Resources Department	Member
Chairman of the Student Union	Member

B. The Committee shall promote awareness for stopping smoking within student.

C. Holds seminars, lectures and scientific days and distribution of advertisements, leaflets and posters in order to raise awareness of the dangers of smoking and ways to quit.

Article (3)

Smoking is prohibited in all closed buildings in the University.



Article (4)

- A. The specialized investigation committees shall consider, in accordance with the disciplinary procedures instructions, students who violate the smoking prevention instructions.
- B. The following disciplinary penalties are imposed for smoking cessation offenses:
 - 1- A fine of (10) JOD if the student smokes in places that are not allowed for the first time.
 - 2- A fine of (20) JOD for each subsequent time if the student smokes in the places not allowed.
- C. Students' financial matters related to the above-mentioned fines shall be settled at the time of registration for the next semester or before they are granted clearance before graduation.
- D. The Dean or the Director of the Center or the Department shall impose such penalties on the recommendation of the Specialized Investigation Committee. If he/she is caught by any of the university staff; the Dean, the Director of the Center or the Director of the Department may impose such punishment after questioning the student and without referring to the investigation committee.
- E. A copy of the punishment shall be sent to the Dean of Student Affairs, the Director of the Finance Department, the Director of the Legal Department, the Director of Admissions and Registration, and the Director of University Security.
- F. The Dean of Student Affairs shall inform the parents of the offending student with his/her penalty.

Article (5)

Smoking in places that are not permitted is considered a violation, for applying disciplinary procedures for academic and administrative staff.

Article (6)

The President, the Deans and the Directors of centers and Departments are responsible for implementing these instructions.

**All funds collected from the fines of smoking prevention instructions
at Yarmouk University are deposited in favor of the
poor student fund**

Al Hussein Bin Talal Library

The library was established in 1976 and given the name of Al- HusseinBin Talal Library in March 2013. Its mission and objectives are as follows:

12. Provide information resources in various forms that meet the needs of library users.
13. Processing, organizing and arranging the information resources in a professional manner based on advanced cataloging and classification standards to create sufficient awareness among its users that enable them to make full use of these tools through a sustainable education and training mechanism for beneficiaries.
14. The library adopts Anglo-American indexing standards (Mark 21) and the US Congress Library classification system for organizing and indexing information resources.
15. The library is keen to develop the collections nit by applying criteria for selecting new information resources or by weeding by excluding the damaged or repeated resources.
16. The library has about 559 thousand information resources in various fields of knowledge, in several languages, and vary from paper to digital. (467) thousand volumes of paper books, (90) thousand volumes of previous periodicals, and (2000) CD-ROM of a number of manuscripts and local and Arabic daily newspapers.



17. The library provides 15 academic digital databases containing thousands of international periodicals, books and theses in full texts, they are available on the university's electronic network such as ProQuest Central Periodicals, Ebrary Books, Pro Quest Dissertation of University Theses, and other accessible databases that are available at the library's website :<http://library.yu.edu.jo> It is worth mentioning that the library, in cooperation with the Computer Center, now allows access to these databases from outside the university campus to faculty members, by approving the university e-mail information and for postgraduate students by approving "students information data" for registration purposes.
18. The library provides the Arab Digital Library database to access the content of the Arab periodicals and the university theses that Yarmouk University offers within the library to provide the search service to access full text.
19. Enhancing cooperation and coordination between the library and other national, regional and international institutions through sharing information resources and legalizing policies and practices to minimize the cost, time and effort. In this context, the Library participated in the establishment of a group of official Jordanian university libraries - Excellence Center of Library Services of official Jordanian Universities- and purchase an integrated library system at the national level.
20. The library has a special section (the Hashemite Hall) which tells the history of the royal family in the Hashemite Kingdom of Jordan over time.
21. The library offers subscription services for visitors from the local and regional community.



Instructions of Al Hussein Bin Talal Library at Yarmouk University No. (6) for the year 2012

Article (1): These Instructions shall be called "Instructions of Al Hussein Bin Talal Library at Yarmouk University No. (6) for the year 2012" and shall be effective as of December 5, 2012.

Article (2)

A. The following words and phrases wherever stated in these Instructions shall have the meanings assigned to them below unless the context indicates otherwise:

University:	Yarmouk University.
President:	President of the University.
Library:	Al Hussein Bin Talal Library at the University.
Director:	Library Director.
System:	Supplies and Works System at Yarmouk University No. (46) of 2004, or any system to replace it.
Committee:	Technical Committee.
Beneficiary:	Beneficiary's name means: University students who are studying. University employees who are at work. Participants in the library services from outside the university under the conditions of their participation.

The words and phrases used in these Instructions without definition shall have the meanings assigned to them in the Jordanian Universities Law No. 20 of 2009.

Article (3)

The library provides information resources based on suggestions from the beneficiaries or on the initiative of the Library.



Article (4): The Director shall form a technical committee of three employees of the Library for one year to study the needs of the beneficiaries and the library regarding the information resources and submit its recommendations to the Director to take the appropriate decision.

Article (5): The Director may:

3. Purchase one to three copies of each book based on the recommendation of the Committee.
4. Purchase maximum ten copies of books composed by employees of the University, for the purposes of gifting and exchange.
5. Participating in periodicals and databases in various forms, and purchasing the previous issues of the periodicals in coordination between the library and the concerned bodies at the university.

Article (6)

- A. Except for information resources that cannot be borrowed and taking into account the borrowing period of some information resources:
 - The faculty member can borrow up to ten information resources for one semester for each resource, and the borrowing period ends at the end of the semester in which it started, regardless of the beginning date of borrowing.
 - The University employee may borrow up to five information resources for a period of two weeks per one resource.
 - Postgraduate students can borrow up to ten information resource for a period of two weeks per one resource.
 - A bachelor student can borrow up to five information resources for a period of two weeks per one resource.
- B. A single volume of a multipart heading is a resource by itself for lending purposes.
- C. The beneficiary may not borrow more than one copy of the same resource in the same borrowing period.



Article (7): Borrowing any information resource may be renewed only once at the request of the borrower if no other beneficiary required it unless the borrowing of this information resource is suspended or unavailable for any reason in accordance with the provisions of these instructions and the decisions issued there under.

Article (8)

- A. The information resources shall be placed on the reservation shelf, if permitted by a request from faculty members or by an initiative from the library.
- B. The information resources placed on the reservation shelf shall be kept for two hours in the library and the information resources shall be placed on the reservation shelf and used within the library under executive procedures issued by the Director.

Article (9)

- A. The night borrowing system shall be applied to the information resources placed on the reservation shelf and to any resources that the director shall occasionally designate as "information resources which are not subject to regular borrowing" except for prohibited information resources.
- B. The night borrowing starts before the end of the official working hours of the library with half an hour on every working day, including on Saturday, and ends one hour after the beginning of the next first working day.



Article (10)

- A. Periodicals issuances can only be loaned for faculty members and according to the night borrowing system.
- B. The total amount of borrowed resources for a faculty member in accordance to paragraph (A) of this article shall not exceed three of the periodicals in borrowing period, and shall be calculated from the maximum permitted borrowing for the faculty member.
- C. References can be loaned to faculty members and postgraduate students according to the night loan system, provided that they are not more than three resources for borrowing period, and are calculated from the maximum permitted borrowing for the borrower.

Article (11)

- A. If a beneficiary fails to return an information resource on the specified date, he/she shall be fined (100) fils for each day of delay, provided that the fine shall not exceed five dinars per semester for one information resource. The summer semester shall be regarded as a full semester for this purpose.
- B. If the beneficiary of any information resource borrowed through the night borrowing system and fails to return it on time, he/she shall be fined (100) fils for every delayed hour, and a maximum of not more than five dinars for one information resource per week.
- C. If a beneficiary fails to return an information resource on the specified date and the delay period exceeds one year from the date of return, the resource shall be considered missing and the fine provided in Article (14 A or B) of these instructions shall apply.

- D. The President may, upon the recommendation of the Director, deduct the amount of the fine specified in paragraph (C) of this Article from the beneficiary's salary at the university for employees, or instruct to collect it through the service fees during the academic registration for university students. The fines imposed on participants are deducted from the amounts of the safety deposits they provide. In all cases, the remaining amounts that cannot be deducted or collected will be referred to the beneficiary.
- E. If the scheduled date for returning the information resource falls on an official holiday or a day when the library stops working for an emergency, that day shall not be counted from the delay period.

Article (12)

- A. The President may exempt the beneficiary in whole or in part from paying the fine resulting from the delay of returning the information resources in the light of the reasons provided by the beneficiary in writing.
- B. The Director shall be entitled to cancel the fine resulting from technical failure or sudden failures not programmed in the borrowing system.

Article (13)

- A. If the beneficiary continues to delay in returning a borrowed information resource or to ignore the Library's request to return it for a period of one year, the President may, upon the recommendation of the Director, apply Article 14 (A) or (B) of these Instructions.
- B. Any person who caused damage or loss, deserved a fine of delay, shall not be allowed to borrow until he/she has cleared the fine.



Article (14)

- A. If a beneficiary loses an information resource, he/she shall be fined three times its value, in addition to the amount of two Dinars, the cost

- of the binding cover, in addition to the delay penalties resulting from the delayed return of the borrowed resource. The fines shall be calculated until the date of completion of the financial settlement of the beneficiary.
- B. If a beneficiary loses part of a set of parts, the lost part shall be compensated for three times of the total value of the collection, plus the amount of two dinars for the cost of cover binding for each missing folder. Delay penalties are calculated from the date of return to the date that the beneficiary informs the library of the loss of the information resource.
- C. The beneficiary, after payment of the fine referred to in paragraph (B) of this article, shall not obtain the rest of the group parts that one of its parts was lost. This paragraph applies to original CD-ROMs that comes with books as an integrated unit. The penalty is calculated three times the value of the disc and its books, whether the missing is the disc or one of its attachment. Regarding the copied discs, the penalty for loss or damage is one dinar per disk.
- D. If the borrower loses a book which the library received as a gift or exchange, the director shall be entitled to estimate the price of the book. The borrower shall be subject to the provisions of paragraphs (a, b, c, d) of this article and in this case the fines shall be calculated on the basis of the value estimated by the Director.
- E. The Director may accept an authentic and valid replacement copy of the missing information resource, if the bibliographical data is identical, in addition to the two-dinar cost of cover binding and the fine resulting from the delay.

Article (15)

- A. If a beneficiary intentionally damages a resource, the beneficiary shall be entitled to compensation equivalent to four times its value, in addition to the cost of cover binding, and shall not be entitled to take the damaged copy.
The Director shall inform the President to take the necessary legal action against him/her.
- B. If the damage of the information resources not more than the removal of the cover, the beneficiary shall pay three dinars (one dinar for repair and two dinars for the cost of cover re-binding) if the damage did not reach the material of the resource and that there is no defect or deficiency resulting from the damage.

Article (16)

For the purposes of applying the provisions of Articles (14) and (15) of these Instructions, the following principles shall be observed:

- A. The value of the fine for loss or damage shall be calculated on the basis of the dinar exchange rate to other currencies as determined by the Central Bank of Jordan on the date of ending the borrowing period whichever is higher, not at the value actually paid when purchasing the information resource.
- B. The value of the paper-based University theses that are discussed at the University or was a gift to it, shall be (15) dinars for the master's thesis and (20) dinars for the doctoral dissertation.

Article (17)

- A. The use of prohibited information resources for scientific research purposes shall be permitted after the written approval of the Director, taking into account the legislation and the official decisions in force.
- B. The use of prohibited information resources shall be restricted inside the hall allocated to it, it is not allowed to be borrowed, photocopied or reproduced in any manner except with the approval of the Director.
- C. The Director may allow the borrowing of prohibited information resources to the official Jordanian Universities libraries under the mutual borrowing agreement provided that they are delivered to a delegate authorized person from the official university by a receipt.

Article (18)

- A. Services of photocopying, printing, copying, and electronic copying are provided in the library for the tariff determined by the President upon the recommendation of the Director. The tariff shall be revised and amended from time to time.
- B. A distinction may be made between different types of information resources and categories of beneficiaries in terms of tariffs referred to in paragraph (A) of this Article. An additional service allowance may be imposed if the beneficiary is provided with the required copy by regular or express mail.



Article (19)

A. Designate (200) pages that shall be copied or printed free of charge from the information resources for the university faculty member during the academic year. The library shall establish a special register for this purpose signed by the faculty member, in accordance with executive procedures issued by the Director, to get this service the following is required:

- The required information resource to be photocopied should not be available for borrowing or cannot be loaned because the faculty member exceeded his/her maximum allowed borrowing at the time of service request.
- The material required to be photocopied should not be available electronically for storage in the library unless the faculty member has exhausted the maximum number of free electronic copies allowed in accordance with paragraph (B) of this article.
- Not to exceed 20 pages at a time, otherwise the approval of the Director is required.

B. A faculty member at the university may obtain free electronic copies of university theses and articles published in magazines within the following maximum limits:

- Five university theses per semester, not exceeding ten theses per academic year.

- Twenty articles in one semester, but no more than fifty articles in one academic year.
- C. The maximum limits stipulated in paragraphs (A) and (B) of this Article shall be calculated on the basis of the service received by the faculty member from within the library.
- D. The maximum number of electronic theses and articles specified in paragraph (B) of this Article may be exceeded through a written request from the concerned faculty member and with the approval of the Director.

Article (20)

Requesters of Photocopy and copying services in its different methods shall comply with the in force applicable intellectual property protection legislations in the Kingdom.

Article (21)

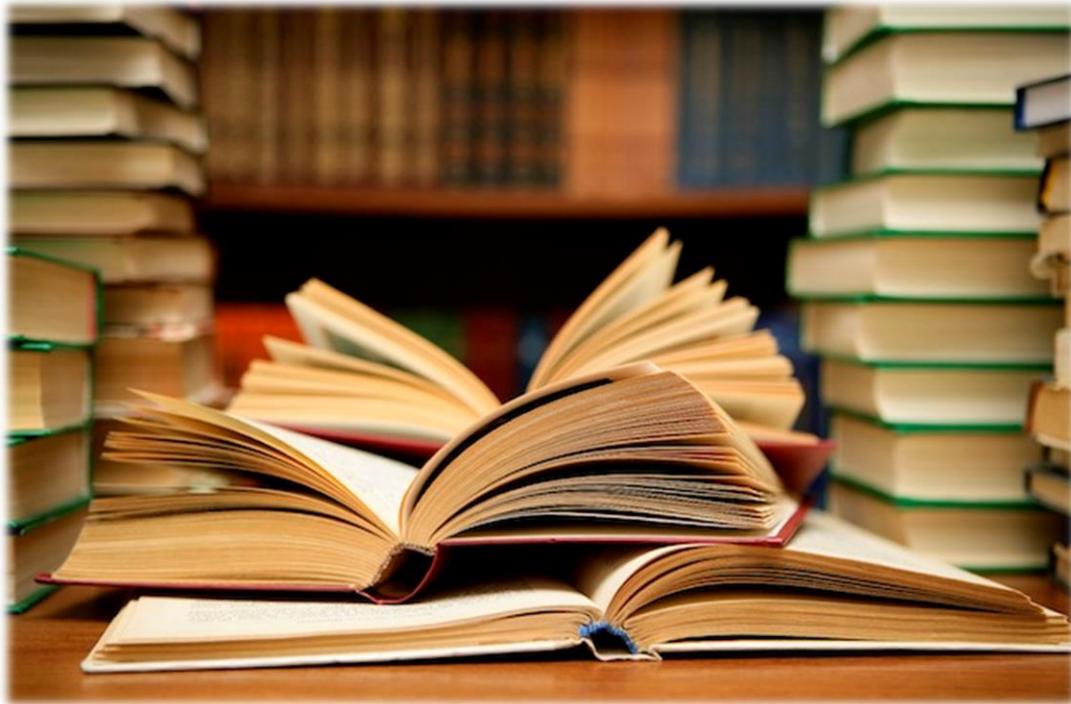
The tariff of photocopying, copying and printing of the various information resources at the Jordanian universities shall be determined according to the terms and conditions of the agreements held with these universities taking into account article (20) of these Instructions.

Article (22)

- A. Beneficiaries from University students and employees shall have access to the Arab Digital Library's database in accordance with the terms of access and usage determined by decisions issued by the Director.
- B. Individuals and institutions from outside the university may participate to benefit from the Library's services, including the Arab Digital Library, under conditions and fees which shall be determined by decision of the Director and approved by the President.
- C. The application forms for library services for individuals and institutions, application fees, and the subscription fees and related services such as the issuance of the subscriber's card and its fees, shall be specified with the recommendation of the Director and the approval of the President.

Article (23)

- A. The library can be accessed and borrowed from by showing the university's identity granted for students and employees.
- B. Beneficiaries (participants) who are not university students or employees can enter the library and borrow resources from it by a special identity issued by the library to them.

**Article (24)**

If the beneficiary abused or violated the instructions of the library, the director may prevent him/her from entering the library and deprive him/her of borrowing any information resource for a period not exceeding one semester.

Article (25)

No person shall attach or paste any image, statement, declaration or publication at any place in the Library without a prior permission from the Director in coordination with the concerned authorities at the University.

Article (26)

Visitors to the library and its staff must present their contents to the entrance observer. The observer or any official in the library have the right to inspect bags, purses and what's alike, as well as personal inspection if there are suspicions and/or serious doubts about an assault on the library's properties. (a female employee from the library or university security does so for females).

Article (27)

The Director may take the necessary procedures to use all types of equipment available in the library.

Article (28)

The Director may exclude any information resource from the regular and night borrowing service or prevent its general use within the library if he considers

that the condition of the information resource or the public interest requires such action.

Article (29):

- A. The Library, within the limits of its means and conditions, shall provide separate and closed research rooms for faculty members, postgraduate students, visiting professors and researchers who visit the University with the approval of the President.
- B. The research rooms shall be assigned to the beneficiaries according to priorities determined by the Director, with commitment to the terms and conditions of using such research room and ending their allocation. These procedures may also include payment of fees for the research room service, which shall be determined upon the recommendation of the Director and the approval of the President.

Article (30)

Faculty members who have completed their services at the University due to their legal age shall be treated as working members of the teaching staff at the University in terms of benefiting from the services provided by the Library and the beneficiary's obligations stipulated in these instructions shall apply to them. In the case of a borrowing request, a refundable security amount shall be paid upon the recommendation of the Director and the approval of the President.

Article (31)

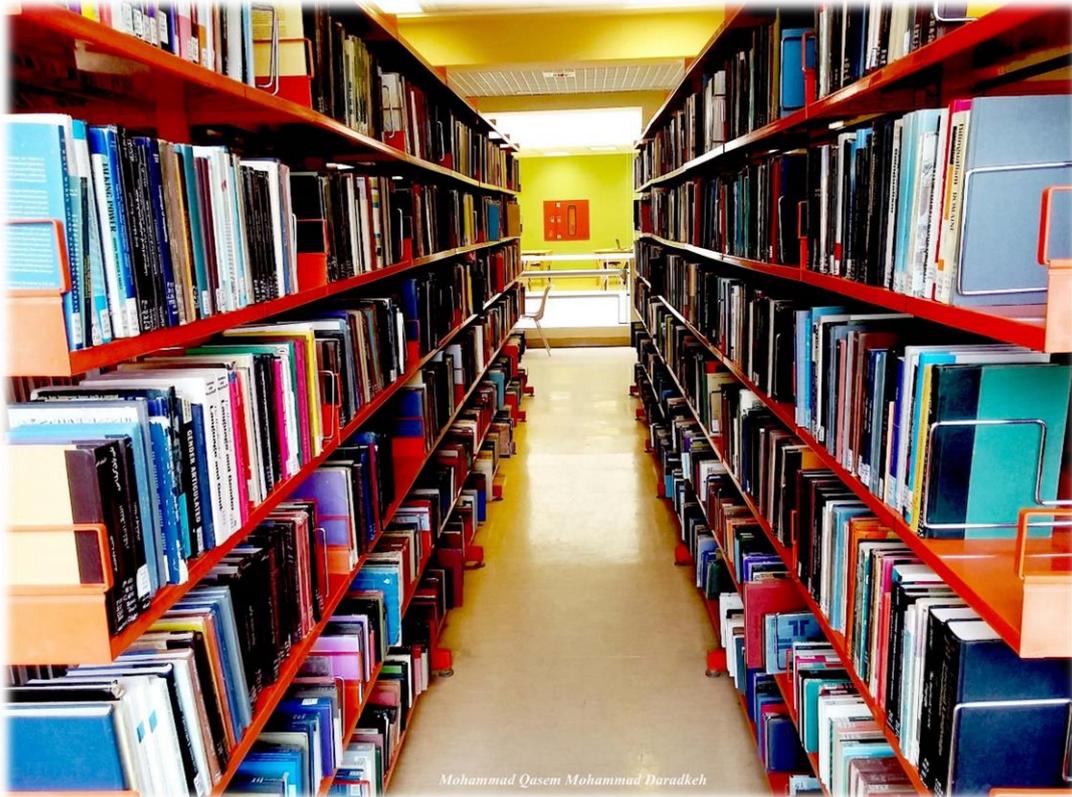
The President shall decide on matters in which no provision is made in these Instructions.

Article (32)

The General Services Instructions in Yarmouk University Library No. (1) of 1996, and the Instructions of photocopying, copying and printing services in the Husseinia Library No. (10) of 2005, shall be cancelled. Nothing in any other instructions or decisions shall be applied to the extent that contradicts with the provisions of these instructions.

Article (33)

The University President and the Library Director are responsible for implementing the provisions of these instructions.



University Security Department

The department was established as an independent unit affiliated with the University Presidency on 1/9/1991. It works to provide security and safety, and to maintain the application of public order, internal security and public safety of buildings, facilities, property, employees and students and to protect the female students accommodation, all guests and participants in conferences in the University.

The Department also regulates the entry of guests, employees, students and the vehicles allowed to enter, organize and control students during registration at the beginning of semesters, and supervise the graduation ceremonies and other organizational matters.



Military Service

(Deanship of Student Affairs / Second Floor Tel.ext. 2971, 2972)

The Office of Military Service Affairs was established in 1984 in order to follow up the affairs of students related to the military service in coordination with the various faculties of the University, Jordan University of Science and Technology, Private Universities and Community Colleges.

The office has been opened at the University to provide services and facilities for new and old (males) students at the University:

1. Stamping the registration form for new students after presenting the required documents, which are the valid book of military service and the personal identity of civil status and a student proof document.
2. Postponing the military service to students who did not perform the service and are still studying who were born in (1977 - 1999).
3. Stamping the application form for all new Jordanian students.
4. Stamping the postponement forms for one or more semesters for male students born in (1977 – 1999).



Cultural Office

(Deanship of Student Affairs / 2ndFloor, Tel. ext. 3929, 3027)

Cultural Office Tasks

The Cultural Office shall carry out the following tasks in accordance with the directives of the Ministry of Higher Education and Scientific Research:

To approve the certificates issued by Jordanian and non-Jordanian universities in accordance with the rules of the Ministry and follow up the transactions of foreign students who study at the expense of the Ministry of Higher Education and Scientific Research within the cultural agreements held with Arab and foreign countries, and follow up the study profile for each student in accordance with the instructions in force within the scholarship system, receive applications for students applying to the funds approved by the Ministry of Higher Education and Scientific Research, which provides scholarships and loans, and they are:

Royal Court	Student Support Fund
Al-Hasan Award for Youth Scholarships	Grant of Martyr Moaaz Kasasbah
Jordan Hashemite Fund	Poverty AreasFund
Jordan Bank Grants	Professional and Applied Disciplines
Fund of districts Top Grades students	Royal Jordanian
Grants of Top Grades students of Jordan	Al-Sharia'a Grants

And follow up the financial claims of students benefiting from these funds, enter the names of beneficiary students on the system of Admission and

Registration at the University, and follow-up their academic profile, sending financial claims of foreign students and students benefiting from the funds in the Ministry for disbursement of financial allocations and fees, submitting lists of first students in districts and governorates and pursue their study profile.

Dear Student: Upon the issuance of preliminary and final lists of student support funds of the Ministry of Higher Education and Scientific Research, it is necessary to get the Cultural Counselor directly to complete the procedures for this, and if you delay the completion of the procedures you will lose your right and considered refuting.

Ministry of Higher Education and Scientific Research website:
www.mohe.gov.jo

Military Scholarships Office

(Deanship of Student Affairs – 2ndFloor – Tel. ext. 2962/2965)

In October 1980, a Royal Decree was issued to allocate 20% of the seats in Jordanian Universities and higher institutes to the sons of officers and members of the Jordanian armed forces, the General Intelligence, the Public Security and the Civil Defense, and the Great Royal Reward is a gift to the sons of the nation from their supreme leader late King Hussein Bin Talal (May his Soul Rest in Peace) came to realize the importance and value of knowledge.

On January 15, 1981, the Office of Military Missions was established at Yarmouk University, which is affiliated with the Head of the Royal Reward Branch of the Directorate of Education and Military Culture.

It is the link between the General Command of the Jordanian Armed Forces/ Directorate of Education and Military Culture and the University in terms of facilitating and follow-up of the study, financial and behavioral aspects.



Necessary Information and Facts

Official name: Hashemite Kingdom of Jordan.

Population: about Nine Million Eight Hundred Thousand People.

Capital: Amman.

Main Cities: Amman, Irbid, Zarqa, Aqaba, Karak, Jerash, Ajloun, Salt, Tafila, Mafraq, Ma'an, Madaba.

Official language: Arabic.

Visas

1. This visa can be obtained from the Jordanian Embassies and Consulates before traveling, with the help of the International Students Welfare Section Deanship of Student Affairs Tel. ext. (2233)

Currency

The Jordanian Dinar is divided into 1000 fils (or 100 piasters).

Paper Currency: one dinar, five dinars, ten dinars, twenty dinars, fifty dinars.

Electricity

220 volts

Timing

The timing in Jordan in winter is (GMT + 2) and in summer is (GMT +3).

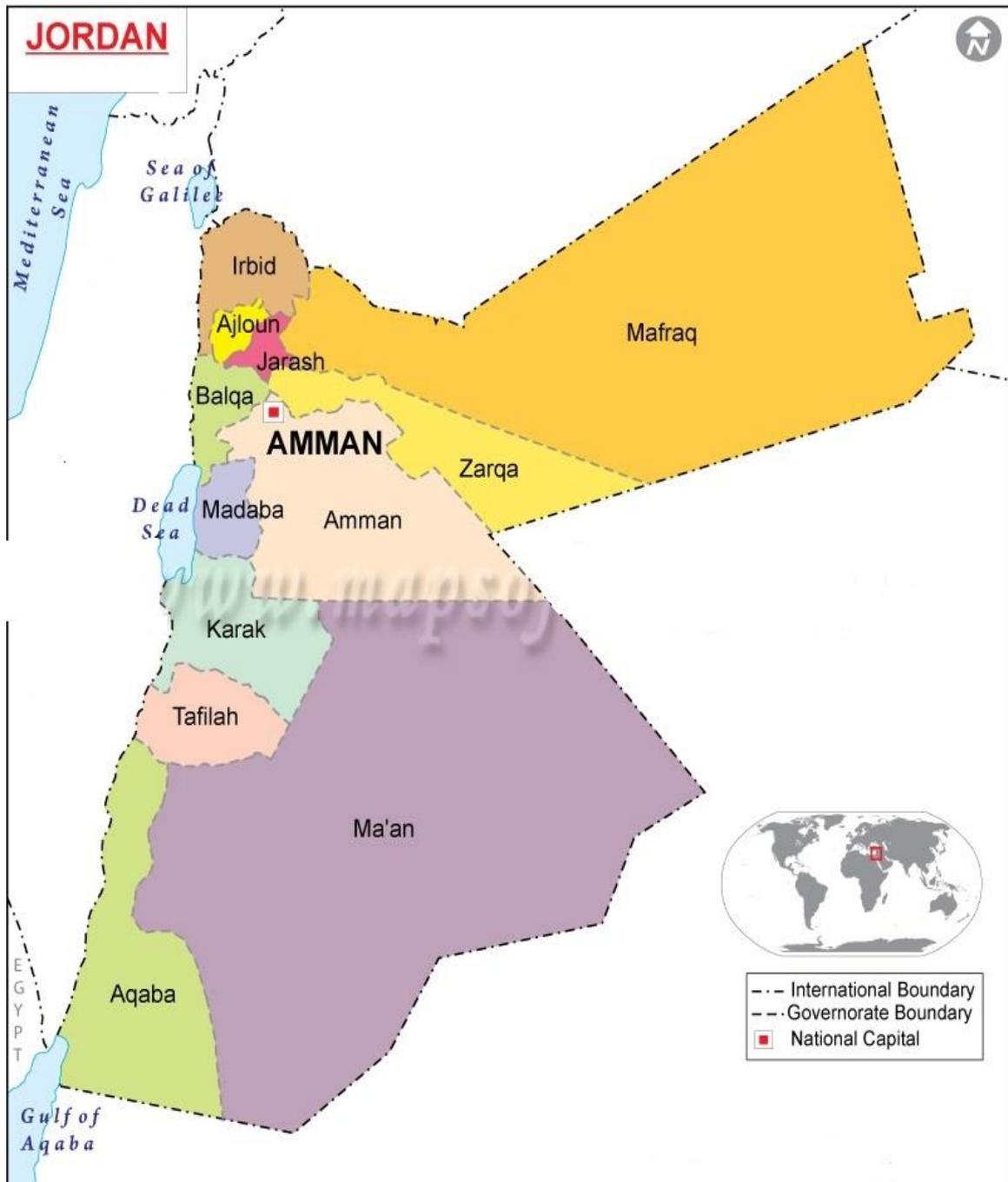
Weather

Spring and Autumn are considered with moderate weather. The winter season extends from November to March, but the weather in Aqaba, the Dead Sea and the Jordan Valley remains warm in the winter.

Temperature

	Irbid	Amman
	Temperature ° C	Temperature ° C
January	10.4	8.1
April	21.5	16.0
July	27.9	25.1
November	15.3	17.2

Map of Jordan



Irbid City

The city of Irbid is the second city in the Hashemite Kingdom of Jordan, after the capital of Amman in terms of administrative, population and economic importance. It is the capital of the north and the center of the province where the administrative governor of the governorate and the official departments are located. It also has many commercial, educational, agricultural and health services. The City is in the North of Jordan (80 km) from the capital, located at the end of the southern tip of the Horan Plains, surrounded by plains, fields and orchards.

The city of Irbid is the first place in the province because of its middling location between villages and neighboring cities. It has a population of 1500000 people. Yarmouk University is located in the southern part of Irbid. It is named because of its wonderful Islamic meanings in our history. The city has many institutions, universities and academic and professional middle schools.

In the vicinity of the city of Irbid there are a lot of archaeological sites and tourist areas where the city of Ajloun to the south of Irbid about (30 km) and surrounded by dense forests topped by Ajloun Castle, which dates back to the era of the great Islamic leader Salah al-Din al-Ayyubi.

The Roman city of Jerash with its amazing monuments to the southeast of the city of Irbid about (40 km) on the road leading to Amman, the capital.

To the west of the city of Irbid extends the Jordan Valley, starting from the city of Umm Qays and ending with the Dead Sea, where there are plenty of historical and touristic sites, including the archaeological city of Umm Qais overlooking the Yarmouk River, and the ancient city of Pella, the Jordan Himma, and the dense orchards and green fields on the sides The Jordan River and the East Jordan Valley Canal, where the tombs of Sahaba of Profit Mohammad peace be upon him, including the names of Moaz bin Jabal, Amer bin Abi Waqqas, Abu Ubaida Amer bin Aljarrah, and Sharhabil bin Hassanah God bless them all.



Public Holidays

Fridays and Saturdays are public holiday every week. There are official holidays such as Labor Day (May 1), the Kingdom's Independence Day (25 May), in addition to religious holidays (EidAl-Fitr, EidAl-Adha and the Islamic New Year and the Prophet's Birthday, which is declared in accordance with the Hijri calendar). The New Year and Christmas.

There are national official days to be celebrated without having the day off for Ministries, official departments and public institutions, those are: the birthday of His Majesty King Abdullah II (January 30) the birthday of the late King Hussein bin Talal (November 14), and the Army Day, and the day of the Great Arab Revolution, and the day of His Majesty King Abdullah II bin Al Hussein sitting on the throne and the memories of Isra'a and M'eraj.



Public Facilities



Yarmouk University Mosque:

Located in campus The mosque and its employees are affiliated with the Faculty of Shari'a and Islamic Studies, which perform its full role in supervising it in terms of prayers, sermons, Friday sermons, the sermons of the two Eids(Al-Fitr and Al--Adha), lessons and religious sermons during the holy month of Ramadan and other religious occasions.

Restaurants

The University offers several cafés to provide meals and refreshments at moderate prices. They are located in various locations in campus.

Mail

It provides all types of mail (mail, parcels, express mail), provides postal boxes, services of paying electricity, water and landline bills, and provides the service of sending and receiving money transfers, fax and telegram services.



Bank

The University, in cooperation with Cairo-Amman Bank, provides banking services to faculty and administrative staff, and students through a branch of the bank on campus. It also provides ATMs for the banks: Cairo, Odeh and the

Consumer Association

It provides goods, supplies and necessary needs for students; it is located in the building of the Deanship of Student Affairs / First Floor.

Yarmouk Mall investment complex

An investment market consisting of (66) warehouses in its three floors, and has the advantage of integrated services available to investors to provide all services of interest to students and citizens.

Yarmouk Comprehensive Health Center

The University has a health center to provide health services to university employees, university students, and other beneficiaries. An agreement was signed between the Ministry of Health and Yarmouk University to achieve the vision and mission of the Ministry of Health to provide treatment services to every citizen.

Academic Calendar 2018 / 2019

Semester : First 2018 / 2019			
Day	Date	Occasion / Academic Procedures	Notes
Mon – Fri	20-24/8 –/2018	Eid Al-Adha (estimated)	* Holiday
Tue	28/8/2018	Registration for old students	
Tue	11/9/2018	Hijri New Year – 1 Muharam 1440 (estimated)	* Holiday
Sun	16/9/2018	Beginning of the Academic Year, registration of new students, starting day for Academic members	
Sun - Thu	16 -20/9/2018	Withdrawing and adding courses	
Sun	23/9/2018	Beginning of Classes	
Thu	01/11/2018	Deadline for incomplete exams	
Thu	15/11/2018	Deadline for submission of first exam results	
Tue	20/11/2018	The Prophet's Birthday (pbuh) 12 Rabia Al-Awal 1440 (estimated)	* Holiday
Thu	20/12/2018	Deadline for submission of second exam results for Bachelor Courses	
Sun	23/12/2018	Beginning of registration for the second semester 2018/2019	
Tue	25/12/2018	Christmas	Holiday
Thu	27/12/2018	End of withdrawing period for Bachelor students	
Thu	27/12/2018	Deadline for submission of practical courses and Graduate exams	
Thu	27/12/2018	Deadline for defense of Graduate theses	
Tue	01/01/2019	New Year	Holiday
Thu	03/01/2019	End of withdrawing period for Graduate students	
Sat – Tue	05/01/2019 15/01/2019	Final Exams	
Sun	20/01/2019	Deadline for submitting final exam results by faculty members	
Mon	21/01/2019	Beginning of Faculty members break	
		Graduation Day	

Semester : Second 2018 / 2019			
Day	Date	Occasion / Academic Procedures	Notes
Sun	27/01/2019	Completing the registration process for the semester	
Sun	03/02/2019	Starting day for Academic members	
Sun - Thu	03-07/01/2019	Withdrawing and adding courses	
Sun	10/02/2019	Beginning of Classes	
Thu	21/3/2019	Deadline for incomplete exams	
Wed	03/04/2019	Isra'a and M'eraj 27 Rajab 1440 (estimated)	
Thu	04/04/2019	Deadline for submission of first exam results	
Sun	21/04/2019	Beginning of registration for the summer semester 2018/2019	
Wed	01/05/2019	Labor Day	Holiday
Thu	09/05/2019	Deadline for submission of second exam results	
Tue	14/05/2019	End of withdrawing period for Bachelor students	
Tue	14/05/2019	Deadline for submission of practical courses and graduate exams	
Tue	14/05/2019	Deadline for defense of Graduate theses	
Tue	21/05/2019	End of withdrawing period for Graduate students	

Wed - Sun	22/05/2019 02/06/2019	Final Exams	
Sat	25/05/2019	Independence Day	Holiday
Mon - Thu	03-06/06/2019	Eid Al-Fiter (estimated)	* Holiday
Sun	09/06/2019	Deadline for submitting final exam results by faculty members	
Mon	10/06/2019	Beginning of Faculty members break	
		Graduation Day	

Semester : Summer 2018 / 2019			
Day	Date	Occasion / Academic Procedures	Notes
Sun	16/06/2019	Completing the registration process for the semester	
Sun	16/06/2019	Starting day for Academic members	
Sun - Tue	16 -18/06/2019	Withdrawing and adding courses	
Sun	23/06/2019	Beginning of Classes	
Thu	18/07/2019	Deadline for incomplete exams	
Thu	18/07/2019	Deadline for submission of first exam results	
Thu	01/08/2019	Deadline for submission of second exam results	
Thu	01/08/2019	End of withdrawing period for Bachelor students	
Thu	08/08/2019	Deadline for submission of practical courses and graduate exams	
Thu	08/08/2019	Deadline for defense of Graduate theses	
Sat - Wed	10-14/08/2019	Eid Al-Adha (estimated)	* Holiday
Thu	15/08/2019	End of withdrawing period for Graduate students	
Sat - Wed	17-21/08/2019	Final Exams	
Sun	25/08/2019	Deadline for submitting final exam results by faculty members	
Mon	26/08/2019	Beginning of Faculty members break	
		Graduation Day	

*** Holiday according to Hijri Calendar**



Symbols of Lecture Halls in Buildings

Faculty of Science	مج
Faculty of Physical Education	جم
Faculty of Arts	أد
Faculty of Economics (old building, Medicine+Pharmacy)	أق
Faculty of Education	ت
Faculty of Archeology	أث
Faculty of Sharia	ش
Khawarizmi Building	خز
Maqdisi Building/ Faculty of IT	مق
Farabibuilding / Main Canteen	ق
Faculty of Law	حق
The English Village	ر
Chemistry Building/ Chemistry Department	مك
Faculty of Hijjawi	هـ
Chemistry Building	ك
Faculty of Economics and / New Building	A
Faculty of Economics and Media / New Building	B
New Hijjawi	هـج
Geology (Old building of Ibn Sina)	ج

University Presidency

Tel.: 00962 2 7211111 ext. 2108-2144

Fax: 00962 2 7274725

University website www.yu.edu.jo

Student service site www.sis.yu.edu.jo

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