

# STUDENT HANDBOOK



جامعة فيلادلفيا  
Philadelphia University  
طريق المستقبل

دليل  
الطالب

2021/2020

## **Introduction**

The Student Handbook is one of the most significant documents furnished by reputable universities with the aim of providing students with the culture of respect for policy and adherence to it. This document serves as a written contract between the university and its students, especially new ones. It is necessary to note that the university retains the right to make any amendments it sees fit for the benefit of the educational process whether these adjustments pertain to the regulations or university fees.

Establishing a culture of familiarity with and commitment to regulations and instructions in universities aims not only at determining the legal responsibility of each of the parties involved, but is also the best preparation for students in becoming responsible citizens who are aware of their rights and their duties. As an educational institution which is always up-to-date with the latest developments, The University of Philadelphia is pleased to present to its students the latest and approved version of the Student Guide which includes the university policies and procedures.

Finally, I wish our dear students continued progress and tremendous success.

*The President of the University*

**Vision**

To be one of the most highly recognized Jordanian Universities in the spheres of teaching and learning, research, and community service according to international standards.

**Mission**

PU strives to:

- Prepare graduates who are well-equipped with knowledge, skills and values and who are highly motivated to lifelong learning and capable of fulfilling the requirements of present times.
- Foster academic research and graduate studies and support innovation plans.
- Establish a productive partnership with the local community.

**Values**

- Fairness: Dealing fairly with all and respecting each individual's value, dignity and legitimate freedom.
- Transparency: Dealing clearly in all University procedures with students, academic and administrative staff.
- Integrity: Full compliance with professional morals and ethics.
- Belongingness: Having a sense of responsibility toward the University, local community and the nation.
- Co-operation: Teamwork among all University staff and students.
- Innovation: Encouraging innovative ideas and solutions in teaching and learning as well as academic research fields.
- Professionalism: The ability to demonstrate knowledge, skills and proficiency in disciplines.

## **Strategic goals**

- Ensuring efficient governance that meets the requirements of the university.
- Developing and enhancing the teaching and learning processes.
- Promote and market scientific research and its products, and stimulate creative initiatives.
- Enhancing the competency of faculty and staff members.
- Providing and maintaining a stimulating infrastructure for learning and ensuring financial sufficiency and sustainability.
- Attracting students, retaining them, motivating them, and upgrading the services available to them.
- Engaging in community development and university enrichment activities.
- Enhancing the university's competitiveness, improving its image, and ensuring the quality of its operations.

**Philadelphia University: name and significance**

Choosing the name of Philadelphia University came as a revival of a cultural heritage that gives Jordan a legacy which makes us proud. Philadelphia is the old name of the city of Amman, which was given to it by the leader Ptolemy Philadelphus to replace the name of Rabbah Ammon in the year 285 BC. The name means brotherly love, and in 63 BC it joined the union of the ten cities of the Decapolis.

**As for the university:**

It was established on 13/8/1989 and it achieved obtained general accreditation on 9/25/1991. The university opened its doors for the first cohort in the academic year 1991/1992.

Through the years, the university become a member of:

- The Association of Arab Universities in 1994
- The International Federation of the Universities of the Islamic World (FUIW) in 1998
- International Federation of Universities in 1999

The university joined the International University Library Information Network of the United Nations University in 1999.

Furthermore, the university occupies an exceptional location on the road between Amman and Jerash. The location of the university, which covers an area of about 327 acres, is distinguished by its splendor, beauty and picturesque nature, suitable for a distinguished university campus.

### **General and important guidelines for students**

1. Students must abide by the advice and instructions of their academic advisors and are obliged to attend regular meetings with their advisors.
2. All university employees are at the students' service. Therefore, employees and staff members should be treated with respect, which will ultimately facilitate their ability to help resolve any difficulties that students may face.
3. Committing any violation inside the university exposes students to the penalties stipulated under 'Student Disciplining' in the instructions guide.
4. It is vital for students to participate in student activities organized by the faculties and the Deanship of Student Affairs, as this has an impact on refining the student's personality and supporting the educational process.
5. Your university card is extremely important. You will need it when you attend any of the university facilities, so take care of it and keep it from damage or loss.
6. Each faculty member posts their office hours during which they are free to meet students, and respond to their inquiries. Therefore, please adhere to the announced hours.
7. All international students are required to visit the International Students Department at the Deanship of Student Affairs in order to document their personal data and issue the annual residency as per Jordanian law.

## **Announcements**

These are the primary means of communication in the university. As such, students are required to check all the announcements and messages sent to them in addition to those posted on the bulletin boards in the different university buildings or on the university's website. Additionally, students may be contacted via the university's website or students' email addresses or on the official university page on Facebook

No student will be permitted to protest any decision based on the claim that they have not read the leaflets or the instructions issued by the university or faculty.

## ***Definitions of university related terms***

**Study plan:** This comprises of a set of subjects that a student must successfully study in order to obtain a bachelor's degree in the specialization he is studying, and it consists of university requirements, faculty requirements and compulsory and elective courses for the major.

**Compulsory subjects:** the set of subjects that a student must pass within his study plan. These include university requirements, faculty requirements, or department compulsory requirements.

**Elective subjects:** the set of subjects that the student chooses within his study plan, and it consists of university requirements, faculty requirements, or department electives.

**Credit Hour:** A unit of measurement for the number of hours that a student is required to study for a specific course every week throughout the semester. As for laboratory hours and practical courses, one credit hour is calculated as two laboratory hours or at least two hours of practice.

**Prerequisites for a course:** A subject which the student must study in order to be able to register the subsequent course, whether he studied the subject at PU or elsewhere and whether he obtained a pass or fail in it.

**Academic load:** the total number of credit hours for the courses registered by the student in a semester and which cannot fall below (12) credit hours or exceed (18) credit hours, except with the approval of the dean and under certain conditions.

**Registration:** Registering the subjects chosen by the student in each semester after obtaining approval from the academic advisor.

**Registration form:** The online form through which the student registers the subjects he wishes to take next semester.

**Withdrawal and Addition Form:** The online form through which the student can withdraw from courses or add other courses during the drop and add period, which is the first five days from the start of study for both the first and second semesters (excluding holidays), and the first three days of the summer semester. Dropped courses will not appear on a student's academic record and course fees will be credited to the students' account.

**Withdrawal with Loss of Fees:** Withdrawal of a course for which the student has previously registered during the specified period until the end of the fourteenth week of the first or second semester and the end of the seventh week of the summer semester. In this case, the course appears in the student's academic record with the remark (Withdrawn.)



**Semester Average:** is the average of the marks of all the courses studied by the student in that semester, and it is calculated by multiplying the mark of each course by the average in the number of its credit hours and dividing the sum of the resulting multiplications by the total hours approved.

**Cumulative GPA:** It is the average of the marks of all the subjects studied by the student within his plan whether passed or failed up to the date of calculating that average. It is calculated by multiplying the mark of each subject by the average and the number of its credit hours and dividing the sum of the resulting multiplications over the total credit hours, bearing in mind that the number of credit hours for the repeated period is entered once in the total credit hours, and the highest mark obtained by the student in this period is calculated.

**Passing mark:** The minimum passing mark in any course is (50%).

**Incomplete:** A phrase that is recorded against the subject in which the student is absent from performing the final examination with a compelling or medical excuse and is accepted by the dean of the faculty to which the subject belongs. The student must make up for the final exam within 2 weeks of the start of the following semester including the summer semester, otherwise, the student will get a (zero) on that exam and is given the result he deserves.

**Under probation:** The student is placed under probation if his cumulative average falls below (60)% at the end of any academic semester at the university, with the exception of the student's first semester at the university or during the first semester of a new major as well as the summer semester. The Deanship of Admission and Registration notifies the student electronically on the student's portal.

**Postponement of Study:** A student may postpone his studies at the university for a period not exceeding four semesters, whether intermittent or continuous. A student may not postpone his studies until at least one academic semester has passed since the start of his studies. (This excludes the summer semester).

**Loss of seat:** If the student stops studying at the university for one semester or more, and does not obtain written approval for postponement from the proper authorities, the student will lose his seat at the university.

**The academic year:** The academic year consists of two compulsory semesters of 16 weeks each, and an optional eight-week summer semester.

**Academic advisor:** A faculty member chosen by the department to assist the student in selecting the required subjects according to the student's study plan. The advisor directs the student throughout his university studies.

**Days symbols:** is an abbreviation for the days of the week as follows:

Sun: Sunday      M: Monday      T: Tuesday      W: Wednesday      TH: Thursday

**Course number:** the number that precedes the name of the course and represents the faculty, the academic department, and the level of the course.

**University Number:** A number indicating the academic year and the semester in which the student registered at the university followed by the student's serial number for the year and semester of enrollment.

Example: The university number (201111550) reads as follows:

2011: The academic year in which the student registered.

1: The first semester.

1550: the student's serial number.

### **Financial Guidelines:**

1. In the event that a new student withdraws from the university and has not registered for any courses, only the 50 JD deposit will be returned.
2. If a registered student withdraws from a semester of study during the add and drop period, he will forfeit the full registration fee in addition to 10% of the tuition fees.
3. If a student registers for an upcoming semester and pays the fees and then is expelled from his major, all the fees he paid shall be returned to him if he does not wish to transfer to another major after completing all exit forms.
4. A student is not entitled to any of the fees paid in the following cases:
  - A. If a student withdraws from a course after the add and drop period has ended.
  - B. If a student withdraws from the university, drops out of studies, or is expelled from the university as a penalty, after the beginning of the semester, unless he uses his right in what is stipulated in the instructions, which state: “If a registered, returning student falls under compelling circumstances preventing him from starting the course before the start of the semester and the student receives the approval of the President of the university, the student will be refunded the full tuition fees.”

5. A student whose registration has been canceled and who has submitted a request to postpone the semester or semesters in which he has stopped studying shall pay a fine to reopen a canceled registration in accordance with the university regulations.

6. A late-registration fine will be incurred for each semester (first, second, and summer) of each academic year a student delays registration till the withdraw and add period. This fine will be due even if the student has paid the tuition fees.

7. A student who transfers to another major, will pay the tuition fees according to the hourly rate for the new major to which he has transferred as per university fees regulations.

8. Health insurance fees will be charged to Bachelor's degree students' registration.

9. University fees are to be paid in one of the following ways:

A. Directly at the university finance department.

B. Payment through e-Fawateerkum.

C. In the university liaison office - Amman, Abu Al-Haj complex, seventh floor.

D. Bank transfer to the university's approved bank account as follows:

**Bank details :**

**Beneficiary Name : Philadelphia University Bank Name :**

**Cairo Amman Bank**

**Branch Name : Philadelphia University Branch Sort Code :**

**1261**

**Account No. : 090003241075 Swift Code :**

**CAABJOAM**

**IBAN NO.: JO60CAAB1261000000090003241075**

## **Instructions for awarding a Master's Degree at the University of Philadelphia**

Issued by the Deans Council in its Resolution No. (6/39/2016)

### **Article (1):**

These instructions are called “Instructions for Granting a Master's Degree at the University of Philadelphia”. They will come into effect as of the beginning of the first semester of the academic year 2016/2017

### **Article (2):**

The following words and expressions shall hold the meanings assigned to them, unless the context indicates otherwise:

The University: Philadelphia University

The Council: Council of Graduate Studies

The Dean: Dean of Scientific Research and Graduate Studies

The faculty: Any faculty in the university

The Department: Any department in the faculty

The faculty Committee: The Graduate Studies Committee in the Faculty

The Department Committee: The Department's Graduate Studies Committee

Academic advisor: a faculty member who advises students of Higher Studies and who is appointed by the department committee.

Supervisor: A faculty member who supervises a student's dissertation.

The Program: Any of the Master's programs.

### **Master's program Study Plan**

#### **Article (3)**

The requirements for obtaining a Master's degree are (33) credit hours as a minimum, according to the study plan approved by the Council of Deans. These requirements are distributed as follows:

##### First: The dissertation path:

- a. Successfully completing no less than (15) credit hours of compulsory courses.
- b. Successful completing a maximum of (9) credit hours of elective courses.
- c. Preparing a university thesis worth (9) credit hours along with a successful defense of the thesis.

##### Second: The comprehensive path

- a. Successfully completing a minimum of (24) credit hours of compulsory courses which are at the level of (700) and which must include a course related to scientific research methodology.
- b. Successfully completing a maximum of (9) credit hours of elective courses at the level (700).
- c. Successfully passing the comprehensive examination.
- d. If the student's graduation is delayed because a compulsory subject is not offered, it is permissible, upon the recommendation of the department and faculty committees and a decision of the dean, to register for an alternative subject equivalent to the original in terms of number of credit hours and content.

e. When subjects entitled (special topics) are offered or others of its like, the course is credited to the student only once, even if the topics differ.

**Article (4):**

a. once a student is admitted, the Department of specialization will specify the remedial courses at the Ba level required to raise the student's academic level provided that they do not exceed (9) credit hours.

b. The hours of remedial courses are not counted within the required credit hours to obtain a degree; these materials appear on the transcript without marks.

c. A student must successfully complete the remedial courses no later than the end of the first year of joining the program.

**Study period and study load**

**Article (5):**

a. The minimum time for obtaining a Master's Degree is (3) semesters, and the maximum is six semesters, subject to extension for two more semesters with the approval of the Dean of the College of faculty, and the Dean of Graduate Studies.

b. The summer semester is a considered a semester for the purpose of preparing the thesis. In special cases other courses can be offered based on the recommendation of the department and faculty committees.

c. The period of postponement or the complete excused withdrawal from all semester courses may not exceed two semesters. This period shall not be counted towards the maximum limit of time allowed.



**Article (6):**

- a. The minimum academic load in the first and second semesters is (6) credit hours, and the maximum is (12) credit hours. The thesis hours are counted as part of the study load.
- b. In special cases, approved by the department and faculty committees and following a decision from the dean of the faculty, a student may be allowed to register for (3) hours during the first or second semester, provided that this is only once during his study period.

**Article (7): Conditions for Admission:****General Conditions:**

1. The applicant must have obtained a Bachelor's Degree from an accredited university with a grade of no less than "good" or equivalent.
2. In the event that the seats allocated to any Master's program as stated in Clause (1) are not filled, no more than (10%) of the total seats may be allocated to graduates of:
  - a. A postgraduate diploma or its equivalent with a grade of no less than 'very good'.
  - b. A Bachelor's degree with a grade of 'fair' or equivalent, provided that the student studies (3) subjects from the Master's program in the first semester and which will be chosen by the department. These courses will be standardized for all students accepted in that program. A student must successfully pass the three subjects with a minimum mark of (70) for each of them and a cumulative GPA of no less than (good, 75%) after which the student becomes a regular student, and these courses are counted towards the completion of courses prescribed in his plan. Any student who fails to meet these conditions will be expelled from the university.

- c. The applicant must prove that his studies at the undergraduate level were regular.
3. Subject to clause (2) of this article, students who hold a Bachelor's Degree by affiliation or a higher diploma on a regular basis may enroll in the Master's Program under the following conditions:
- a. The title of the Higher Diploma major is identical to the Bachelor's major.
  - b. The number of credit hours of the higher diploma shall not be less than (30) credit hours, otherwise the student will be required to complete a number of courses determined by the department to reach (30) hours.
4. submission of a certificate proving passing the (TOEFL) or (National Exam) or an equivalent to them, according to the requirements of the Ministry of Higher Education and Scientific Research.

**Article (8)**

a. Applications for admission to the Master's programs should be submitted using the proper form to the Deanship of Admission and Registration, during the period specified by the Deanship of Scientific Research and Postgraduate Studies. All necessary supporting documents must be attached to the application.

b. The Deanship of Scientific Research and Graduate Studies, in coordination with the Deanship of Admission and Registration, will sort and check all applications and prepare a list of candidates for the different programs. The lists along with applications are then sent to the faculties for study and recommendations to the council regarding their acceptance

c. In the event that the faculty objects to the lists of students to be accepted, or objects to the grounds on which students were chose, the faculty will address this issue to the dean along with a statement of the reason for the objection and its justifications.

d. In the event of a discrepancy on the list of approved names between the college and the Deanship of Scientific Research and Graduate Studies, a committee is formed including the Vice President, Dean of Graduate Studies and Dean of the faculty in question to study the reasons for the incompatibility between the two sides. The decision of the committee in this regard is final.

**Article (9):**

A. A student may not be accepted into two study programs at the same time, at any stage of studies.

B. If a student is dismissed from the program in which he is enrolled, he may not be accepted into it once again.

**Postgraduate studies committees and their specializations****Article (10):**

a. The department committee is formed based on the recommendation of the Dean of Postgraduate Studies, after consulting with the Head of Department. The committee is then delegated the functions of the department council related to graduate studies. The formation of the committee is as follows:

1. The head of the department / Chairperson, and in the event that he does not meet the conditions of teaching and supervision, another faculty member appointed by the Dean of the college who meets the conditions shall take over.

chair this committee.

2. Two to three professors and associate professors, and when necessary, the committee may include faculty members with the rank of assistant professor, provided that they meet the faculty requirements for teaching and supervision at the graduate level.

b. The department committee will supervise the department's postgraduate program and will abide by its instructions, policies and the ethics of scientific research. It's tasks will include the following:

1. Appointing an academic advisor at the beginning of each academic year for students of the program. The advisor should meet the conditions of teaching and supervision in the program.

2. Presenting recommendations related to the following and submitting them to the college committee:

- The creation of new programs.
- Updates of the study plans for the programs
- The number of students to be accepted annually.
- Subject examination results.
- Appointment of supervisors and co-supervisors.
- Announcing the proposed research topics in the department.
- University these projects.
- Formation of defense committees.
- Setting dates for discussion.
- Submitting lists of students nominated for scholarships and following up on their affairs.
- Coordination of scientific symposia for students of the department.
- Inform students of the study plans they will follow.
- Holding meetings with graduate students.
- Formation of comprehensive examination committees.

**Article (11):**

A. A faculty committee is formed based on the recommendation of the Faculty Council, and the powers of the college council related to graduate studies are delegated to it. The committee will be formed as follows:

1. The Dean of the Faculty (as president) or whoever he delegates to whom the conditions of supervision and teaching in postgraduate programs apply
2. Heads of departmental committees.
3. A faculty member with the rank of professor, except for those who meet the teaching and supervision requirements

b. The Faculty committee is responsible for supervising the matters of graduate studies and is committed to the instructions and policies of graduate studies, and to the ethics of scientific research. Its tasks include:

1. Considering the departmental committees' suggestions and recommendations.
  2. Recommending to the Faculty Council the establishment of new programs in the faculty, or the modification of programs including the courses which should be included.
  3. Sending a list containing the names of external examiners for each program along with their addresses and their exact specializations to the Deanship of Scientific Research and Higher Education, based on the recommendations of the academic departments.
  4. Organizing general periodic meetings with graduate students in the faculty.
  5. Preparing an annual report on the programs in the faculty.
  6. Approving the results of the course examinations for each program.
- c. The Faculty Committee performs the duties of the Department Committee, if the latter is not formed.

**Article: (12)**

A- A committee called the Committee on The Ethics of University Dissertations shall be formed by a decision of the Council at the beginning of each university year, the composition of the committee shall be as follows:

1 Dean of Postgraduate Studies.

2 Two faculty members from humanities faculties at the rank of professor.

3 Two faculty members from scientific colleges at the rank of professor.

4 Two faculty members from health colleges at the rank of professor.

B. The Committee may, in special cases, summon the help of however it deems appropriate.

C. The task of this committee is to consider contentious issues from ethical aspects, including the extent to which it meets the specifications and conditions of scientific research, and to protect the rights of study subjects and society in general, in addition to observing the intellectual property protection laws.

**Article (13):**

A. The academic supervisor assumes the following responsibilities:

1. Introducing the student to the philosophy of graduate studies at the university and its policies, system, and instructions.
- 2 Help the student to adapt and acquire the skills needed to succeed in graduate studies.

3. Follow-up the student's academic status according to a guideline plan.

B. The academic supervisor holds the following specialties:

1 Supervising the student's progress in the subject of his/her dissertation.

2. Guiding the student and ensuring regular contact with him/her.

3. Submitting a detailed report each semester to the department committee on the level of student progress in the subject of his dissertation.

## **Transfer and Change of Major**

### **Article (14):**

A student may transfer from one programme to another at the university, or from a similar programme from another university, if he or she meets the requirements for admission to the programme to which he wishes to move, and has a vacant seat, with a cumulative average of no less than (good) or equivalent.

### **Article (15):**

A- Applications for transfer are submitted to the Deanship of Scientific Research and Postgraduate Studies in accordance with the model prepared for this purpose.

B. The Board approves the transition on the recommendation of the department and college committees.



**Article (16):**

- A. A student who has moved from outside or accepted university and has already studied subjects at another university may be counted for more than 9 credit hours of such subjects.
- B. The maximum period of getting the degree is reduced one semester for each 9 Credit hours calculated for the student.
- C- The subjects studied by the student at another university are required to be calculated for the students must have the following:
1. Be parallel in terms of level and content of a subject or course in the planned study plan.
  2. The student's grade in each should be at least (75%) and that she has been studying for more than five years.
- D. The credit hours that will be calculated for the student when moving or accepted into another program are the following:
1. The courses he/she chooses from the subjects he studied in the previous program and are calculated with his cumulative average if the transition is within the university.
  - 2 The subjects he chooses from the subjects he studied in the previous program and are not calculated into his cumulative average if the transition is from outside the university.

E. No subjects may be calculated outside the study plan on which the student enrolled.

F. The student is not counted for any subject of the level (700) he has studied or studied previously equivalent to a degree or other degree.

G- The Board approves the calculation of the courses on the recommendation of the department and college committees.

**Article (17):**

Taking into account article 3 of these instructions, a student enrolled in the programme at the university must study more than 10 credit hours in a corresponding programme at another university, provided that prior approval is obtained from the Council on the recommendation of the department and college committees, and that no subjects have been awarded to him from another university.

B. The sums of these courses do not enter into the cumulative average.

**Article (18):**

A- The student may be transferred from the course of the dissertation to the comprehensive path by decision of the Board, on the recommendation of the department and college committees. After completing 15 credit hours, the student is very well regarded.

1. The student may be transferred from the comprehensive path to the dissertation path within the same program provided that he has completed (15) credit hours of his study plan, that his cumulative average (very good) is at least good, that a supervisor is available on his or her dissertation, and that the selection of students among applicants for transfer is competitive according to their cumulative averages.

2. Students wishing to transfer from a comprehensive path to the path of the dissertation in the same program may apply to the section concerned, provided that the Deanship of Scientific Research and Higher Studies shall be provided with the names of students who have achieved the transfer requirements according to

B. The form prepared for this, up to two weeks from the start of the next semester .

C. When converting the student from one path to another in the same program, it is calculated for him

All the subjects he studied within the study plan based on him and the intervention of female scientists

These courses are at their cumulative average, and are not incompatible with the route plan to which they are transferred.

## **Courses and Examinations**

### **Article (19):**

A- The minimum success scientist in each master's degree subject is 70% and in the catch-up subjects.60%

Percentage marks and estimates are allocated to courses as follows:

100 - 90 excellent

less than 90 is very good.

less than 80 good

### **Article (20):**

A. Minimum pass grade in the cumulative average of courses in the program. 75%

B- If the student has a cumulative average of less than 75%, they can re-study (6) hours at most from their study plan for the duration of their master's degree, to be His mark in each article is less than very good.

### **Article (21): (Instructions)**

(a) Taking into account article (23) of these instructions, if the student re-examines a subject because of its sedimentation or to raise its cumulative average, the higher mark is counted in the quarterly and cumulative average.

B. If the subject to be retaken is selective, the student may study an optional subject, and the higher mark is counted in the quarterly and cumulative average and the other remains in his academic record.

**Article (22):**

A- The distribution of each course will be as follows:

1. Semester work: 60 (%), which includes one editorial examination with the lowest monitored by a scientist (20-30%), and scientific reports and research monitored for them %)30-40) from the scientist.
2. The final exam is given for % 40.

Excluded from paragraph (a) articles of a special nature such as: seminars, projects, laboratories, designs, drawings, scientific tests, hands-on training and clinical training with approved hours, so that the marks of these courses are distributed according to criteria set by the Board by placement of two committees from the Department and the college.

## **The Comprehensive Exam**

### **Article (23):**

The comprehensive exam is of an integrative nature aimed at measuring the student's ability to link the structure of the various basic and advanced concepts he has acquired from different knowledge, and employing them in solving scientific and applied problems in the field of his /her specialization.

### **Article (24):**

The Department Committee has the following responsibilities:

A- Organizing the examination affairs and identifying the areas it covers, including the areas of specialization and the number of less than a third and more than five, proposing the necessary references and readings, and announcing the areas and references and readings for students at least one semester before the exam.

B. Recommendation - To the College Committee to form the exam committee, which consists of three to five members, including its chairman, and choose from the faculty members specialized in the subject of the exam to develop questions and correct the answers, and issue the decision to form a committee of the Council.

C- Placement of the results of the comprehensive examination of the College Committee for study and recommendation to the Board for approval.

### **Article (25)**

The exam consists of one paper, which is 4 hours long, and is held twice a year on the dates allocated according to the university calendar, and may be held a third time during the summer semester, in light of the availability of the necessary capabilities and preparations in the different departments, and the student must apply to enter this exam, according to the model was prepared for this purpose.

### **Article (26):**

A- The student submits to the examination after successfully completing all the requirements of the study plan; with an average of at least % 75

B If the student fails the exam for the first time, he or she can take this exam only a second time, taking into account the upper limit for the duration of the master's degree.

C- Be the mark of success in the exam.) 75% ( and if the student fails the second time, they are dropped from the program.

D. The student's score is recorded in the examination with the words "pass" or "fail" each time he takes the exam.

**Article (27):**

The bachelor's degree instructions apply to cases not provided for in these instructions in relation to examinations, marks and averages.

**Attendance****Article (28):**

- A. If the absence of the student is (20%) of classes without an excuse accepted by the dean of the faculty, he or she is denied the final examination and his mark in that subject is incomplete.
- B. If the absence of the student exceeds an excuse accepted by the Dean of the Faculty (20%) of the total hours scheduled for one or more subjects, he or she is withdrawn from the subject.

**Article (29):**

Anyone who misses the final exam with an excuse accepted by the Dean of the College shall be registered with a note (incomplete), and the decision to accept the excuse for the teacher of the subject shall be informed to take a compensatory examination for the student at the end of the next semester in which he has not applied;

In that case, the examination will be held in the next semester of the deferred semester .



## **Withdrawal**

### **Article (30):**

- A.

1. The student is allowed to withdraw from studying one or more subjects within a maximum of (14) weeks of the start of the semester and (6) weeks from the start of the summer semester, and a note (withdrawn) is confirmed on his record, and the student's burden may be reduced by this withdrawal from the minimum hours approved by a decision of the Board.
2. Withdrawal in this case is carried out electronically or according to a special model prepared by the Deanship of Graduate Studies, which includes the placement of the subject teacher and the head of the competent department and the accreditation of the Dean of Admissions and Registration.

B The Dean may agree to the withdrawal of the student from all the courses he has registered in the class, to submit the application for withdrawal at least two weeks before the deadline of the final examinations, and to prove in his record a note (withdrawn), and preparing special cases his study So the semester is deferred.

## **Postponement**

### **Article (31):**

A student applying for a postponement is required to have spent at least one semester in the program he or she has enrolled in.

### **Article (32):**

The request for postponement is submitted in accordance with the form issued by the Scientific Research and Graduate School and the approval is issued by the Dean if the postponement is for one semester, and for the Council if it is for two consecutive semesters.

### **Article (33):**

If the semester is over, and the student is not registered or deferred for that semester, his registration at the university is canceled, unless he offers a compulsive excuse accepted by the competent authority,

According to Mala comes:

1 Al-Amed: If the drop-out does not exceed one semester, and prepares

This interruption is postponed, and is calculated within the maximum allowable limit for postponement.

Board:.2 If the drop-out exceeds more than one class and prepares

This interruption is postponed, and is calculated within the maximum allowable limit for postponement.

## **Warning and separation.**

### **Article (34):**

The student warns academic in the following cases:

If at the end of the semester he does not receive the minimum cumulative average in the subjects he studied until the end of that semester.

### **Article (35):**

A- Faisal al-Talib is an academic from the program in the following cases:

So.1 he didn't get the minimum cumulative average of courses at the end of the two semester s.

Next for a warning.

2. If the result in the discussion of the dissertation (Rasp).

If.3 ml meets the graduation requirements within the maximum allowable period.

4. If he fails the comprehensive exam, he will pass me.

Issues - Academic warning decisions dean, and issues final dismissal decisions of

The University is the Council of Mayors based on the placement of the Dean.

C. The announcement of warning decisions, the final dismissal of the university, and any other academic matters concerning the students, on the billboard at the student's college, is a notification to him.

In the legal sense.

## **Supervision**

### **Article (36):**

A. The accreditation of a faculty member of the rank of professor or associate professor for teaching purposes, supervision of university dissertations and calculation of the capacity of graduate programmes is required to have the following in the last five years:

- Less than two published or acceptable research for publication in his specialization in scientific journals, provided that a researcher is published or accepted for publication in a workingly classified journal.

Two well-judged books for promotion or university teaching purposes.

B. Required to accredit a faculty member of the rank of assistant professor for the purposes of

Teaching and supervising university dissertations and calculating the capacity of graduate programmes, that in the last three years he has less than two publications or acceptable for publication in well-established scientific journals and in his field, one of which is published or accepted for publication in an internationally classified journal.

C. Shroul - Adoption of the scientific journal Court:

- To have an editorial board and editor.'
- To have an advisory body.
- It should be the third year since its release.

There should be continuity in the publication of this magazine.

- To be indexed and classified.
- To be issued by an accredited scientific institution or body.

D. A faculty member who has reached the age of 70 is required to be a professor and work in university teaching full-time for at least 12 years and to have researched or accepted for publication in his field of specialization in well-established scientific journals and in his field, one of which is published or accepted for publication in a magazine classified as a worker.

### **Article (37):**

A. Teaching and supervising graduate programs is carried out by faculty members of the rank of professor or associate professor, who continue scientific production.

B. A faculty member with the rank of assistant professor of teaching and supervision in programs may crack:

That.1 He has researched me (or accepted him for publication of at least two papers) in scientific journals that have been well-established and approved in the last three years.

2. Be a solo or major in at least one of them after receiving his PhD.

3 . His research should not be derived from his master's degree or doctoral thesis.

Assistant;

However, the number of dissertations the professor and associate professor exceeds .) 6) The Assistant Professor is required to have more than (3) dissertations per semester .

D. Taking into account paragraph (c) of this article, it may be recommended by the department and college committees and a proposal by the supervisor by a decision of the Board to appoint a co-supervisor from within or outside the university, to be appointed or eligible for appointment at the rank of

At least an assistant professor has supervision requirements.

E. In special cases, you may appoint a supervisor from outside the department, college or university, which meets the requirements and supervision on the recommendation of the department and college committees, by decision of the Council.

**Article (38):**

- A- The supervisor may be changed because of circumstances assessed by the department and college committees and approved by the Council.
- B. The address, subject matter and/or plan may be amended if the search conditions require it, and the manner in which it has been approved is adjusted.

**Article (39):**

- A- A decision of the Council on the recommendation of the department and college committees may instruct the authorized faculty member on the student's dissertation, or continue to supervise or participate in it, provided that his leave is limited within Jordan.

**Article (40):**

- A- The supervisor is counted for each thesis/dissertation with a credit hour per semester, considering the start of the class in which I am assigned a towel.

By more than three seasons.

In the event of joint oversight of the dissertation, the burden and supervision are distributed equally.

## Discussion Committee

### **Article (41):**

The Discussion committee consists of:

A- Supervisor/Chairman.

B Co-supervisor, if any.

C. Members - Faculty from the university to which the conditions and supervision apply. D- A member from outside the university to whom the conditions and supervision apply. Article :42)

A. The discussion committee is concerned and scheduled by a decision of the Council on the recommendation of the department and college committees, in the following order:

1. The supervisor prepares a report on the readiness of the dissertation scientifically and linguistically and the commitment to the scientific secretariat of the discussion, according to the approved plan of the dissertation, and in accordance with the model prepared to that end.

2. The Department Council proposes a list of the names of the top faculty members from within the university and the third member from outside the university who meet the requirements, supervision and teaching in the program, in accordance with the model prepared for this purpose.



B. The student will hand over copies of the dissertation in its final form to the members of the Committee after a decision by the Council to form it, and at least three weeks before the date of the discussion.

The student shall attach a written declaration stating his or her commitment to ethical standards and scientific honesty in the preparation of his dissertation or any other declarations or forms approved by the University.

**Article (43):**

The student applies to discuss his university course after passing all the conditions and examinations scheduled in the study plan and successfully terminating all the requirements of the study plan, at a cumulative average of no less than .75%.

**Article (44):**

A. The dissertation is discussed as follows:

1. The student presents a summary of his dissertation in a period of time exceeding (30) minutes followed by the discussion.
2. Attendance at the discussion is limited to graduate students and faculty members in the section on the subject of the dissertation, and in special cases assessed by the Section Committee, the discussion may take place in closed session.

The chairman of the committee will moderate the discussion and at the end give one of the following results:

- A- Pass, in which case the student must deliver his dissertation within a week of the date of the discussion.

Pass with minor adjustments, in which case the student must make the required adjustments and deliver its dissertation within four weeks of the date of the discussion, with a report from the supervisor stating that the required adjustments will be made.

C- Pass with fundamental modifications, in which case the student must modify his dissertation in less than two months and not more than four months from the date of the discussion, and the student (zero) registers an hour in the next semester or after raspa.

D. Failed.

B The delivery period can be extended in its final form, specified in article 42 (b) of this article in cases of necessity accepted by the Council.

**Article (45):**

A. The decision of the panel is adopted by the committee.

**Awarding grades**

**Article (46):**

A- A master's degree by decision of the Council of Deans, based on the placement of the Council.

By granting certificates and grades on schedule.

## **General provisions**

### **Article (47):**

The Council of Deans shall decide to withdraw the degree if it adopts at any time that this degree was obtained illegally, or that the dissertation submitted for the degree is consistent with its content and the standards of scientific honesty, with the decision to be communicated to those who are stuck inside and outside the university.

### **Article (48):**

The student gives the university the right to photograph the dissertation in full or in part and in different forms for the purposes of scientific research, electronic publishing and exchange with educational and research institutions and universities.

### **Article 49):**

These instructions eliminate the master's degree instructions issued by the Board of Deans and commissioned from the beginning of the academic year. 2008/07

### **Article (50):**

The Board of Deans decides on cases where no provision is contained in these instructions.

## **Instructions for a bachelor's degree at the University of Philadelphia**

### **Article (1):**

These instructions are called "Bachelor's degree education at the University of Philadelphia" approved by the Board of Deans at its 2019/29 session on 2019/7/23

### **Article (2):**

The provisions of these instructions apply to regular students enrolled for a bachelor's degree at the following university colleges:

- Literature and arts
- science
- Law
- Pharmacy
- Engineering and technology
- IT
- Nursing

### **Article (3):**

The Board of Deans approves the study plans and amendments that lead to obtaining a bachelor's degree in different colleges, based on the placement of

Colleges and recommendations of the boards of the competent academic departments.

**Article (4)**

The minimum approved hours required for a bachelor's degree are:

Faculty of Arts	132 credit hours
Faculty of Science	132 credit hours
Faculty of Business	Science 132 credit hours
Faculty of Law	141 credit hours
Faculty of Pharmacy	160 credit hours
Faculty of Engineering and Technology	160 credit hours
IT Faculty	132 credit hours
Faculty of Nursing	132 credit hours

**Study Plan****Article :5)**

The study plan in each discipline where a bachelor's degree is awarded includes the following requirements:

University requirements: 27 credit hours are allocated to it and include:

**A.** Compulsory university requirements: ) ) 15 credit hours:



- Optional university requirements: The student studies 12 credit hours of the following subjects, all of which should be from outside the specialty department:

Article code	The name of the article	Hours	Previous requirement
		Accredited	
0111112	Introduction to Psychology	3	-----
0111133	Human thought and civilization	3	-----
0140111	Language skills (1)	3	-----
0140112	Language skills (2)	3	-----
0240152	Environmental culture	3	-----
0330111	Introduction In project management	3	-----
0420140	rights Human	3	-----
0420143	Legal culture	3	-----
0610230	Pioneering and creativity	3	-----
0731102	Networking skills Communicate Social Communication and	3	-----
0780101	Skills communication	3	-----
0910102	Healthy Culture	3	-----

Second: The requirements of the college: the following approved hours are allocated to them distributed on compulsory and optional subjects specified by the College Council:

kidney Arts and Arts	24 credit hours
Faculty of Science	21 credit hours
kidney Business	24 credit hours
kidney Rights	24 credit hours
kidney Pharmacy	24 credit hours
kidney Nursing	20 credit hours
Faculty of Engineering and Technology	27 credit hours
Faculty of Information Technology	24 credit hours

Third: The requirements of the department: the following approved hours are allocated to them distributed in compulsory and optional courses, determined by the College Council:

Sections Faculty of Arts and Arts	81 credit hours
Departments of the Faculty of Science	84 credit hours
Sections Business School	81 credit hours
Law School	90 credit hours
Faculty of Pharmacy	109 credit hours
College of Nursing	85 credit hours
Departments of the Faculty of Engineering and Technology	106 credit hours
Departments of the Faculty of Information Technology	81 credit hours



**Article :(6)**

**A-** The student may register a subject if he or she has studied the previous requirement for that subject as a success or failure, otherwise his registration and mark in that Guinean subject are considered.

**B-** The student may take a subject and its previous requirement in the same class if his graduation depends on it or is returning the subject, in which case the student must obtain written approval from the head of the department concerned, but there will be no synchronization in more than two cases.

**Duration and academic burden****Article:(7)**

Upper		Duration of study to	On a bachelor's degree is Yale
- A. limit obtain		College	Cam:
departments	Arts and Arts		7 years
Departments of the Faculty of	Science		7 years
Secti kidne	ons y Business		7 years
Law School Departments			7 years
Departments of the Faculty of	Pharmacy		8 years
Departments of the Faculty of	Nursing		7 years
Departments of the Faculty of	Engineering and Technology		8 years
Departments of the Faculty of	Information Technology		7 years

**B.**

The academic year consists of two obligatory semesters .Each semester is 16 weeks including the exams' period and an optional summer semester of eight weeks including the exams 's period .The Deans Council has the power of amending the semester's academic period provided that students register 16 credit hours (50 Minutes) for each credit hour

**C.**

The credit hours for each course are being accredited on the basis that each credit hour equals 16 class hours As for the credits of laboratories and applied training ,they are evaluated for each subject separately provided that each one credit hour is accredited as two lab hours or at least as two applied hours

**D.**

The student is responsible for registering the courses in his study plan according to the university's registration procedures

**E.**

Taking into account the maximum study period required to obtain a bachelor 's degree as contained in paragraph ( A) of that article , the minimum credit hours that the enrolled student study to get a bachelor's degree is 12 hours in a semester and the maximum is 18 credit hours and can be exceeded to 21 or 22 if the additional hour is a lab or training with the approval of the concerned head of department and after checking the availability of one of the following conditions :

1. The student's GPA ( cumulative average ) is not lower than 76%

The student's graduation depends on letting him register 21 credit hours, and the student is allowed to study 22 credit hours if the additional hour is a training or lab according to his situation in the graduation semester

**F.**

The student is allowed with the approval of the concerned head of department to register a number of hours less than the minimum hours shown in the above mentioned paragraph H but not less than 9 credit hours

The student is allowed to continue studying less than the minimum 9 credit hours as a result of dropping some courses in special justified cases with the approval of the Deans Council taking into account what is stated in the above mentioned paragraph B of article 13. With the exception of a student whose graduation at the end of the term depends on studying lower hours or a student who doesn't have any courses in his study plan to register.

**G.**

The maximum credit hour that a student can register in the summer semester is 12 and can be exceeded to 15 credit hours on the basis that the additional hour is a lab or applied training if the student's graduation depends on allowing him to study the course of that credit hour with the approval of the concerned head of department

H.

The student can obtain his bachelor degree in a period of no less than 3 academic years in the faculties of Arts , Business , Law , Science , Information Technology , and Nursing and in a period not less than three years and a half in the faculties of Pharmacy and Engineering technology

I.

The student who is registered to get a bachelor degree is classified in the second, third or fourth year level if he successfully completed studying not less than 30 , 60 , 90 credit hours of his study plan .The student is considered in his fifth year at the faculty of Engineering and Pharmacy if he passed and completed 120 credit hours

J.

All the university 's students are given permission to study one additional year more than the maximum period allowed in the instructions of obtaining a bachelor degree if this year will help them graduate

The dean of registrar can cancel any course if it exceeds the study limit in a semester the maximum allowed credit hours and cancel the registration of any student who registers less than allowed according to the instructions at the university except justified cases with the approval of the faculty dean

K.

If a student exceeds the maximum period of study mentioned in the instructions of obtaining a bachelor degree he will be dismissed from his major

## Attendance

### Article (8)

#### A.

All students are required to attend classes regularly according to the credit hours assigned for each course in the study plan.

#### B.

Students are not allowed to be absent more than 15 % of the total course credit hours .

#### C.

If the student is absent for more than 15% of the total course credit hours without a medical or compulsive excuse accepted by the concerned head of department S/ he will be prohibited from sitting for the final exam and the result of that course is considered (zero) and/S he has to repeat the course if it was compulsory and in all cases, the result will be recorded in his semester grade or cumulative average for purposes of warning or exemption from faculty. The student is allowed to drop the course electronically during the assigned drop period after seeing the head of department

#### D.

If the student is absent for more than 15% of the total course credit hours with a medical or compulsive excuse approved by the concerned head of department, he is considered as dropping that course , dropping rules apply on him and the concerned head of department informs the dean of registrar about it and the word dropped the course is written in his academic record.As for the students who represent Jordan or the university in official activities ,they are allowed to be absent a percentage not exceeding 20%

#### E.

The medical excuse must be a certificate issued by the medical centre 's doctor at the university or any clinic accredited by him or a hospital accredited by the university

This certificate must be presented to the concerned head of department that offer the course within a period not more than two weeks after the student's absence .In other severe cases, the students must submit what proves his compelling excuse within a week after attending

#### F.

Head of departments, academic staff members, and the dean of registration are responsible for implementing the rules of attendance

## **Examinations**

### **Article: (9)**

A. The final mark of each course is out of 100

1.

The final mark of each course is the total of Midterm , Final exam and participation

2.

The final exam for each course is held once at the end of the term as a written and comprehensive exam 40 % is assigned to it out of the final mark of the course .The mark may include oral , practical or reports. Final exam papers are not returned to students

3.

Participation mark for each course includes at least two written quizzes announced to students a week in advance provided that the first exam should be held at the end of the sixth week of the beginning of the first and second semesters and the end of the fourth week of the summer semester .The second exam is held at the end of the eleventh week of the first and second term and the end of the sixth week of the summer semester .Exam papers are returned to students within a week after the exam (72 hours in the summer term).

Participation grade may include, in addition to the two written exams, three quizzes .The exam papers are returned to students after being marked. The grades for exams are distributed as follows

A. For each course two written exams are held ,20 marks are assigned for each exam

B. Participation mark is out of 20

4.

Exception to the above mentioned (3) are seminars ,labs , field work , projects as the concerned faculty council decides the form of assessment for these courses and it must be announced to students at the beginning of the term

5.

Students who are absent in an announced semester exam without medical or compelling excuse accepted by the faculty dean will get zero in the exam and will be included in his final mark

Any student who is absent in an announced exam with a medical or compelling excuse accepted by the faculty dean has to submit an excuse evidence within a week of returning to study in this case, the instructor will prepare a make-up exam for him.

7.

Any student who is being absent for a final exam with a medical or compelling excuse accepted or approved by the faculty dean must submit an evidence of his excuse within three days of the exam's date.

8.

A student who has an incomplete exam can't postpone his study at the university for the forthcoming semester unless he takes the exam. Otherwise, The deanship of registrar registers the mark he owes in that course .

C.

The head of department asks one of the instructors of multi section courses to coordinate them in terms of study plan , text books , exams and marks .

1. The instructor informs his students at the beginning of each term about his assessment style

2.The instructor is responsible of marking the exam papers of his courses reviewing the marks writing them in special records and submitting them to the concerned department within 48 hours of the final exam's date.

3.The detailed records of final marks for each course are sent to the department to be studied and reviewed and to send them to the faculty dean for accreditation by the dean council within 72 hours of the end of exam's date then send it to deanship of registrar .Results are not allowed to be announced before being submitted to the deanship of registrar

1.

The final mark of a student in a course can only be changed or amended in certain exceptional cases justified in writing by the instructor to the faculty dean within three days of submitting the results to the deanship of registrar

The dean informs the faculty council about it.If the council agrees, they will send it to the president to change the student's final mark, and the dean informs the deanship of registrar about it

2.

A Student is allowed to apply for a request to review the mark of the final exam paper or online exams ( first , second , Final ) to the concerned faculty dean within three days of announcing the results using a special format assigned for this purpose . A fee of 10 JD must be paid

3.Reviewing an exam paper is limited only to mistakes of collecting marks, forgetting to mark questions or part of questions .A committee of faculty dean and head of department and instructors review the exam paper .

4. All exam papers, research and reports are returned to students after being marked and the marks recorded. As for the final exam, they are kept at the faculty deanship for two semesters

1. If a student is absent for a course final exam with a medical or compelling excuse accepted by the faculty dean the word incomplete is registered for him and s/he must sit for an incomplete exam in the first two weeks of the beginning of the next semester including the summer term if he was registered in it otherwise he will be given a zero in that exam and gets the result he deserves

The incomplete exam for the course in which he was absent will be held within a week of the exam's date for the students who are about to graduate. The instructor prepares an incomplete exam equal to the final exam taken by all other students in coordination and knowledge with the faculty dean and the head of department

2. Any student who is absent for the final exam without medical or compelling excuse accepted by the faculty dean receives an absent remark in that exam. His absence is considered acceptable when he provides what proves so then the result becomes incomplete the student must remove incomplete result according to the regulations of paragraph I of Z, otherwise his mark will be zero in that exam and calculated in his GPA

1.

The minimum mark for passing a course is 50 %, and the minimum for the final course mark is 35 %

2.

Taking into account the regulations of article (10), the cultivate average is the average of the marks in all the courses studied by the student whether he passed or failed it

The courses in which the student gets incomplete is included in the calculation of his GPA after this phrase is removed

3. The cumulative averages (GPA) are classified according to the estimates shown in the following table

Average	Mark
84-100%	excellent
76-Less than 84%	Very good
68-Less than 76%	Good
60-Less than 68%	fair

4.

The semester 's average is the average of the marks of all the courses studied in that semester

5.

Taking into account the regulations and judgments of article (10), previous averages are calculated by multiplying the mark of each course with the number of credit hours then dividing the total with the total of credit hours the student is studied

6.

The average is calculated to the nearest 1 decimal place

7.

Any student who gets a semester average of 90% or more is placed by the dean on the honor list and is written in his academic record, provided that his academic load in that semester is not less than 12 credit hours included and calculated within his cumulative average or GPA and has never received a behavior warning

- In cases where the student has three exams on the same day, the student is allowed to sit for two exams on that day and the faculty dean from which the student is taking the course assigns a date for the third to be given in a different day

### **Repeating courses**

#### **Article (10)**

a.

In all cases of repetition, the highest mark that the student gets will be in that course will be accounted in his average the highest mark is only calculated for the purposes of completing his graduation requirements as mentioned in paragraph A of article 18 of the university instructions

b.

In case a student repeats any course, the credit hours of that course are calculated of the number of hours required for graduation once only

c.

A student is allowed to repeat any course to raise his cumulative average GPA in that course

d.

A student is allowed to study an optional or free course as a replacement of optional and free courses he failed in

if the student studied a course that was already equated, he will be given that mark cancel the equated course if he failed it he has to repeat it

The courses that students study outside the university are not equated if he already passed it at the university.



### **Supervising students**

#### **Article (11)**

A.

The student is placed under supervision if his GPA is less than 60% at the end of any semester except his first semester at the university and the summer term .If the student is accepted in the summer term, the term that follows will be considered his first term . The deanship of admission and registration will inform the student electronically on the electronic gate for students

B.

A student who is under supervision should end the reasons for this within three semesters ( the summer term is not included )

C.

According to paragraph B , if a student failed to remove the reasons for being placed under supervision ,he will be expelled from his major

D.

Taking into account what was mentioned in article (11) paragraph , an exception from expelling students from their majors execution of the regulation of paragraph C of that article students who get a GPA of 59.5- 59.9% or completed 90 credit hours in the faculties of Arts , Science , Administration , Law , IT , Nursing and 105 credit hours in the faculties of Engineering and Pharmacy provided that these hours are in their major' s study plan

E.

Students are expelled from his major or department if his GPA is less than 50 % in any semester except the first and summer semesters ,after completing not less than 12 hours included in his GP.

F.

If the student is expelled again from his new major according to the regulation of article ( 11) of obtaining the bachelor degree , he will be expelled totally from the university

#### **Article (12)**

A student who is expelled from his department can according to the regulation of paragraph (C) of article 11 present a request to move to other departments at the university before the beginning of the forthcoming semester rules of article 17 of these regulations apply to him. If he isn't accepted at any other department he will be expelled totally from the university

If a student is accepted in a new department one semester is accounted from the maximum years of graduation in return of 15 credit hours that were calculated for him.

### **Article (13)**

Students can drop courses , add new courses within 5 days (holidays are not included ) of the two semesters within the three first days of the summer term the courses that the student drops will not be included in his academic records

B.

Taking into account the aforementioned in paragraph A of this article and paragraph W of article 7 the student is allowed to drop one or more courses in a period that doesn't exceed the end of the fourteenth week of the first and second semesters and the end of the seventh week of the summer term .Faculties don't send deprivation lists before this period .As dropping a course is not allowed after this period. in this case the course is mentioned in the student's record and the remark dropped the course is written and it is not included in the credit hours studied by the student in terms of passing ,failing and graduation requirements

C.

If the student doesn't drop the course during that period, the instructor must write the student's result in the mark record. The number of credit hours registered by the student must not be less than the minimum allowed load as a result of dropping according to regulations except with a decision of the concerned head of department

D.

If a student dropped all the courses he registered in a semester according to paragraph w of article 8 of these instructions ,his study is postponed in that semester the semester is calculated of the allowed period for postponing as in paragraph A of article 14 ,and the word postponed is mentioned in his academic record

E.

A student is allowed to apply for dropping all the courses he registered in a semester to the faculty dean after the approval of the deans council recommended by faculty council his study is considered postponed in that semester and the student has to submit his request at least two weeks before the date of the final exams

F.

Students are not allowed to drop applied courses which are taken at the same time with theoretical courses or vice versa both must be dropped at the same time

Postponing study /stopping study /dropping from university

**Article (14)**

A.

A student is allowed to postpone his study at the university for a period that doesn't exceed (four semesters) two years whether connected or disconnected

The Deans Council can study the postponing for a period of more than four semesters but does not exceed six semesters provided that there is a place in the requested major when returning to university.

B.

If teaching started in the first or second semesters and the student is not registered for that term his registration is considered cancelled unless he provides a compelling excuse accepted by the concerned place

Dean of admission and registration: If the student provides an excuse within two weeks or more of starting a study in the academic semester, he is allowed in this case to register or postpone his study

**Deans Council**

1. If the postpone period exceeded four semesters
2. If the maximum allowed limit for postponing exceeds six semesters the student still has one year to graduate

C.

The period of postponing is not calculated from the maximum limit of the graduation years or for removing reasons for being supervised

D.

If the student exceeds the postponing period agreed upon he loses his chair at the university and he is allowed to submit a new application to join the university. If he was accepted in the same department, his academic record is kept provided he completes his graduation requirements. In this case his previous period of study is calculated for him as part of the maximum limit of graduation years. If he is accepted in another department, rules of paragraphs B and C apply to him of article 18 of these instructions.

In cases where a student loses his chair for exceeding the limit but having a compelling excuse the deans council based on placement from faculty council will consider overrun period as part of the maximum limit of the allowed postponing period in paragraph A of that article

**E.**

The study of a new student (freshman) or a student coming from another university can't be postponed unless they complete at least one semester at the university.

**F.**

If a student wishes to withdraw from university, he has to apply using a special format to the deanship of admission and registration. In this case, he will be dropped from university.

The dean of admission and registration registrar will inform the concerned departments at the university and outside it of the withdrawal. If he wishes to rejoin the university, he has to submit a new application and in case of accepting him in the same major or specialization, his complete academic record is kept provided that he completes his graduation requirements according to the study plan applicable when returning to the university. His previous study period is calculated as part of the maximum limit of graduation years. If he was accepted in another department, rules 17 /B are applied to him.

**G.**

If a student stopped studying for a semester or more and didn't get a written approval from the concerned dean for postponing his study for that period, he loses his chair at the university. In this case, he has the right to submit a new application for joining the university. If he was accepted in the same specialization, his academic record is kept provided that he completes his graduation requirements according to the applicable study plan when returning to the university. His previous study period is calculated as part of the maximum limit of graduation years. If he was accepted in another academic department, article 17 /B of these instructions apply to him. In cases in which the student loses his chair because of not registering for one semester or more with a compelling excuse, the deans council based on placement of the faculty dean consider this period as part of the maximum limit for postponing allowed in paragraph A of article 14 of these instructions.

**H.**

A student who has an incomplete exam is not allowed to postpone his study at university for the forthcoming semester unless he removes incomplete. Otherwise, the deanship of admission and registration register the deserved mark of that course for him.

I.

He has no record of behavior warning

J.

The student is not allowed to study any course at other universities during the postpone period

K.

If the student was punished with temporary expelling for one semester or more this term is considered postponed and is calculated as part of the maximum allowed limit for postponing  
The maximum limit for postponing can be transcended to execute the punishment

### **Moving from other universities**

#### **Article (15)**

A. Applications for moving from other universities are submitted according to the following conditions :

1. A student must meet the acceptance requirements conditions at the university and other conditions required by the concerned faculty and acknowledged by the Deans Council
2. The student must come from a accredited university or institution or college
3. A student 's record is free of warnings

B.

The deanship of admission and registration turn accepted applications to the concerned faculty dean to calculate the hours studied by the student at other universities according to the study plan of the department

Provided that not more than 50% of the total credit hours in the study plan should be calculated for him and the deanship of admission and registration is informed in writing about this.

c.

The courses that the student studied at other universities are not included in his GPA at Philadelphia University

D.

One term is calculated of the maximum limit of graduation years opposed to every 15 credit hours calculated from outside the university

Calculating credit hours studied at other universities for its students

**Article (16)**

Taking into account what is mentioned in paragraphs (B,C,D) of article 15 and paragraph C of article 18 of these instructions the students at Philadelphia university are allowed to study courses from accredited universities in the summer term provided that it doesn't exceed 9 credit hours and the credit hours will be calculated for them according to the following conditions

1. A Student must get a pre written approval from the faculty dean based on placement by the head of department
2. A student must successfully complete not less than 36 hours at Philadelphia University
3. The courses are not presented in the summer term timetable or there is opposition with other courses that can't be solved in the student's timetable .
4. The course that will be studied should be equated in terms of content and number of hours with course in the study plan
5. A Student must not exceed the allowed academic load condition at Philadelphia University

**Transferring from one department to another****Article (17)**

A. Applications for moving to other departments are submitted to the deanship of admission and registration before the beginning of the first , second , summer semesters each year

These applications are according to the following conditions

1. The student shouldn't be expelled or moved from the department he wishes to go to
2. His high school average should be among the acceptable averages according to the accredited principles at the department he wants to move to in the year he joined the university or the year he submitted the application
3. A vacancy is available in the department he wants to move to

B

1. When the student moves to another department, the courses he chooses from the courses he studied at the department he is moving from are calculated for him and are part of the study plan of the department he is moving to and the marks of these courses are calculated in his GPA

### **Requirements for obtaining a bachelor degree**

#### **Article (18)**

A bachelor degree is given to students once they complete the following requirements:

**A.**

Pass all the required courses according to the study plan of their specialization and achieve a GPA of not less than 60% in all the courses studied

**B.**

must not exceed the maximum number of years limit for graduation mentioned in paragraph A of article 7 of these instructions

**C.**

The student should attend regularly in the last three academic semesters at the university including the semester in which he will graduate even if it was a summer term. The postpone period is not part of this period

**D.**

Follow or abide with the regulations of article 15 of these instruction when needed

**E.**

A Student must pass community service ,volunteer work courses as one of the study plan requirement

### **General judgments**

#### **Article (19)**

**A.**

If the student's graduation depends on studying two courses ,and they were not available in the timetable of that semester in which he will graduate or they were opposed with other obligatory courses the faculty dean after consulting the head of department has the right to agree that the student study two substitute courses provided that the dean of admission and registration is informed about it

**B.**

if the student can't graduate unless he passes one course he has previously failed three times or more it is acceptable with the approval of the dean based on placement by the concerned head of department to allow him to study a substitute course taking into account the decision of the deans council number 13/1998 dated on 5/4/12998 which states that :

1.

The substitute course is the same level as the obligatory which is not available in the timetable or opposed with another obligatory course

2.

It should be in the same field as these criteria were defined by the private accreditation

3.

The student must pass the prerequisite course if available for the course he will study a substitute course or take it at the same time for graduation requirements

### **Article (20)**

If the student needed to register less than 12 credit hours in his graduation semester he is allowed to register whatever he needs of graduation hours

### **Article ( 21)**

A. If a student who has a bachelor degree from Philadelphia University in a certain specialization/major wanted to study another specialization at the university , he has to submit an application to the deanship of admission and registration who will decide on his request according to the acceptance conditions of the new specialization. His application will be turned to the concerned faculty dean to calculate the courses he passed which is included in the study plan of the new specialization .

one academic semester is calculated from the maximum limit of graduation years in return of 15 credit hours not exceeding 50% of credit hours in the study plan .The courses which were calculated for him are not included in his cumulative average

B.

applying the rules of article 15 of these instructions on students who have a bachelor degree from other universities and wish to study at Philadelphia university in another specialization

### **Article 21**

A.

If a regular registered student at Philadelphia university applies to study in another specialization his academic record is kept provided that he completes his graduation requirements in the other specialization according to article 21 paragraph A in this case the previous study period is calculated as part of the maximum limit of graduation years .

B.

All the documents submitted by the student attached to the application form are nonrefundable and are owned by the university .



C.

If it was found at any time that any of the documents submitted by the student to the university are illegal or incorrect, the university has the right without any previous warning to dismiss him forever without returning fees or issuing any record

D.

A student who didn't complete his graduation requirements in any semester because of having an incomplete exam in a course must register zero hour for the semester in which he has to complete the courses requirements and pay the requested fees to be graduated with students who are about to graduate at the end of the academic semester in which he completed his graduation requirements

E.

The deans council discusses the application presented by a student to postpone his graduation to raise his GPA in case of approval he shouldn't register less than three hours in one semester or summer semester and for one time provided that the courses are included in his study plan taking into account article 7 of the regulations for obtaining a bachelor degree

F.

Student whose study plan requires passing applied or field training course with a specific number of credit hours in the study plan register this course. The dean has the right to substitute field training with a research project or seminars /workshops in which the student prepares a report for passing in certain cases in which a student has previous accepted and applied experience

### **Article (22): Free Study**

The following students can register for free study at the university

1. Students who study at universities or institutions in Jordan or abroad and wish to study some courses at the university for one or more semesters
  2. Those who want to deepen their major's information to improve their performances and skills at work and enrich their cultural or academic knowledge
- b. In order to accept a student to register in free study
1. They must have a high school degree or equivalent which is not opposed or inconsistent with the acceptance procedures
  3. A vacancy is available for the major they want to study
  4. students enrolled in other universities must get a permission letter

### **Article 23**

The department and deanship of admission and registration are responsible of following up students' academic achievement and verifying that the students fulfilled the graduation requirements /conditions

### **Article 24**

The student must get a quittance record from university to continue his graduation procedures

### **Article (25)**

Students are not allowed to protest claiming that they have no idea about these instructions or brochures issued by the university or advertisements shown on boards concerning these regulations

### **Article (26)**

The bachelor degree has the date of graduation

### **Article (27)**

The deans council is responsible of solving problems that arise while applying these regulations

**Article (28)** the president of the university , faculties deans , dean of admission and registration registrar are responsible of executing these regulations

**Article (29)** These regulations cancel any previous related ones

### **Additional regulations approved by Deans Council**

- A. Pass /fail result is accredited to applied training course in all concerned faculties except the faculties of business and nursing
- B. The marks of graduate students are reviewed before approving the final results from the deans council and sending them to the Ministry of Higher Education under no circumstances reviewing marks can be done after that
- C. In progress is used with thesis in MA programs , research courses and field training for BA
- D. The name of the course Graduation project is substituted by research project without changing the course number in the study plans .
- E. E. 50 JD is paid as a delay fine by the student who stopped studying for a course or more then requested considering that course as a postpone period
- F. F. A Student is not allowed to sit for final exam unless they show exam entry card from finance department showing that he has paid all the required fees
- G. The period for equating courses for all majors for students who want to move to other universities is the end of the second term of joining the university ( decision of the Ministry of Higher Education number 40/2015 dated on 31/12/2015)

- h. A student who is deprived of sitting for the final exam because he has exceeded the permissible limit of absence may continue attending lectures if he prefers.
- i. Approval of the equivalency of the subject studied by the student with another subject if it is within the same group in the study plan.
- j. Introducing a new indicator (cancellation of registration) in the academic results system to indicate the status of the subjects for students whose registration at the university or subjects is canceled as a result of receiving a disciplinary penalty, and this case is proven in the student's academic record.
- k. It is not permissible to equate the certificate of approved training courses with subjects that the student studied and failed in (Deans Council Decision No. 52/2010 on 12/21/2010 9:26 G) that the equivalency of subjects for students transferring between colleges and departments at the university until the end of the semester in which the student moved, and a written acknowledgment is taken of his approval of the equivalency in its final form, which is not subject to objection (Deans Council Decision No. 40/2014 dated 10/27/2014).

A student who has been dismissed from his major because of his low cumulative average (after receiving the fourth academic warning) is accepted in the catch-up study according to the following conditions:

- l. If the student's cumulative average ranges between (50 - 59.4%), the following is applied:
  - A. The student is granted two semesters Compulsory to raise this rate to (60%) or more.
  - B. If the student fails to raise his average, he will be academically dismissed from the major he is enrolled in.
  - C. Excluded from item (b) above are those who have completed a total of (105) credit hours of the study plan for engineering and pharmacy majors, and (90) credit hours for the rest of the majors - whose cumulative average is no less than (59.5%).
  - D. The student who achieved item (c) above remains in the catch-up study until

his cumulative average is raised to (60%) or higher.

2. If the student manages to raise his cumulative average to (60%) or more in any of the catch-up study semesters, he will inevitably be transferred to regular study.

3. The students enrolled in the catch-up study shall be subject to the conditions of attendance, examinations and marks mentioned in the instructions for granting a bachelor's degree.

4. The instructions for suspension and postponement shall be applied to students registered in the catch-up study.

5. The period of catch-up study is counted within the upper limit of the study years at the university.

6

. The student transferred to the catch-up study must pay the prescribed tuition fees for the credit hours for the specialization. Double that, which is

7. The upper limit of the study load for a student transferred to catch-up study is (15) credit hours.

8. A dismissed student who wishes to transfer to a catch-up study must submit a transfer request at the Deanship of Admission and Registration in accordance with the form prepared for this and in accordance with the rules.

9. The student is given the opportunity to catch-up study only once during his university studies.

10. A student transferred to a catch-up study is not entitled to register for any summer semester..

Grants instructions for graduate students at Philadelphia University issued by the Deans Council based on the text of Article (5) Paragraph (a) of the Graduate Studies System at Philadelphia University

**Article (1):** These instructions are called “Grants instructions for graduate students at Philadelphia University.” It shall come into force from the date of its issuance.

**Article (2):** The following words and expressions shall have the meanings assigned to them, unless the context indicates otherwise:

**The University:** Philadelphia University.

The Council: The University's Graduate Studies Council.

Dean: Dean of Scientific Research and Graduate Studies at the University.

**The College:** The concerned college of the university's colleges.

**Department:** The academic department in the concerned college.

**Faculty Committee:** The Graduate Studies Committee in the concerned faculty.

**Department Committee:** The Graduate Studies Committee in the department in the concerned college.

**Article (3):** The university offers three types of scholarships for graduate students, which are: Teaching assistance grants: given to students who are assigned teaching assistance work, such as work in preparation rooms, laboratories, the field, workshops, ceremonies, or any other work related to teaching. It is the Council of Graduate Studies.

B - Grants for research assistance: It is given to students who are assigned to assist in scientific research projects approved and supported by the university, either directly or indirectly.

C- Dissertation Research Support Grants: It is given to students whose theses constitute all or part of their master’s or doctoral theses.

**Article (4):** A student who receives a scholarship is required to:

A- He must be registered for postgraduate studies throughout the period in which he receives the scholarship, provided that he is registered for at least six credit hours in the semester, or that he has successfully completed all the required subjects. To be free to study at the university. c- He must not have received another scholarship from the university or others, or beneficiary of the student employment program.

D- That no more than five regular semesters have passed since his enrollment in graduate studies at the university in the case of a master's student and more than seven regular semesters in the case of a doctoral student. The student who received the scholarship should not be working in another place.

**Article (5):**

a- The scholarship is given to a master's student for a period not exceeding two years (four regular semesters and one summer semester) and to a doctoral student for a period not exceeding three years (six regular semesters and two summer semesters).

B - Taking into account what is stated in Article (4) of these instructions, grant applications are decided upon at the beginning of each semester.

**Article (6):**

A- The value of the grant will be (100) one hundred dinars per month in addition to a (50%) deduction from the courses registration fees, provided that the working hours are not less than (20) hours per week.

B- The value of this grant can be, the monthly stipend alone, or the exemption only from 1. 50% of the courses registration fees mentioned in Paragraph (A) of this Article.

**Article (7):** When distributing and allocating grants, the following shall be guided by:

A- The available financial capabilities.

B- B - The extent of the student's excellence, taking into account the following: The accumulative average of the new student applying for the scholarship must not be less than very good, the bachelor's degree, and in the case of new students who hold a higher diploma, the accumulative average must not be less than excellent.

2. The cumulative average of non-new students must not be less than 80% at the end of each semester in order for the scholarship renewal to be studied or given to them for the first time.

c- The extent of the student's need.

d Number of full-time postgraduate students in the department applying for grants.

E - The number of full-time postgraduate students in other departments who have applied for grants.

**Article (8):** The student who received the scholarship or half of the scholarship shall submit a statement of the hours worked and the type of work he performed during each semester, certified by his supervisor and the head of the department in which the student works, at the end of the semester.

**Article (9):**

Grants are given according to the following procedures: Teaching aid grants: The Council determines in each semester the number of grants allocated to each department in the different faculties based on a report submitted by the head of the department indicating the type of work available, its size and the number of full-time graduate students to study. In it, grants are given by a decision of the council based on a placement by a committee consisting of the dean and heads of the departments of specialization in the faculties.

B - Granting assistance in research: It is given by a decision of the Council in accordance with the established procedures.

C- Grant of dissertation support: given by a decision of the council based on a placement from the thesis supervisor and the head of the concerned department in the concerned college.

**Article 10:**

A- The grant shall be canceled, and the student shall return the amounts that were paid to him by a decision of the authority that decided to give him that grant, in case he violates the conditions of the grant mentioned in Article No. (4).

B- The grant shall be suspended and not renewed in the following two cases:

1. If the student's performance is not acceptable, upon the recommendation of the supervisor or head of the department's specialization in the college or the author of the research, and in this case the grant shall be suspended as of the date of approval by the Council.

2 . If the student's cumulative average is less than 80%.

**Article (11):** Cases in which no text is provided in these instructions shall be submitted to the Deans' Council for decision.

**Instructions for grants and study facilities**

***First: High school grants for new students***

- a. A full grant of credit hours fees for those whose rank is among the first fifty in the Jordanian general secondary school certificate in its various branches (their acceptance is still legal) or equivalent foreign and Arab certificates, such as: ( IGCSE SAT, Baccalaureate ... etc.).
- b. A grant equivalent to 50% of the credit hour fees for those who have obtained an average of 90% or above in the Jordanian, Palestinian, Arab 48, and Iraqi high schools in its various branches (their acceptance is still legal).
- c. A grant equivalent to 50% of the credit hour fees for those who have obtained an average of 100% in high school issued from the Arab Gulf states, except for the Kingdom of Saudi Arabia. The rate must be according to the equation of the Jordanian Ministry of Education 90% or more (their acceptance is still legal).
- d. A grant equivalent to 15% of the credit hour fees for those who obtained an average between 85% and 89.9% in the Jordanian and Palestinian high schools, and the Arabs in 48 of its various branches (their admission is still legal) with the exception of students of the faculties of pharmacy and engineering.



**Second: Granting academic excellence in the specialization to students** enrolled in the university. A scholarship of 100% of the credit hour fees is offered to the student with a cumulative average of at least 95% and 50% for the student with a cumulative rate of at least 90%, provided that he is registered at the university he successfully completed the study of 30 credit hours at Philadelphia University, which does not count as remedial courses, and must be registered for the minimum academic load (for the last 3 semesters).

Compulsory studies, including the semester of deduction entitlement) according to the instructions for granting a bachelor's degree, and that no disciplinary penalty has been issued against him in that year of a warning degree or more.

**Third: Siblings grant**

a. A grant equivalent to 15% of the value of the credit hour fees in each semester is offered to:

1. Accepted and registered siblings studying.
2. The son and father who are accepted and registered students.
- 3 The husband and his wife who are accepted, registered and studying.

A grant is offered to the third brother in the amount of 25% of the fees Credit hours. A grant is offered to the fourth sibling or more, with a value of 50% of the credit hour fees.

**Important notes:**

- 1- The grant is granted the first time if all siblings are on study seats and registered for the same semester.
- 2- The grant remains valid as long as they are all studying or if one of them graduated from the university

The student's cumulative average should not be less than 60%. Siblings are granted to the regular and registered student to obtain a bachelor's degree. Members of the academic councils: only granting credit hours

**Fourth: Grants are offered one scholarship annually** in the amount of (20%) of the value of the fees to a student nominated by members of the Board of Trustees, founders and representatives of the local community in the various university councils, and for the president of the university. The university, in coordination with the Board of Trustees, offers some grants as required by the public interest of the university. In all cases, it may not be reduced.

The student's average is less than 60% in the general secondary school certificate or its equivalent, and it is required for the continuation of the scholarship that the cumulative rate in each semester is not less than 60%.

***Fifth: Granting the children of the employees and the sons and grandsons of the founders at the university:***

1. A scholarship is offered at the rate of 50% of the value of the credit hour fees for the children of university employees, provided that the student's cumulative average is not less than 65% in each semester, and if the student obtains an excellent grade, the rest of his fees are allocated to that semester.
2. A scholarship of 50% of the value of the credit hour fees is offered to the children and grandchildren of the founders at the university, provided that the student's cumulative average is not less than 68% in each semester.
3. Granting employees whose service has been duly terminated after serving at least ten years to their children enrolled in the university 20% of the credit hour fees and 15% for those who are less than two months from ten years, and it is stipulated for the continuation of the deduction that their service cumulative average is not less than 65%.
4. Brothers, sisters, nephews and grandsons only (second-degree relatives of employees) a 10% discount on credit hour fees.

**Sixth: Sports and Cultural Excellence Scholarships**

A- Five scholarships are offered in each semester, amounting to 20% of the credit hour fees, for which students excel in sports, and five other scholarships for culturally superior students, according to the foundations set by the university for this purpose about 60%.

B - Ten scholarships are offered each year, amounting to 50% of the credit hour fees, for which players of the national, Olympic, or Jordanian school team, or first- or excellent-class clubs compete, and for the continuation of the scholarship, the cumulative average in each semester is not less than 60%.

***Seventh: Scholarships for the children of Jordanian university presidents:***

scholarships are allocated to the children of working Jordanian university presidents equal to the full fees for accredited hours at the university.

***Eighth: Granting the local community:***

Ten residents of the villages surrounding the university (Al-Rumman, Al-Mastaba, Marsa', Salhoub, and Talaat Al-Roz) were granted a discount of 10% from the credit hours fees, provided that their average in high school is 70% or more.

***Ninth: Granting members of the armed forces, security services, and professional unions:***

A - A scholarship is offered from the value of the approved hours fees to employees of the armed forces and security services and their children and professional unions (workers and retirees) who have obtained a Jordanian secondary certificate according to the following:

1. Grant (20%) For those who have achieved an average of 70% or more in high school:

2. A grant of (10%) for those who have obtained an average of (60% - 69.9%) in high school.

3. To be a new student.

4. He must not have received another scholarship from the university, and the scholarship is not combined for the same student, except for the granting of academic excellence while studying at the university. For the grant to continue, it is required that his cumulative average at the university is not less than 60%. 2. That the student does not receive any academic or disciplinary warning, otherwise the scholarship shall be suspended with another scholarship.

B - A scholarship of 20% of the value of the credit hour fees is offered to members of the Teachers Syndicate wishing to enroll in master's programs.

### **Armed Forces, Security Services and Professional Syndicates**

1. Armed Forces, Security Services, General Intelligence, Public Security, Gendarmerie Forces, Civil Defense

2. Physicians Syndicate

3. Lawyers Syndicate

4.. Engineers Syndicate

5. Dentists Syndicate

6. Pharmacists Syndicate

7. Agricultural Engineers Syndicate

8. Nurses Syndicate

9. Geologists Syndicate

10. Veterinarians Syndicate

11. Journalists Syndicate

12. Contractors Syndicate

13. Teachers Syndicate

14. Artists Syndicate

15. Writers Association

16. Association of Chartered Accountants

17. UNRWA

18. The General Union of Banking, Insurance and Accounting Workers. 19. The General Syndicate of Mechanical Professions.

20. The Jordanian Association of Social Security Retirees (with the exception of the College of Pharmacy and Engineering).

*Tenth, a scholarship is offered from the value of the credit hour fees of 10% to those who have obtained an average of 75% or more in the comprehensive exam.*

***Eleventh:***

It is not permissible for any student to combine two scholarships or more of the above at the same time, except in cases of academic excellence during his studies at the university.

***Twelfth:***

Evening students benefit only from academic excellence grants during their studies at the university.

***Thirteenth:***

In order for the above-mentioned scholarships to continue, the student must obtain a cumulative average of no less than 68% in each semester, except for the scholarships for which the cumulative average has been determined.

***Fourteenth:***

The summer semester is not covered by these grants. Fourteenth: The president of the university is responsible for implementing these instructions. Returned subjects are not included in grants and financial facilities. Discounts are not applied in the summer semester

**Academic Excellence Instructions**

The university has regulations for academic excellence aimed at encouraging and rewarding students who excel academically during their studies at the university as follows:

**A 1.** Granting some academically outstanding scholarships worth (20%) of the value of the credit hours paid for the first and second semesters, according to the fees stipulated in the instructions of grants in force at the university.

(Important note: This item was applied to students who hold a university ID 2003 or less.)

**2.** Granting the academically outstanding certificates of appreciation prepared by the university for this purpose.

**1.** The name of the outstanding student shall be placed on the university's honor list if he obtains a cumulative average of (90%) or above, provided that he has not been given a behavioral warning and that the study load is not less than (12) credit hours calculated within the cumulative average. In this case, he is granted a certificate of appreciation signed by the university president and stamped with the university's official seal.

2. The university's honor roll shall be a special plaque on which the full name of the student, his major, his academic level, and the due date are engraved. These plaques are permanently fixed in a prominent place at the entrance to the university.

**C.**

1. The name of the outstanding student shall be placed on the faculty's honor list if he obtains a semester average of no less than (90%), provided that he has not been given a behavioral warning and that the study load is not less than (12) credit hours calculated within the cumulative average. In this case, he is granted a certificate of appreciation signed by the Dean. The concerned college is sealed with the seal of the college dean.

2. The college honor list is made up of printed lists on which the student's name and academic level are affixed, and these lists are attached to the notice board of the concerned deanship at the end of each semester.

**D -** The student must have spent the two compulsory semesters of one academic year, and the academic load registered to him for each student in one semester who meet the above conditions should not be less than (12) credit hours.

D- The Deanship of Admission and Registration prepares lists of outstanding students on the university's honor list at the end of the second semester of each academic year and prepares lists of outstanding students on the faculty's honor list at the end of the first and second semesters of each academic year.

E- The President of the University presents certificates of appreciation to the outstanding students at one of the University's public celebrations.

**Training instructions for pharmacy students at the University of Philadelphia issued by the Council of Deans** of Philadelphia University in accordance with Article (16/b) of the Jordanian Universities Law No. 18 of 2018

**Article (1):**

These instructions are called "field training instructions for pharmacy students at Philadelphia University", and they shall come into force as of its approval.

**Article (2):**

The following words, wherever mentioned in these instructions, shall have the meanings assigned to them in the following, unless the context indicates otherwise: University: Philadelphia University. College: College of Pharmacy. The Committee: The student training committee in the college formed by the dean of the college at the beginning of each academic year. Year level: As defined in Article 7/i of the instructions for granting a bachelor's degree.

**Article (3):**

A - According to the instructions of the Pharmacists Syndicate, all Jordanian and non-Jordanian students who have successfully completed 60 credit hours are required to undergo a field training period equivalent to 1440 hours if the student wishes to join the Jordan Pharmacists Syndicate.

B - For non-Jordanians who do not wish to join the Jordan Pharmacists Syndicate, they are required to undergo a training period of no less than 700 credit hours.

C - The student must open a training file in the union and register the beginning of the training according to the union's instructions.

D - Training periods are recorded so that the duration of each period does not exceed one semester. It is not allowed to submit a training paper for more than 4 hours per day during the semesters and 8 hours during the summer holidays, or holidays between semesters.

**Article (4):**

The student is allowed to start training after obtaining the prior approval of the committee.

**Article (5):**

A- If the trainee student is absent during the training period with an acceptable excuse in accordance with the instructions for granting a bachelor's degree at the university, he must resume his training when the excuse is removed and compensate for the period of his absence.

B - If the student's absence without an acceptable excuse exceeds a period of training approved by the committee, he must retrain for that entire period.

C- If the student is absent for any reason for a period of more than 30% from a training period approved by the committee, he must re-train for that entire period.

**Article (6):**

Training takes place in pharmaceutical factories or pharmacies approved by the committee and only the assigned topics for training.

**Article (7):**

The student submits a technical report to the committee on his practical training by filling in the required information in the training booklet prepared for this purpose within a maximum period of two weeks from the end of each training period he undertakes.

**Article (8):**

A- The student must pass an exam prepared by the college after completing the entire training period. If he fails, he must re-sit the exam after at least two weeks after the previous exam.

b- All students must, during the graduation semester, take the training exam given by the Union after the end of the entire training period. This exam is a condition for obtaining a Certificate of completion of training from the Union.

**Article (9):**

The committee undertakes the following tasks:

A- Follow up on the progress of the training of students and ensure the implementation of the training program.

B- Evaluating the training of students in light of the following:

1. Exam results mentioned in Article (8).
- 2 . The technical report referred to in Article (7).

3 . The report submitted by the pharmacist responsible for the follow-up of the training at the training site. 4. The committee's observations through its individual interviews with the trainee students.

C- Announcing the results of the training.

**Article (10):**

Cases to which the provisions of these instructions do not apply shall be referred to the committee.

**Article (11):**

The Dean of the College is responsible for implementing these instructions..

Field Training Instructions at the College of Engineering and Technology

**Article (1):**

**These instructions are called "Training Instructions for Students of the College of Engineering and Technology at Philadelphia University" and shall be applicable as of the first semester 2018/2019.**

**Article (2):**

The following words, wherever mentioned in these instructions, shall have the meanings assigned to them

The following, unless the context indicates otherwise:

University: Philadelphia University.

College: College of Engineering and Technology.

Department: The academic department in the college.



Committee: The training committee in the department.

Week: A work week of forty credit hours.

**Article (3):**

Training is compulsory for all students of the department registered to obtain a Bachelor's degree in Engineering and Technology.

**Article (4):**

A student who has passed 115 credit hours in the engineering program or 90 credit hours in technological programs is allowed to apply for engineering training according to a special form, bearing in mind that the number of training hours is 3 credit hours and according to the standards of Accreditation

**Article (5):**

The student should be free for training during this period, and that it does not coincide with the study.

**Article (6):**

The duration of the training is 7 consecutive weeks, with a duration of 280 training hours.

**Article (7):**

If the trainee is absent during his training period with an acceptable excuse in accordance with the instructions for granting a bachelor's degree at the university, he must resume his training when the excuse is removed and compensate for the period

of his absence. If the student is absent for more than 30% of the scheduled training period he has to retrain

**Article (8):**

The student chooses an institution related to his specialization and undertakes direct supervision of his training. The student must consult the training supervisor in his department to approve the institution that he will train there.

**Article (9):**

The trainee student shall submit a technical report to the committee within a maximum period of three weeks after the end of the training period.

**Article (10):**

The committee undertakes the following tasks:

Follow up the progress of the training of students and ensure their commitment to the training program.

B - Evaluating the training of students in light of the following:

1 . A technical report prepared by the entity that trains the student. 2 . The technical report referred to in Article 9.

3 . Committee observations through field visits to supervisors.

c- Announcing the training evaluation results.

**Article (11):**

Cases to which the provisions of these instructions do not apply shall be referred to the Council of Deans for decision.

**Article (12):**

The Dean of the College is responsible for implementing these instructions..

**Instructions for placement exams in Arabic and English**

These instructions are called "Instructions for Placement Tests in Arabic and English" and are applied to students who are accepted into Philadelphia University in all majors at the beginning of each academic year.

**Article (1):**

The exam is held for all new students who are admitted to Philadelphia University for each new academic year.

**Article (2):**

A student may sit twice for a placement test in Arabic and English within a maximum period of the first academic year of joining the university. If he does not pass any of these placement tests, he must study the relevant remedial course.

**Article (3):**

All students who succeed in the Arabic and English language placement test, regardless of their achievement in the exam, must study subject (101) in the Arabic language and subject (101) in the English language.

**Article (4):**

The fees prescribed for the level examination shall be collected from each student after submitting the examination.

**Article (5):**

The President of the University, upon the recommendation of the director of the Language Center, forms a committee of specialists in Arabic and English and in the development and computerization of exams, from specialists in the Language Center, the College of Arts and Arts, and the College of Information Technology and extracts the results and processing them.

**Instructions for the Computer Skills Level Exam at Philadelphia University****Article (1):**

These instructions are called "Instructions for the Computer Skills Level Exam at Philadelphia University " and shall come into force as of the date of its approval by the Deans' Council.

**Article (2):**

The following words shall have the meanings assigned to them below unless the context indicates otherwise.

University: Philadelphia University.

Exam: Computer skills level test. President: The President of Philadelphia University.

Dean: Dean of the College of Information Technology.

**Article (3):**

Exempted from sitting for the exam:

A- A new student who has successfully studied the subject at a recognized university or scientific institute. b- A new student who has successfully passed a placement test at a Jordanian university.

**Article (4):**

The computer skills placement test (and this applies to both the Arabic language and the English language) is held twice during a maximum period of time at the end of the first academic year of joining the university, provided that he is not studying the subject or studying it and failing in it, relevant remedial computer course 0750099.

**Article (5):**

The exam is held and the results and statistics are extracted by the level examination committee, and the passing mark in the exam is 50% fifty percent, and the results are announced within two days from the date of the exam..

**Article (6):**

The student's success in the examination exempts him from studying a remedial computer course 0750099.

**Article (7):**

On the recommendation of the Dean of the College of Information Technology, at the beginning of each academic year, the President of the University forms a "Computer Skills Level Examination Committee" headed by the Dean of the College and the membership of three faculty members, whose duties are:

A - Develop and update exam questions.

b- Managing exam sessions.

C - Extracting the results, discussing and announcing them, and preparing the necessary statistics.

**Article (8):**

The President of the University and the Dean of the College of Information Technology are responsible for implementing the provisions of these provisions and Instructions.

Disciplinary system for students at Philadelphia University, issued in accordance with the provisions of Article No. (34-a) of the Jordanian Universities Law No. 18 of 2018

**Article (1):**

This system is called the (Student Disciplinary System at Philadelphia University) and shall be in force as of the date of its approval by the Higher Education Council on 3/28/2019.

Article (2): The provisions of this system apply to all students registered at the university.

**Article (3):**

Any breach of university laws, regulations, instructions and traditions is considered a disciplinary offense. A student who commits any of them will be subject to disciplinary penalties stipulated in this system, in particular the following offenses:

Regulations to persevere in them and every incitement to this abstinence. b- Cheating or attempting to cheat in exams or violating their rules. C- Any act committed by the

student at the university that violates honor, dignity or morals, or violates good conduct and behavior, or what would offend the reputation of the university or its employees. This paragraph applies to any of the acts stipulated if the student commits it outside the university and on an occasion in which the university participates, or activity it does.

D - Carrying out any organization inside the university campus or participating in it without a previous license from the university, or any group activity that violates the organizational rules at the university.

Collect signatures and - Smoking inside university buildings and facilities and in places not designated for this.

G- Distributing brochures or posters or publishing newspapers at the university, or without obtaining a license from the University, or any group that violates the rules of the University.

H - Collecting materials or physical donations without obtaining a license from the competent references at the university, or misusing the license granted for that.

I - Violation of order or discipline required by lectures delivered inside the university.

j - Any insult or abuse directed by the student to a faculty member or any of the employees.

E - Using university buildings and facilities for purposes other than those for which they were prepared, or without former permission.

K- Stealing or damaging the university's movable and immovable property, including sources of information, intentionally or negligently, as well as stealing or destroying the property of employees of the university, its students and visitors.

L - Violation of the laws, regulations, instructions and decisions in force at the university.

M - Forging university documents or using forged documents for any university purposes.

N- Inciting or agreeing with students or other persons to commit acts of violence, quarrels, or defamation (oral, written, digital) against students or other people on campus.

O - Carrying licensed and unlicensed firearms of all kinds in addition to the white weapon and possession of any dangerous materials or tools p - 1. Possession of alcoholic beverages or their consumption inside the university or the student's attendance at the university.

**Article (1):**

These instructions are called "field training instructions for pharmacy students at Philadelphia University", and they shall come into force as of its approval.

**Article(2):** The following words, wherever mentioned in these instructions, shall have the meanings assigned to them in the following, unless the context indicates otherwise: University: Philadelphia University. College: College of Pharmacy. The Committee: The student training committee in the college formed by the dean of the college at the beginning of each academic year. Year level: As defined in Article 7/i of the instructions for granting a bachelor's degree.

**Article (3):**

- A.** According to the instructions of the Pharmacists Syndicate, all Jordanian and non-Jordanian students who have successfully completed 60 credit hours are required to undergo a field training period equivalent to 1440 hours if the student wishes to join the Jordan Pharmacists Syndicate.
- B.** For non-Jordanians who do not wish to join the Jordan Pharmacists Syndicate, they are required to undergo a training period of no less than 700 credit hours.
- C.** The student must open a training file in the union and register the beginning of the training according to the union's instructions...

**Article (1):**

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A student who commits any of them will be subject to disciplinary penalties stipulated in this system, in particular the following offenses:

Regulations to persevere in them and every incitement to this abstinence.

b- Cheating or attempting to cheat in exams or violating their rules. C- Any act committed by the student at the university that violates honor, dignity or morals, or violates good conduct and behavior, or what would offend the reputation of the university or its employees. This paragraph applies to any of the acts stipulated if the student commits it outside the university and on an occasion in which the university participates, or activity it does.

D - Carrying out any organization inside the university campus or participating in it without a previous license from the the university, or any group activity that violates the organizational rules at the university.

Collect signatures and - Smoking inside university buildings and facilities and in places not designated for this. G- Distributing brochures or posters or publishing newspapers at the university, or without obtaining a license from the University, or any group that violates the rules of the University.

H - Collecting materials or physical donations without obtaining a license from the competent references at the university, or misusing the license granted for that.

I - Violation of order or discipline required by lectures delivered inside the university.

j - Any insult or abuse directed by the student to a faculty member or any of the employees.

E - Using university buildings and facilities for purposes other than those for which they were prepared, or without former permission.

k- Stealing or damaging the university's movable and immovable property, including sources of information, intentionally or negligently, as well as stealing or destroying the property of employees of the university, its students and visitors.

L - Violation of the laws, regulations, instructions and decisions in force at the university.

M - Forging university documents or using forged documents for any university purposes. N- Inciting or agreeing with students or other persons to commit acts of violence, quarrels, or defamation (oral, written, digital) against students or other people on campus.

O - Carrying licensed and unlicensed firearms of all kinds in addition to the white weapon and possession of any dangerous materials or tools p - 1. Possession of alcoholic beverages or their consumption inside the university or the student's attendance at the university.

**Article (4):**

The penalties imposed on the students are determined as such:

A - Oral warning.

B - Written notice.

C – Dismissing the student from the classes. The security police may be requested to help get the students out, if necessary.

D - Depriving the student of attending some lectures of the subject that he/she has disturbed, or depriving him/her of all these lectures.

E- Deprivation for a specified period from benefiting from the university facilities in which violation was committed, including deprivation of university transportation means or private transportation on campus.

Additionally, the penalty may be a denial of extracurricular activities (sports, cultural, artistic excellence, and national team players in whole or Partly ) .

F- First warning

G - Second warning

H - Final warning.

I - Cancellation of registration for one or more subjects in which the violation occurred.

J - Temporary suspension from the university for one semester or more. The summer semester is not considered as an academic term for this purpose, and the dismissed student is not allowed to study in it as well, nor any semester that is studied by the student at another university is counted during the penalty period.

K - Final dismissal from the university.

L - Postponing the granting of the academic degree to the student for a period of one semester or more.

M - Cancellation of the decision to grant the certificate if it is found that there has been a forgery or fraud in the procedures of obtaining.

#### **Article (5)**

It is permissible to combine two or more penalties stipulated in this system.

#### **Article 6**

In case of a temporary or final dismissal penalty from the university, the dismissed student's university ID will be withdrawn from his or her and will be prevented from entering the campus unless s/he has permission from the concerned authorities at the university.

#### **Article 7**

Suppose the student commits a behavioral violation that requires a penalty, and another penalty has already been imposed on him for a previous violation. In that case, a more severe penalty will be imposed on him/her.

#### **Article 8**

Suppose a student who has completed the requirements to obtain any of the academic degrees awarded by the university commits a behavioral violation that requires punishment. In that case, any of the following penalties will be imposed on him:

- a. Postponing the granting of the academic degree for a semester or more, if he has been completed the requirements for obtaining an academic degree and the decision of the Council of Deans to grant him/her the degree has not yet been issued.

- b. Suspension of granting him the academic degree for one semester or more if the decision to grant him/her the Council of Deans issued the academic degree, but he did not receive the academic certificates he deserves.
- c. If s/he commits a violation after the Deans Council issued a decision granting him an academic degree and after receiving his/her academic certificates, he deserves to be inflicted with all the following penalties:
  1. S/he is not granted a certificate of good conduct and behavior.
  2. No other additional document is granted for four semesters.
  3. S/he is prohibited from joining the university in any other major or program of study.
  4. A formal complaint was filed against him in the name of the university with the competent judicial authorities.

### **Article (9)**

Suppose the student is caught during the exams of any subjects in which s/he is registered in flagrante delicto cheating, participated in or attempted it. In that case, the following penalties will be imposed on him/her:

#### **The first case:**

If the student does not have a previous disciplinary warning or has a first disciplinary warning, the following two penalties will be imposed on him/her together:

1. Considering him as failing in the academic subject.
2. Directing the second warning penalty.

#### **The Second case:**

The following penalties shall be imposed on him/her altogether:

1. Considering him/her as failing in the subject
2. Directing the final warning penalty

**The third case:**

If the student has a final disciplinary warning, the following penalties will be imposed on him/her altogether:

1. Considering him/her as failing in the academic subject.
2. Cancellation of his/her registration for one subject of the same weight for the hours of the subject in which s/he was considered to have failed 2 to be determined by the college's dean.

B. the following penalties will be imposed on the student who agreed with another student to examine instead of him/her:

1. Considering him/her as failing in the academic subject.
2. Cancellation of his registration in the remaining courses registered for him in that semester.
3. S/he is dismissed from the university for at least two semesters, which follows the semester in which he was caught.

C. The student who entered the exam instead of another student will be subjected to the following penalties together:

1. Cancellation his/her registration in the subjects s/he has registered in that term.
2. He is dismissed from the university for at least two semesters, which follows the semester in which he was caught.
3. If the person who entered the examination hall is not a university student, he will be referred to the competent security authorities.

**Article 10**

The fees paid (hourly fees and registration fees) are not refunded. They are not accounted for if the student was subjected to any of the penalties stipulated in items (i-m) of articles (4) and (9) of this system.

**Article 11**

The Punishment decision is kept in the student's file, and the decision is communicated to the student and his/her guardian or the delegated authority if any. The concerned dean may announce the decision on a billboard advertisement if that is necessary.

**Article 12**

- A. In the first month of each academic year, the college council form a committee of three members of the faculty staff in the college for one year to look into the violations committed by students in the university venues (affiliated to the college, e.g. classrooms, laboratories, workshops, training places, college staff offices) including violations committed by students during the scientific activities organized by the college. The Dean refers the violations to this committee for investigation and the imposing appropriate punishment.
- B. On the Dean of Student Affairs recommendation, the University Council shall form in the first month of B and, for one year, a committee consisting of three members of the teaching staff. An employee at the rank of director from the Deanship of Student Affairs is appointed as a rapporteur for the committee to investigate violations committed by students on university campuses, including transportation and activities extracurricular universities established inside and outside the university, except for violations committed within the university facilities of the faculties. The Dean of Student Affairs undertakes to refer the violations to this committee for investigation and the appropriate punishment.
- C. The concerned dean of the college may seek assistance and coordination with the Dean of Student Affairs for consideration in cases that occur within the facilities of his college, if necessary.
- D. When the student is referred to the investigation committee attends, the

committee head informs him of the violation attributed to him, after which his statements are listened to, recorded and made available to him the opportunity to defend himself and present his evidence, including calling for witnesses.

- E. When witnesses are called and their testimonies are heard, these testimonies will be recorded in the investigation record.
- F. The head of the investigation committee must let the student sign his/her written statement recorded during the session, and the same applies to the testimonies witnesses.
- G. After the investigation committee completes its procedures, it decides to conclude the investigation by issuing a recommendation that includes a presentation of the alleged offense, an indication of the evidence, the names of witnesses and the penalty and the members of the committee sign this report.

### **Article (13)**

- A. If the time limit for any commission of inquiry finishes, it continues to practice its powers until a new committee is formed to replace it.
- B. Commissions of inquiry must decide on issues referred to them within a period of not more than four to ten days from the date that matters were referred to them. The rector has to set the duration less if circumstances require so.
- C. After the concerned department informs him or her of students' deanship or by notification made public in the college they belong to 48 hours before the meeting, he or she has to appear in front of the committee. If not, the committee has the right to release the penalty in absentia.

### **Article (14)**

- a. All disciplinary decisions are final except the stipulated penalties



provided for in terms (J) (K) (L) (M) of Article (4) of this system. The student has the right to appeal the decision within two weeks of penalty decision notification, and the University Council can approve, amend or cancel the penalty.

- b. The student whose decision to be permanently dismissed from the university and has been approved according to the article (4K), She/he may apply for a one-time hearing to the Board of Deans for consideration of his return to college according to the following conditions:
  1. The final decision of dismissal from the university must have been issued two academic years before she/he applies for reconsideration his/her case.
  2. His cumulative grade is not less than (60%)
  3. The number of hours he successfully passed at the University of Philadelphia is at least 60 hours.
  4. The request of forgiveness has to include an open apology for the offense s/he committed. convention
  5. The request for mercy also includes an explicit willingness to do the volunteer work that the Deans Council decided.
- c. Considering what is stated in (a)of this article, the council of deans may accept or refuse to consider the request for forgiveness based on their convention of the student's eligibility to return to university.

### **Article (15)**

The power to impose disciplinary penalties on students are determined as follows:

- a. A faculty member or s/he who teaches the subject has the right to impose the stipulated penalties in terms (A, B, C) of Article (4) of this system, provided that depriving the student of lectures or taking him/her out of classes, in this case, does not lead to depriving him/her of sitting for the test/exam.

- b. The Dean has the right to sign any of the penalties stipulated in terms (a) to (h) article (4) of this system.
- c. The rector has the right to sign any of the penalties stipulated in terms (a) to (i) of this system.
- d. The University Council has the right to sign any of the penalties specified in article (4) From this system.

### **Article (16)**

If any of the parties in terms (A, B, C) of article 15 that the violation requires a more severe penalty than the penalties have to be applied, it refers to a party of higher rank.

### **Article (17)**

The Rector has to assume all powers relating to signing the stipulated penalties in this system in case of a disturbance or disorder at the university. It causes irregular study or a threatening situation, which calls for a quick decision. The Rector informs his decision in this case to the University Council.

### **Article (18)**

The student referred to any investigation committee cannot withdraw from the university until after the investigation, and the final verdict against him/her is declared.

### **Article (19)**

All graduation procedures for the student referred to the commissions of inquiry are stopped until the final decision is made for the offense s/he

committed.

**Article (20)**

The Deanship of Student and College Affairs officially informs the Deanship of Admissions and Registration of the student's name Referred to the commissions of inquiry to stop all academic issues related to that student.

**Article (21)**

The student is not punished for a single violation from more than one disciplinary party.

**Article (22)**

If a punitive judgment is issued for the student's acquittal of the attributed criminal charge, this does not prevent the inquiry committee from taking disciplinary action against him/her.

**Article (23)**

Suppose the student disturbs the system or control, or he or she crosses the limits of moral behaviors during interrogation by the committee; such conduct is a new offense that requires Punishment.

**Article (24)**

Suppose the offense attributed to the student is found to be a criminal offense, the Committee recommends the Rector to refer the case to the competent judicial authorities and the committee to suspend its disciplinary proceedings until the court's specialist issues a final judgment in the case.

**Article :25**

Ruling on any of the stipulated penalties this system provides does not exempt the student from paying compensation for the damages he causes. The university has the right to meet these compensations.

**Article (26)**

Any ignorance of the university's regulations, instructions, and decisions applied or issued does not exempt the student from taking responsibility.

**Article (27 )**

The sanctions imposed on the students transferred to the various investigative committees are in force as of the semester in which the violation occurred.

**Article (28)**

The University Council has the right to amend the penalty recommended by the commission of Inquiry, which exceeds final warning, whether reduced or overvalued.

**Article (29)**

The rector makes executive and procedural decisions that he deems necessary to implement the provisions of this system.

**Additional instructions approved by the Board of Deans**

In the meeting No. 2011/39 dated 2011/10/11, the Council of Deans decided to approve the adoption of the proposed amendments to the decision of the Council in Meeting No. 2004/31 based on the recommendations of the assigned committee. It also decided to establish the penalty of conduct issued against a graduate during his/her studies in revealing his/her marks and giving him/her or not to give him/her a certificate of good conduct and behavior as follows:

**First, penalty: from written alert to first warning**

Procedure:

1. The penalty for disclosing the student's marks expected to graduate is eliminated (canceled ) after the decision of the deans to graduate.
2. Without the approval of the Board of Deans.
3. Without a model

*Notes:* Granted a certificate of good conduct and behavior.

**Second, Penalty: from second warning to final warning.**

Procedure:

1. The penalty for disclosing the student's marks expected to graduate is eliminated (canceled after the decision of the deans to graduate.

2. Without the approval of the Board of Deans
3. Without a model.

*Notes:* Granted a certificate of good conduct and behavior.

**Third, Penalty: any penalty that exceeds the final warning.**

Procedure:

1. Removal of the penalty for detecting the student's marks after two semesters on the date of graduation. A particular form is to be submitted by him and upon the approval of the Board of Deans.

*Notes:* *Not* granted a certificate of good conduct and behavior.

2. The decision of the Council of Deans, Meeting No. 2015/27 and dated 2015/7/7 include that a student who withdraws from the university and is subjected to a behavioral punishment from written alert to first warning is treated the treatment of the graduate student.

### **Instructions of the University of Philadelphia Student Council**

Issued by the Board of Trustees of the University of Philadelphia on 2001/6/11

#### **Chapter 1: Definitions**

##### **Article (1):**

At the University of Philadelphia, a council called the University of Philadelphia Student Council represents the students and its location is the university campus .

##### **Article (2):**

The following phrases have the meanings assigned to them below unless the presumption indicates others.

**University:** University of Philadelphia.

**Deanship:** Deanery of student affairs at the University of Philadelphia.

**President:** President of the University of Philadelphia.

**Dean:** Dean of student Affairs at the University of Philadelphia.

**General Assembly:** All regular students enrolled at the University of Philadelphia for a bachelor degree.

## **Chapter 2: Goals**

### **Article (3):**

**A.** The Council aims to achieve the following:

1. Supporting students' scientific, cultural, social, and sports activities.
2. Strengthening the spirit of cooperation and the concept of teamwork.
3. Follow-up students' issues, make them aware of their duties, keep their achievements, and work with the university administration to solve their problems
4. Developing democratic practices, a spirit of dialogue and respect for other opinions.
5. Developing the student's integrated personality conscious of the nation's various issues and promoting belonging to the University, home and the country within the values of civilization and Arab and Islamic heritage.
6. Providing opportunities for positive interaction between the students, departments, colleges and university management, and support the academic process.
7. Strengthening students relations with students of Arab, Islamic and international universities.

**B.** The Council seeks to achieve these objectives through activities based on a plan approved by the dean. The plan includes the planned expenses for each activity and has been in place since the beginning of the Council's term of operation. However, off-plan activities may be carried out on occasions after

the approval of the Dean.

### **Chapter 3: Membership and formation of the Council**

#### **Article (4)**

The council member is required to:

- A. Not have been punished with any disciplinary punishment of the first warning degree or more.
- B. have completed a study of at least 24 approved hours at the University of Philadelphia and that according to the university's instructions, his/her cumulative grade should not be less than % 60
- C. Be a regular student at the university for the duration of his term.
- D. have remained on his graduation from the university for more than 30 hours approved, including the nomination term.

#### **Article (5)**

- A. The Council consists of a number of representatives with a representative of each 200 students in the specialization department.
- B. Departments with fewer than 200 students are represented with one student each.

#### **Article (6)**

A) Council elections are held as follows:

1. Each department of specialization at the university is considered one constituency.
2. Students in each section elect their representatives in the Council by direct secret ballot.
3. Council elections occur during the second term of each university year.
4. Elections for council members are held in just one day, with the process of voting starts from 10 a.m. to 2 p.m.
5. The legality of these elections requires that more than 50% of each constituency participate in the voting process. If the quorum is not completed, the voting period will be extended until 4:00 p.m. then, it becomes legal, no matter how many voters.
6. The Rector lays the internal foundations for holding elections.
7. In case elections cannot be held on time and in exceptional circumstances

appreciated by the rector, the Council continues to perform its functions until that circumstance is over or elect a new council.

B. The Council is elected for one year.

#### **Chapter Four: Board Meetings and Its Powers**

##### **Article (7):**

- a. The Dean of Student Affairs invites the Student Council to hold its first meeting to elect the president, the vice president, the secretary, the treasurer, and three other members from among its members within a week from the date of announcing the election results, provided that the Council then determines the times and dates of its meetings.
- b. The meetings of the Board shall be public.
- c. It is permissible to hold closed sessions of the Council with the approval of the majority of the members of the nature of the issues raised so requires so.
- d.
  1. The Council's meeting will be legal if attended by the majority of its members.
  2. The Council's resolutions are issued by a majority of the votes of its present members.
- e. The Council holds a regular meeting twice each term to discuss topics on the agenda.

##### **Article (8)**

The Council assumes the following powers:

- a. Discussion and approval of its working plan.
- b. Discussion and approval of the annual and financial reports.
- c. Discussion its budget and submit it to the Rector, who in turn refers it to the university council to discuss and approve.
- d. Assigning the amendments they deem appropriate on these instructions and its private procedures to the rector.
- e. Making decisions and recommendations that they deem appropriate to achieve the goals.



## **Chapter 5: President, Vice-President and Secretary**

### **Article (9)**

- A. Both the President of the Council and the Vice-President must be Jordanian.
- B. The President and Vice-President hold their posts only once.

### **Article (10)**

- A. The President of the Council takes over the following terms of reference:
  1. arranging for meetings of the Board and the governing body.
  2. Chairing the meetings of the Council and the governing body.
  3. Refer the Board's decisions and recommendations to the governing body to take the necessary executions.
  4. The Council's representation at the University.
  5. Representing the council with the corresponding student organizations.
- B. The Vice-President substitutes the President in his absence
- C. The Secretary-General of the Council takes over the following terms of reference:
  1. Preparing the plan with the topics referred to by the President of the Council.
  2. Preparing reports of the meetings.<sup>2</sup>
  3. Secret Secretariat of the Council.<sup>3</sup>
  4. Receiving the Council's correspondence and keeping its documents, papers and seals at the Council's headquarters.
  5. Providing the Deanship of Student Affairs with the reports of the Council's meetings.

## **Chapter six: Council committees and their terms of reference**

**Article (11):**

The Council affairs are run by an administrative body headed by the President of the Council and the membership of the Vice-President, the Secretary, the cashier and three elected members.

**Article (12):**

A. The Council can form permanent committees to carry out its specific functions, including:

1. Foreign Relations Committee.
2. Student Affairs Committee.
3. Committee for Volunteering and Community Service.

B. These standing committees elect presidents and rapporteurs at their first meeting after its formation.

Formed.

C. The Council can form interim committees among its members to carry out specific tasks.

D. The work of standing and temporary committees is regulated and their tasks and powers are determined based on special instructions drawn up by the Council, and the Deanship of Student Affairs is provided upon approval.

E. All council committees can get the help of a suitable member to practice tasks from the General Assembly.

**Article (13)**

The governing body handles the following tasks:

A. Implementation of the Council's decisions and follow-up of its recommendations.

B. Preparing the council's draft budget according to the plan and submitting it to the Council for approval first in preparation for its submission to the Dean for final approval.

- C. Supervising college committees and monitoring their performance
- D. Draft working plan for students' programs and activities.
- E. Study student issues and propose appropriate solutions to them.
- F. Discuss and submit the financial and annual reports to the Board.

**Article (14)**

A. The Secretary of the Governing Body handles the following tasks:

1. Preparing the plan with the topics referred to it by the chairman of the Commission.
2. Preparing reports of the meetings.
3. Secretariat of the secret of the governing body.
4. Follow-up on the implementation of resolutions.
5. Receiving the correspondence of the governing body and keeping its documents, papers and seals at the Council's headquarters.

B. The cashier takes over the following tasks:

1. Receiving all receivables according to receipts and depositing them into the Board's account.
2. Spending expenditures in accordance with the decisions of the governing body.
3. Submit a monthly statement to the governing body's chairman with receipts and payments.
4. Bookkeeping and financial records
5. Preparing the annual financial report.

**Article (15)**

The governing body meets after its formation in no more than one week, and its meeting has to be once a week.

**Article (16)**

A. Each college has a committee called the College Committee, made up

of all representatives of the Faculty members of the Council

B. The college committee handles the following tasks:

1. Preparing the annual report at the college level.
2. Follow-up activities approved by the Board at the college level
3. Study student issues in the college, propose solutions, and raise these solutions to the governing body.
4. Preparing the plan of student activities at the college level and submitting it to the governing body.
5. Implementation of the governing body's decisions concerning student affairs.

## **Chapter 7: The Drop of Membership**

### **Article (17)**

A. membership of any member of the council, its bodies and committees is dropped in the following cases:

1. Committing a prohibited action or expressly violating the council's objectives and its purposes or to damage its reputation
2. committing any disciplinary violation punishable by the first warning
3. Convicting of committing a felony or misdemeanor.
4. Loss of one of the terms of membership provided for in Article 4 except for the cumulative grade.
5. Death
6. Written resignation
7. Transition from one college to another during the membership period
8. Absence from council meetings for three consecutive times or inconsecutive times without an excuse accepted by the governing body.

B. Membership is dropped by a two-thirds majority of the Council in cases contained in term A/1 of these instructions. it is also dropped in cases included in other items.

## **Chapter 8: Finance Board**

### **Article (18)**

A. The Council has its own budget supervised by the governing body, and its resources consist of

1. The annual financial grant of money offered by the university at one dinar for each student enrolled in every academic semester except summer. This grant is paid in two installments. The equivalent of 10% of the university's services is deducted. The financial matters at the end of each college semester are fixed.
2. Donations, grants and donations accepted by the University Council.
3. Returns of the Council's activities.
4. Other resources approved by the University Council.

B. Council funds are deposited in the bank approved by the university and withdrawn by decision of the authority administrative, and three signatures from the Dean, the Chairman of the Administrative Board and the cashier due to the expanding processing procedures take on principles.

C. The Council's funds are expending by decision of the governing body approved by the Dean if he finds it not contrary to the financial procedures and procedures of the university. If found contrary to financial assets and processes or outside the plan, it is returned to the authority administrative to correct it.

D. The university's internal control body checks invoices and financial documents and the exchange rates of the Council.

## **Chapter (9) General Provisions**

### **Article (19)**

If the seat of a council member becomes vacant, he shall be replaced by the one following the last of the members in the number of votes to the third reserve in his specialization section. If these options are exhausted and at least two months remain until the end of the council's term, a new member is elected to the vacant place to complete this period.

### **Article (20):**

Any committee is considered dissolved with the resignation of more than half of the number of the members of that committee.

### **Article (21):**

Any legal meeting shall be attended by more than half of the members.

### **Article (22):**

A majority of the attendees make decisions and recommendations. In the event of equal votes, the chairperson's vote shall have a casting vote.

### **Article (23)**

If the council chairman, deputy or secretary resigns from his/her position, or if the membership of any of them forfeits, the council elects a replacement for

him/her.

**Article (24)**

The council exercises its competencies to ensure that this practice does not conflict with its laws.

**Article (25):**

The council is dissolved by a decision of the university council based on the university president's recommendation, and the council's funds go to the university treasury.

**Article (26):**

The university president decides on cases that are not mentioned in these instructions.

**Article (27):**

The activities of the Council are suspended two weeks before the date of the elections and until the new Council takes the oath.

**Article (28):**

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

**Transitional Provisions**

**Article (29):**

Upon approval of these instructions, the existing council shall continue to perform its duties until the election date, when a new board is elected based

on these instructions.

## **Student Clubs Instructions**

### **Chapter 1: Formation of Student Clubs and Their Objectives**

#### **Article (1):**

Student clubs are established at Philadelphia University under the supervision of the Deanship of Student Affairs or the administration assigned by the university president to do so, in accordance with the decisions issued by the university president based on a placement from the dean of student affairs or whoever is assigned by the president with the responsibilities of the dean of student affairs and whose center is the university campus.

#### **Article (2):**

The following expressions shall have the meanings below unless the context indicates otherwise.

The Deanship: The Deanship of Student Affairs or the department that the president assigns with its competencies.

The Dean: The Dean of Student Affairs or whoever the president entrusts with his competencies.

Clubs: Student clubs.

#### **Article (3):**

The dean may, with the approval of the university president, form clubs for people with all kinds of activities and hobbies to support students' hobbies and actions inside and outside the university campus.

#### **Article (4):**



The number of members joining the club must not be less than ten during the legal period the club is dissolved. Specified for registration in student clubs, otherwise

**Article (5):**

Student clubs aim to achieve the following goals:

- a. Encouraging voluntary tendencies, public service and teamwork among university students. NS.
- b. Develop and encourage talents and hobbies.
- c. Providing opportunities for university students to participate in activities that suit their academic and technical tendencies, abilities and preparations.
- d. Allowing non-Jordanian students to participate in student activities and show their culture, tendencies and skills.
- e. Develop interest in the aesthetic and gustatory aspects.
- f. Developing interest in cultural heritage in Jordan, the Arab world and the Islamic world, and taking care of local and international culture.

**Article 6:**

Student clubs are not allowed to engage in matters beyond the goals they seek to achieve.

**Chapter 2: Clubs' Organs and Their Functions**

**Article (7):**

The clubs exercise their competencies and work to achieve their goals through the following two bodies:

- a. General Assembly
- b. Administrative Board

**Article (8):**

- a. The general assembly consists of all the members who join the club, provided their number is not less than ten.
- b. The General Assembly exercises the following functions:

1. Electing the Administrative Board from among its members.
2. Discussing and approving the annual, financial and administrative report submitted by the administrative body.
3. Approval of the annual work plan.
4. Withdrawing confidence from the administrative body, provided that a two-thirds majority of the members can only do this.
5. Active participation in the club's activities through the relevant committees.

### **Article (9)**

The administrative board of each club consists of five members elected by the general assembly. The administrative committee of each club is formed by secret ballot in the first half of November of every academic year according to arrangements prepared by the Deanship. At least from the total working members, and if the legal quorum is not reached 51, the elections are postponed for one week, after which they become legal regardless of the quorum.

### **Article (10)**

A student who nominates himself/herself for membership in the administrative board of any club must meet the following requirements:

- a. His/her cumulative average is not less than 60%
- b. S/he must have spent at least two semesters at the university.
- c. To remain at least two semesters after graduating from the university.
- d. S/he has not been subjected to any disciplinary punishment of the degree of first warning or above.

### **Article (11):**

- A. The administrative board elects from among its members a chairman and a deputy in its first meeting as a head of the fund by secret ballot. Other administrative competencies are distributed among its members

by public voting.

- B. The dean of each university club appoint a supervisor to direct the work of the club's administrative body without exercising the right to vote.

**Article (12):**

The administrative body of each club is in charge of its administrative, financial and organizational affairs, and it falls within its purview to handle the following matters:

- a. Take the necessary decisions and procedures to achieve the club's goals and record them in official minutes.
- b. Forming student committees for various activities from members of the General Authority and supervising their work.
- c. Submit an annual work plan to the General Assembly that includes the activities it intends to carry out, and the financial requirements for its implementation.
- D. Submit the annual financial and administrative report to the General Assembly.
- e. Implementation of the decisions of the General Assembly.
- f. Considering requests to join the club, and deciding on them. If any of these requests is rejected, the applicant has the right to appeal the administrative body's decision to the Dean within a week from the date of notification of the decision to the student.
- g. Accept the member's resignation.
- h. Supervising the meetings of the general assembly.
- i. Determine the appropriate means to achieve the goals of the club.
- j. Referring to the Dean the value of the subscription to the club.

**Article (13):**

The administrative board members shall carry out the tasks entrusted to them,

each according to his specialization, and the president of the club shall represent his club before the competent university references.

### **Chapter 3**

#### **Organizing the Club's Business**

##### **Article (14):**

A student registered at Philadelphia University to obtain a scientific degree has the right to join the club after the approval of the administrative body on his request, provided that he is committed to practicing the activity of that club.

##### **Article (15):**

Membership ceases in one of the two cases:

- a. Written resignation
- b. Loss of one of the conditions of membership.

##### **Article (16):**

The term of membership of the Administrative Board and its subcommittees is one year, after which new elections are held.

##### **Article (17):**

- a. The head of the administrative body sends the invitation to the meeting two days before the meeting date, and the executive body meets at least once a month.
- b. Members are prepared, and a majority vote of those present decisions. In the event of a tie vote, the side for which the head of the commission voted shall prevail.

##### **Article (18):**

Membership is forfeited from the administrative board if the member fails to attend the board's sessions three consecutive times or six intermittent times without an excuse accepted by the board.

**Article (19):**

Suppose the position of a member of the Administrative Board becomes vacant for any reason. In that case, he shall be replaced by the student next in order of the number of votes in the last elections conducted by the General Assembly.

**Article (20):**

The decisions of the General Assembly and the Administrative Board are notified in writing to the Dean.

**Article (21):**

The General Assembly meets once a year. It may be called to extraordinary meetings by a decision of the Administrative Board or at the request of more than half of the members of the General Assembly.

**Article (22):**

If it is attended by more than half of the number of members, and if the meeting of the general assembly is legal and important, then legal and the quorum is not reached, the meeting is postponed for one week, and the number of attendees is considered reached.

**Article (23):**

The decisions of the general body and the administrative body must be consistent with the university's policy, objectives and interest, and with what is stated in Articles 4 and 5 of these instructions.

**Chapter 4: Club Finance****Article 24:**

The fiscal year begins with the beginning of the academic year and ends with its end.

**Article 25:**

The clubs' funds are deposited in their name in any bank on the university campus or in the university's financial department and withdrawn by the signature of the dean or his representative and the treasurer of the concerned club.

Article 26:

The club's funds are disbursed by a decision of the administrative board in a legal meeting.

Article (27):

The Deanship contributes to covering the clubs' expenses as stipulated in the relevant instructions, and the Dean may amend the Deanship's contribution to the clubs' expenses if necessary.

Article (28):

The clubs' revenues consist of: a. Member subscriptions. NS. Contribution of the Deanship in supporting the club's activities. NS. The proceeds of the activities carried out by the club. Dr.. Donations and gifts approved by the Dean.

Article (29):

Invoices, purchases, and financial matters related to the clubs are audited by an accountant assigned by the University's Financial Department for this purpose.

## **Chapter 5: General Provisions**

Article (30):

In the founding stage that precedes the formation of the administrative board of any club, in accordance with these instructions, the dean shall assume the powers of the administrative board, including examining applications submitted to join the club and taking the appropriate decision regarding them.

Article (31):

the dean can delegate some of his/her powers set out in these instructions, in whole or part to the his/her assistants, or one of the managers working in the

Deanship.

Article 32:

The club is not dissolved except by a decision from the university's president based on a placement from the dean. In this case, the club's funds and assets will be transferred to the deanship.

Article 33:

The university president may decide on cases not mentioned in these instructions.

Article 34:

The university president may issue executive and procedural decisions that he deems necessary to implement the provisions of these instructions.

Article 35:

The university president and dean are responsible for implementing the provisions of these instructions.

### **Instructions for Student Trips at Philadelphia University**

Article (1):

By organizing student trips, the university aims to achieve the following goals:

A - Introducing students to the cultural and historical landmarks in Jordan, Arab and foreign countries.

b - Strengthening the existing relations between university family members, including students, faculty members, and employees.

C - Developing students' inclinations to travel and roam.

D - Providing suitable opportunities for Arab and foreign university students to meet.

E - Providing appropriate opportunities for students who excel in student activities to represent their university in courses, festivals, and cultural, sports and artistic meetings inside and outside the country.

### **Trip types**

Article (2):

A - Public trips:

These are trips organized by the university to visit archaeological and tourist sites and familiarize themselves with the cultural landmarks and the cultural and economic renaissance in Jordan and abroad.

B - Special trips:

These are trips organized by the university for participants in sports, artistic, cultural and public service activities to achieve the objectives of the activities.

C - Student visit exchange programs:

These are trips that take place in accordance with the agreements signed with Arab and foreign educational and educational institutions.

D - Scientific trips: These are trips with a special purpose inside or outside Jordan, in which a group of students participates, who meet certain conditions

**Article (3):**

Student trips are organized by:

A - Deanship of Student Affairs.

B - Student and Club Council at the university, in accordance with the following conditions and procedures: Student Affairs Deanship Trip

Procedures:

1 a. The Deanship of Student Affairs announces its public and private trips to all concerned students, and that is within annual programs prepared by the Deanship of Student Affairs.

b. The advertisement for the trip includes all necessary information about it.

C. Students participating in trips are selected according to the conditions issued by the Deanship of Student Affairs for each trip.



2. Student council and student club trip procedures:
- a. The administrative body of the student council or club takes the decision to make the trip and informs the Dean of its decision, all information related to the trip. The form for trips is filled out, including all information related to the trip
  - b. The trip organizer announces the trip, and the announcement includes all necessary information about it.

C. Applications are submitted according to the following dates:

Domestic flights: one day/at least one week before the flight date.

Domestic flights: more than a day/at least two weeks before the flight.

- Foreign trips: to the Arab countries / at least four weeks before the date of the trip.

- Foreign trips: to foreign countries / at least eight weeks before the date of the trip.

Applications must complete the following information:

- Flight type and level.

- Flight duration. The number of students participating in the trip.

- The signature of the trip supervisor and the signature of his direct supervisor.

e. The necessary information is submitted with a list of participating students' names and their university numbers, along with a financial receipt of the transportation fare to the Dean of Student Affairs, at least three days before the trip.

g. The Deanship of Student Affairs sends this list after approval to the trip supervisor to comply with it, as well as to the movement supervisor to

secure the appropriate means of transportation.

**Article (4):**

The trip supervisor is required to be a member of the faculty or administrative staff at the university or one of the supervisors concerned in the Deanship of Student Affairs.

Article (5):

Trip supervisors are appointed in the following order:

A - Domestic trips of at least one day / one supervisor for each student

B - Domestic trips of more than one day / one supervisor for each addition to a supervisor if the trip is mixed in addition to 25 students.

C - External trips / a general supervisor of the trip and one supervisor for each female supervisor if the trip is mixed.

D - Supervisors of internal and external trips are appointed upon the recommendation of the concerned dean or the dean of student affairs according to the specialization and the approval of the university president.

Article (6):

The supervisors of internal and external trips are in charge of the following matters:

A - Preparing for the trip and supervising its administrative and financial affairs.

b- Setting the general program, issuing instructions for the trip, and supervising its implementation.

C - Students will be accompanied by the means and degree of travel and

residence inside and outside Jordan.

D - Submit the necessary reports to the university president immediately after the trip.

### **Financial issues**

Article (7):

The university contributes to the expenses of public trips undertaken by the Deanship of Student Affairs, including transportation and accommodation expenses, and the entire transportation expenses for trips do not exceed 20% of the academic trips.

Article (8):

Financial matters are determined by the expenses of students' participation in special trips by a decision from the President of the University on the recommendation of the Dean of Student Affairs.

Article (9):

A - Students who are selected in student visit exchange programs benefit from what is stated in the agreements concluded between the university and other bodies.

Article (10):

The university's contribution is limited to covering students' expenses, and faculty and administrative staff participating in the trip do not benefit from this contribution.

Article (11):

The Dean of Student Affairs determines the value of the student's participation in the trip. When determining the value of the participation, the

following matters shall be taken into account:

- A. The university's contribution to the expenses of the trip.
- B. internal and external transportation fees, accommodation costs, and fees for visiting tourist places, theaters, and other places included in the general program of the trip.
- c. The facilities that the competent authorities in the country to which the trip is organized may be provided.

Article (12):

The amounts available on any student trip as a result of hosting the teams by the competent authorities in Arab and foreign countries are transferred to the activity budget to spend from it when returning the visit to the university.

Article (13):

Subject to what was stated in Paragraph C of Article Eight, the supervisors of internal and external trips shall be paid travel allowances in accordance with the financial regulations in force at the university.

Article (14):

Student trips are an integral part of university life, and everything that is forbidden and prohibited on campus is prohibited and prohibited on student trips.

Article (15):

Participants in student trips must comply fully with the written or oral instructions issued by the trip supervisor. Every violation committed by the student during the trip is punishable according to the disciplinary regulations in force at the university.

Article (16):

Students participating in external and internal trips for more than one day shall submit proof of their parents' approval of their participation in them.

Article (17):

It is not allowed to organize any trip except in accordance with these instructions.

Article (18):

The president of the university is responsible for implementing these instructions.

### **Educational sponsorship fund instructions for students who lose their breadwinner due to death while studying at the university**

Article (1):

These instructions are called " instructions for students who lose their breadwinner due to death while studying at the university ". They shall be enforced from the date of their approval.

Article (2):

The words and phrases wherever they appear in these instructions shall have meanings below unless the context indicates otherwise, according to what is mentioned in the application for admission.

**University:** Philadelphia University.

**Board of Trustees:** Philadelphia University Board of Trustees.

**University Council:** Philadelphia University Council.

**The President:** The President of the University.

**Student:** A regular student at the university.

**Fund:** The educational sponsorship fund at Philadelphia University for a student who loses his breadwinner due to death while studying at the university.

**The breadwinner:** one of the parents. In the event of the breadwinner's

death, the alternative breadwinner is determined as mentioned in the original enrollment application.

**The Committee:** The Education Sponsorship Fund Committee.

**Article (3):**

A - At the beginning of each academic year, the President of the University forms a committee headed by the Dean of Student Affairs and the membership of the Financial Director, Dean of Admission and Registration, the Representative of the College of Law, the Director of the Internal Oversight Office, and the Director of the Student Services Department, to study the applications submitted to benefit from the Fund And placement for the university president for approval.

B - Applications are submitted to the Deanship of Student Affairs according to duly approved forms.

Article (4):

The educational guarantee is 75% of the credit hour fees for the student who is eligible for the first and second semesters until he obtains a bachelor's degree from the university in accordance with the regulations and instructions in force.

Article (5):

The provisions of these instructions shall apply to students who lose the breadwinner according to the following conditions:

A - The breadwinner's death, provided that this is proven by an official certificate duly approved.

b - The student must not be an official delegate

C - A student who loses his breadwinner after joining the study since the first semester at the university can benefit from the Educational Sponsorship Fund.

D - The student benefits from the fund in the semester following the date of applying the breadwinner's death.

e - The student loses his right to benefit from the educational sponsorship fund if his cumulative average is below 60%.

He returns to benefit from the fund if he corrects his academic status in subsequent semesters.

F - The fund does not cover the tuition fees that the student benefits from the fund re-studies.

g - That the student has not been subjected to any disciplinary penalty of the degree of double warning or above, before or after obtaining the guarantee.

H- A student who loses his breadwinner in the semester in which he had applied to postpone studies in accordance with the rules and that his registration is not “revoked” can use to benefit from the Educational Sponsorship Fund according to the Fund’s instructions.

Article (6):

Each student pays five dinars at the beginning of each academic year's first, second, and summer semesters.

Article (7):

The university pays a grant of three dinars for each student in the first and second semesters of each academic year, from it to the fund.

**Article (8):**

The Fund's funds are placed in a particular account within the university's accounts, from which expenditures are made according to the established financial rules.

**Article (9):**

These instructions cancel all previous instructions.

**Article (10):**

The President of the University is responsible for implementing the provisions of these instructions.

**Article (11):**

Any problems arising from applying these instructions shall be referred to the Board of Trustees.



## **Student Fund Instructions**

**Issued under Article 4 of the instructions of the councils and faculty members in private universities No. 26 of 2007**

### **Article (1):**

These instructions are called the “Student Fund Instructions” and come into force as of 11/26/1995

### **Article (2):**

A fund called the Student Fund shall be established at Philadelphia University.

### **Article (3):**

The establishment of this fund aims to help needy students at the university by providing non-refundable amounts of money.

### **Article (4):**

The Fund's resources consist of:

A - An annual amount from the university's budget allocated for this purpose.

B - Gifts, donations, grants and bequests presented to the university for the fund.

C - the proceeds of the fund's money

**Article (5):**

The financial transactions of the fund shall be subject to the provisions of the financial system in force at the university.

**Article (6):**

The University Council forms a committee at the beginning of each academic year called the “Student Fund Committee” from:

- |   |          |
|---|----------|
| A. Dean of Student Affairs                        | chairman |
| B. A faculty member from each faculty is a member | members  |

The committee undertakes the following tasks:

A - Preparing and implementing the fund's budget after its approval by the University Council.

B- Submit a report at the end of the academic year to the University Council that includes revenues, expenses, and the number of students who have benefited from the fund.

C - Studying the requests submitted by needy students and determining the value of financial aid for the needy student, each according to his/her case.

**Article (7):**

The student can benefit from this fund if he is in a financial situation that does not allow him to continue his university studies, according to the following conditions:

- a. To be registered at the university and have completed at least thirty credit hours of study there.

- b. An official or the unofficial body does not delegate him/her.
- c. the student has not been subjected to any disciplinary penalty of the degree of first warning or above before obtaining the assistance of the Fund.
- d. The student must be registered according to the instructions for granting a bachelor's degree in the semester in which he applies for assistance.
- e. His/her cumulative average is not less than a good grade.

**Article (8):**

Procedures for obtaining assistance:

- a. The student fills out the special application attached to the Deanship of Student Affairs Documents and evidence proving his eligibility for assistance.
- b. The committee studies the requests, takes the necessary decisions and submits them to the president of the university for approval, and the committee may seek the assistance of any party when studying the application to make sure and obtain fuller and more accurate information it may be useful in determining who is eligible.
- c. The student can benefit from the student fund twice during his study period in the University.

**Article (9):**

The President of the University is responsible for implementing the provisions of these instructions.

**Philadelphia University Student Employment Fund Instructions****Article (1):**

These instructions are called "Philadelphia University Student Employment Fund Instructions". It shall be enforced from the date of its approval.

## Philadelphia University Student Employment Fund Instructions.

### **Article (2):**

The following words and phrases, wherever they appear in these instructions, shall have the meanings:

assigned to it below. Unless the context indicates otherwise:

**University:** Philadelphia University.

**President:** The President of Philadelphia University.

**Dean:** Dean of Student Affairs.

**Deanship:** Deanship of Student Affairs.

**Fund:** Student Employment Fund.

**Committee:** Student Employment Fund Committee.

**Student:** Every student who is a regular student at Philadelphia University.

### **Article (3):**

A fund called the Student Employment Fund shall be established at Philadelphia University, and it aims to:

A - Providing job opportunities for students inside the university.

B - Contribute to providing the university's needs of manpower.

C - Training students, especially in their fields of specialization.

D - Consolidating work as a social value among students.

### **Article 4:**

The University Council forms a committee at the beginning of each academic year called the Student Employment Fund Committee, and it consists of:

A - Dean of Student Affairs / President.

B - Two faculty members chosen by the university president.

C - the financial manager.

D - Director of Personnel Affairs.

E - Director of Student Services / Secretary

The committee undertakes the following tasks:

1. Determining student employment dates.

2. Considering employment applications submitted by the college and the beneficiary authorities.
3. Determining the value of the working hour.
4. Preparing and implementing the fund's budget after its approval by the University Council.
5. Submit a report at the end of the academic year to the University Council that includes revenues Expenses and the number of students who benefited from the fund.

**Article (5):**

The student is hired at the university based on a request submitted to the Deanship in light of the university's needs

On the dates specified by the committee, and the committee decides on this request based on the following conditions:

- A - That the student has not been subjected to any disciplinary punishment.
- b - That the student is not under academic probation.
- C - The student must be registered at the university and have completed at least thirty credit hours successfully.

**Article (6):**

The maximum student work hours shall be sixty hours per month.

**Article (7):**

A - To disburse the student's entitlements, the college or administrative department that

The student is employed by the Dean of Student Affairs on the special operating model, at the end of each month, it states the following:

1. The student's workplace.
2. work nature.
3. The weekly program of work with an indication of the number of weekly hours worked by the student.
4. Student performance evaluation.

b - The college or department in which the student works shall inform the

deanship/department at. In the event of his/her objection or cessation of work, indicating the date of objection or cessation.

**Article (8):**

The student is suspended from work and notified to the Deanship in the following cases:

- (a) Issuance of any disciplinary punishment against him.
- b- If he fails to perform the duties assigned to him or entrusted to him/her.

**Article (9):**

The wages for working hours are set at one and a half dinars per hour and do not exceed the commission. The financial allocations for this item are in the university's budget.

**Article (10):**

A - The financial department of the university undertakes the payment of operating wages based on a placement from the Dean of Student Affairs and the decision of the university president.

B - The wages of students who have not paid their installments shall be credited to their account with the Department of finance.

**Article (11):**

The Dean of Student Affairs is responsible for implementing these instructions.

# STUDENT HANDBOOK



جامعة فيلادلفيا  
Philadelphia University  
طريق المستقبل

دليل  
الطالب

2021/2020