



# Philadelphia University Faculty of Law

## Foreign Students Handbook 2005/2006





The Faculty of Law



Philadelphia University

## CONTENT

Preface	2	The Law Program	15
Philadelphia University in a glimpse	3	Teaching	22
Mission of Philadelphia University	4	Learning resouces	27
International Cooperation	5	Students Assessment	31
The Map of The University	6	Academic Guidance	35
The Faculty of Law in a glimpse	7	Tourist and Religious Sites	42
Mission of the Faculty	8	The Moralistic standards of student of law	46
Learning & Teaching System	9	Epilogue	50
Admission's Requirement	11	University calender	51

# By the name of god

## Preface

Dear students... The Faculty of Law at Philadelphia University is glad to present its Foreign students with this special guide as a means of communication with the Faculty, as well as present them with knowledge related to their studies at the Faculty, as this guide contains all the information concerning University's life, methods and regulations related to studies, in addition to admission requirements, study systems, regulations, schedule along with all the details related to registration and add and withdrawal policy. Furthermore, the guide highlights one broad aspect concerning the enrollment at the Faculty of Law, teaching and learning methodologies, assessment as well as the various social, educational, cultural, physical student activities, not to mention clubs and associations. Furthermore, the guide gives an overview of the universities facilities which the students are entitled to use on campus in general and for the Faculty of Law in particular, in addition to counseling services which helps students adapt to their new environment. Thus, the information presented in this guide mainly aims at serving foreign students in particular so that they can overcome any problems they may face as well as getting all the information they need. The Faculty of Law provides its students with this guide in the hope that they would take some time to look through the material which is meant to serve and guide them throughout. Furthermore, the Faculty of Law welcomes suggestions and comments by students, Faculty and/or administrative staff members at the department for improving and enhancing this guide.

Dean the Faculty of Law  
Dr. Ghazi Sabbarini

## Philadelphia University in a glimpse

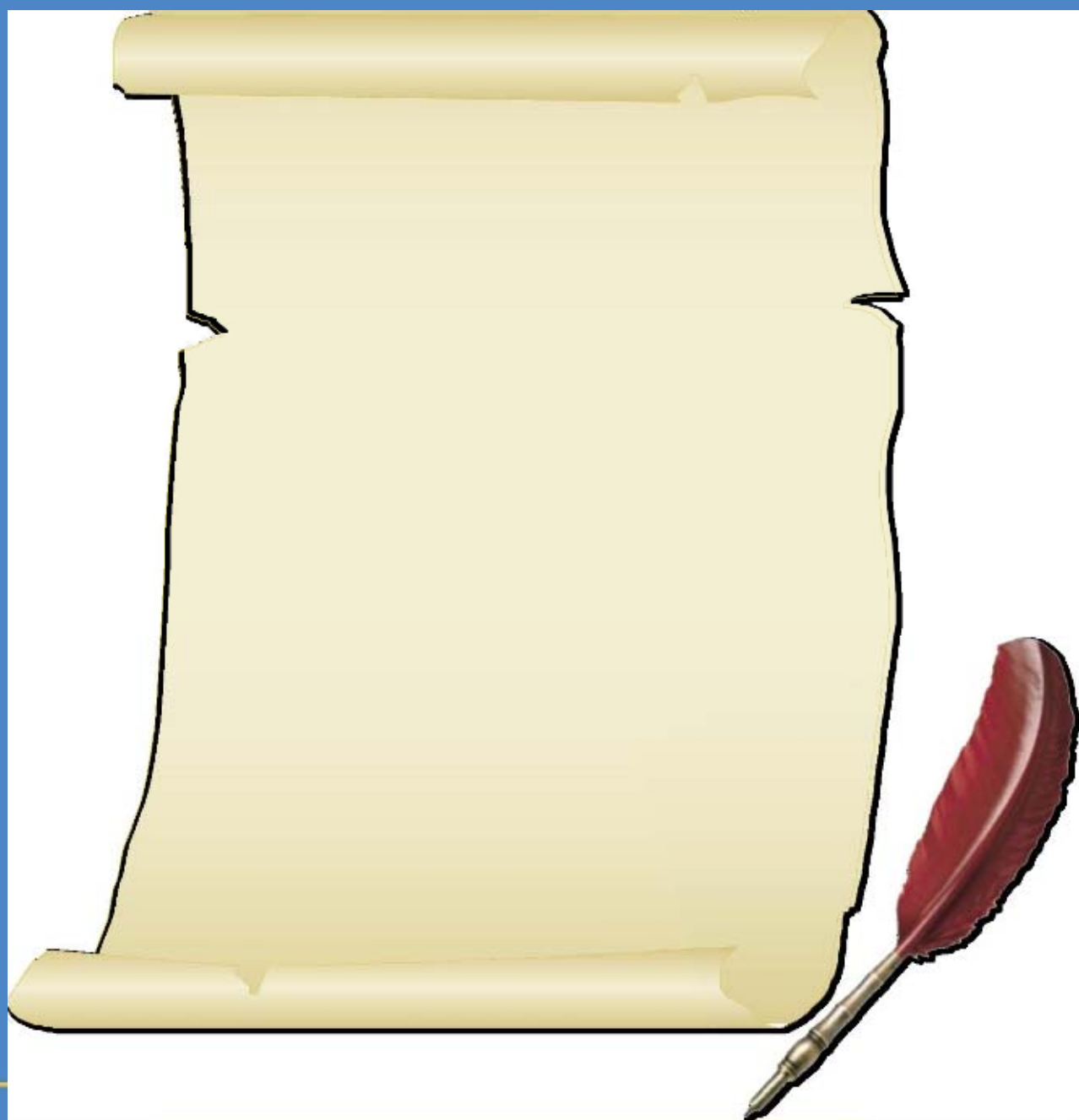


The name (Philadelphia University) was chosen as a means of revitalizing a cultural inheritance, which portrays an ancient atmosphere of the university of which we are all proud of. Philadelphia is the old name for the city Amman or as it was called "Rabbat Ammoun," right after it was occupied by the Leaser Batleemos, who was responsible for its new name "Philadelphia" in the year 285 B.C., which means the city of brotherly love, and it became a part of the ten cities Union (al-Dicapolis) in 63 B.C.

Philadelphia University was established in the year 1989, received accreditation in 1991 and began its first actual Faculty year in 1991-1992. Further, it became a member of the Arab Universities' Union in 1994 and a member of the Union for Islamic Universities in 1998. One year later, it became a member of the International Union for Universities. In 1999, it became part of the International Universities' Information Library; which is under the jurisdiction of the United Nations. In the year 2001, Philadelphia

University became a certified center by the UNESCO for the issuance of the International Computer Drivers' license (ICDL), as well as a local center for the Cisco Academy Program (Cisco) for Computers.

Moreover, the university is in the process of developing a long distance learning program characterized by excellence as well as the power to respond to the needs of students through an electronic educational system whose primary focus is centered on certain majors for the sake of including all of the other available majors later on. Furthermore, The University has built a spacious building for the library with an area of (7364) sq meters, encompassing about (8000) books in Arabic and English as well as (4296) periodicals. The library is connected to the International Electronic Library. There are also halls for the internet, videos and other educational tools.

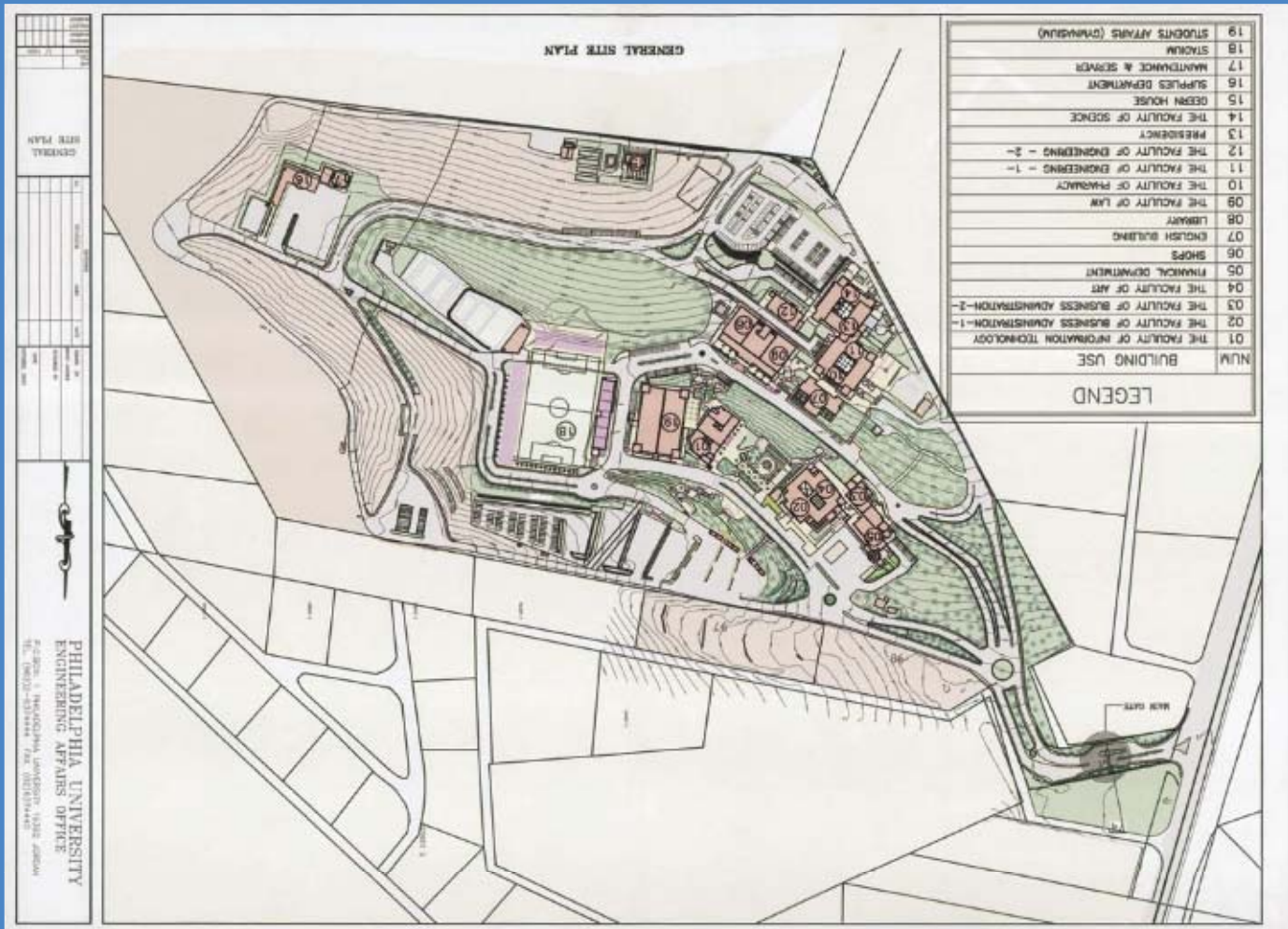


# International Cooperation

Philadelphia University is involved in a wide framework of international relations linking it to educational institutions in countries like the United Kingdom, the United States, India, and France along with Arab countries, in the hope that this will provide students with the chance to:

1. a semi-completion of Graduate Studies
2. a semi-completion of the Bachelors Degree
3. a shared supervision of research papers and Graduate Studies
4. Benefiting from agreements which the university already has with a number of vocational institutions like (CISCO), (Microsoft), the Swiss institutions of (Detties) Hotels, Internet Libraries and the UNESCO

# The Map of The University



## The Faculty of Law in a glimpse

The actual teaching at the Faculty began in the academic year 1991/1992, the same year as the other Faculties of the university. Further, it has received both a public as well as a private certification since its establishment and has since then been receiving students. Moreover, the Faculty has graduated hundreds of students who received outstanding legal education and are now effective members of the society specializing in different areas of Law. While some of these students are judges, lawyers or employees somewhere, others went further in their education showing competence and qualification. Above all this, the Faculty keeps in touch with its graduates through meeting up with them and lending them a hand in any way possible. Furthermore, the Faculty of Law at Philadelphia University is regarded as one of the most distinguished law Faculties in Jordan, to which students from different parts of Jordan as well as the Arab world come all the way just for its reputation and competence in the hope of receiving an education which suits their ambitions and future expectations. The Faculty is also known for its adherence to the local as well as international standards of quality and excellence manifested in its teaching program using the most modern educational tools and methods as well as benefiting from all the available educational sources along with willingness to recruit highly qualified teaching as well as administrative staffs. Surprisingly enough, the Faculty constantly reviews and evaluates its teaching program as well as educational plan in cooperation with a number of agencies that are specialized in legal and judicial matters. All of this is done to ensure follow up of the program and its

response to the legal and judicial developments both local as well as regional.



**Because the Faculty here at Philadelphia University strongly believes in justice, it has worked on insuring that its students as well as teaching and administrative staffs in particular and everyone else at the University in general have an equal opportunity to receive any legal information through reliable sources despite ethnic background, gender, religion and/or age. In addition to that, students, Faculty members and administrative staff along with anyone with an official authority is granted an equal chance to use all Faculty facilities despite ethnic background, gender and/or age.**

## Mission of the Faculty

The Faculty aims at preparing a generation equipped with the full theoretic legal knowledge in the different elementary legal fields as well as providing them with the cognitive skills for legal criticism, analysis and thinking, add to that the ability to deal with the various legal and judicial applications, research, the extracting of the sources of legal knowledge along with the capability of keeping up with the most modern techniques.

The Faculty also aims at refining students' personalities, building up their self esteem and making a team player out of each student, so that he/she are competent enough to play an effective as well as a positive role in the legal business market in particular and the society in which they live in general despite any circumstances there may be.



## Why you should choose the Faculty of Law at Philadelphia University

Dear foreign student...

The choice a student makes when thinking about enrolling at a university depends mainly on the level of confidence this person has in this place as far as the extent to which it meets his/ her ambitions and desire to learn as well as allowing him/her to benefit from all the advantages available. Although there are more than eleven Faculties of Law in Jordan today, the question that imposes itself is: What makes the Faculty of Law at Philadelphia University stand out?

1. A clear study program with specific teaching outputs along with well planned and modern evaluation methods
2. A well developed teaching program which encompass all the different areas of Law in an academic environment which measures up to both the local as well as international standards of education
3. Teaching sources that are diverse and rich and encompassing a comprehensive up to date legal library comprised of invaluable legal books, references and periodicals in Arabic and English
4. A computer lab equipped with the most crucial electronic judicial programs as well as legal websites along with modern research techniques and data processing
5. A distinguished applied training program working along side to a theoretic aspect of all the different areas of Law and relating subjects
6. A diverse system of modern teaching methodologies which relies on the use of mainly electronic audio/visual instruments which include (E-library, library, Online courses, Data show, PowerPoint)
7. An academic environment which supports research and learning along with a friendly as well as relaxing social environment, not to mention the facilitations, scholarships and financial aid for distinguished or top rank students
8. Activities and conferences; syllabus related as well as outside syllabus and with students' cooperation in the different educational, cultural, entertainment, physical and social areas
9. A program for comprehensive academic as well as personal support and guidance for all students throughout the university years
10. A continual follow up of all the Faculty's graduates as well as a get together type of meetings as a means of keeping in touch and giving support to students in the business market and/or in the post graduation process.
11. A distinguished elite of teachers for the different sects of Law
12. A total and perpetual commitment to the standards of the academic quality assurance which are followed locally and internationally in the area relating to the teaching of Law

## Learning & Teaching System

While Arabic is the official teaching language at the faculty of Law, other languages may be used when necessary. Furthermore, the learning system is based on attendance, which means that the Faculty follows a system of credit hours in its study plan, so that the actual Faculty year is divided into two mandatory semesters: The first semester: around 16 weeks including exams period. This usually starts sometime at the beginning of October of each academic year until the end of January. However, evening program students are treated differently in this regard, especially in the case of the holy month of Ramadan, in which case students need to be aware of the University year calendar.

The second semester: around 16 weeks including exams period, starting sometime in February of each year until the end of June.

The summer semester: this is an optional semester for students, lasting around 8 weeks, starting in July till the end of August. The Faculty of Law offers two study programmes which include:

1. Daytime Study Programme: from 8.00 a.m. until 3.00 p.m.
2. Evening Study Programme: from 3.00 p.m. until 7.00 p.m.



To be a student at Philadelphia University and in the Faculty of law was an important point in my academic life because it provides us with learning opportunities and self learning technique .I am grateful to this University .

Asmaa Jumaa Al – Oraymi  
Oman

## Length of Study

In order for the student to receive a Bachelors Degree, the Faculty of Law mandates the student to complete 132 credit hours with a minimum cumulative average of (60%), bearing in mind that a student is not allowed to graduate in less of 3 years (except for transfer students or students who would like to bridge up from community colleges), and not more than 7 years for the daytime students and 10 years for the evening students, except for any postponed semesters which are not regarded as part of the maximum Faculty years.

The minimum number of credit hours offered to students is 12 credits hours per semester, whereas the maximum that a student can register for is not to exceed 18 credits per semester. However, a student may exceed the 18 credit hours to reach a total of 21 credits with the approval of the Dean of the Faculty provided that the two following conditions have been met:

1. The student has an either minimum semester average or cumulative average of 80%.

2. The student's graduation is dependent on the completion of these 21 credits. Moreover, a student may register for less than 12 credit hours, which is normally the minimum, but not less than 9 credits. However, a student may continue the semester with less than the minimum number of credits as a result of withdrawing from a certain modules, but under very special justified circumstances, attached with the approval of the dean of the Faculty.

As for the summer semester, the maximum credit hours for which a student can register is 9, and can reach a maximum of 12 credit hours where student's graduation is dependent on these 3 extra hours. However, there is no minimum number of credits since this is an optional semester.

## Tuition Fees:

Students enrolled at the Faculty of Law at Philadelphia University are requested to pay 40 JD's per credit for the daytime program and 35 JD's for the evening program along with the following fees\*.

Programme of Study	First & Second semester fees		Summer semester fees	
	Daytime	Evening	Daytime	Evening
Public fees	120	60	60	30
Registration fees ( paid once only)	20	20	20	20
Student services	60	30	60	30
Refundable fees (paid once at registration and refunded at withdrawal or graduation)	100	100	100	100
Security fees	3	3	3	3
* All fees are to be paid in Jordanian Dinars only				

## Admission's Requirement

Admission for the daytime and evening programmes at the Faculty of Law are granted to those who obtains an average of 55% Jordanian General Secondary Certificate Exam (Tawjehe Exam) in one of the following streams; Scientific, Literary, Commercial or Legal stream (Islamic Shari'a), or any equivalent certificates for foreign students; provided they equate these certificates at the Jordanian Ministry of Education. Jordanian students who achieve an average of 50% (up to 54.9) may be accepted two years after the date they undertake the Tawjihi exam. Non-Jordanian students on the other hand, must be granted with an exemption by the Council of Higher Education and Scientific Research. For Bridging purposes (transfer from a community college), the student has to achieve an average of 68 % in the Comprehensive Certificate Exam. Those, who get less than 68 and above 60%, may be accepted two years after the date they sit for the comprehensive exam.

## The Documents required for the admissions are:

1. Authenticated Transcript of the General Secondary Certificate Exam (Tawjihi Exam) in both languages; Arabic and English, and its equivalent for non-Jordanian students.
  2. A copy of Birth Certificate
  3. Photos (2). Size 6x4
  4. A copy of the Identification card (Civil status Identity Card)
  5. Certificate of Good Conduct.
  6. Non-Liability document from former University
  7. A copy of the passport for Non-Jordanians (certified) by the country's embassy of which the student is a citizen
  8. A letter by the same embassy addressed to the Jordanian Ministry of Higher Education requesting the student's exception of grades received in high school For students with a high school diploma, the previous documents are required along with the following:
    1. The High School Diploma
    2. Records of the grades
    3. The equalizing of the high diploma by the Jordanian Ministry of Higher Education and Scientific Research as well as the Office of Study Research (for non-Jordanian high school diplomas)
- All the documents required must be certified by the following:
1. the Jordanian Embassy located in the original country of the documents.
  2. the original country's Ministry of Foreign Affairs
  3. The Jordanian Ministry of Foreign Affairs
  4. The Jordanian Ministry of Education

## Procedures for Enrollment :

To complete the admissions procedures, students must follow these steps

1. Stop by the admissions department to receive information necessary for enrollment along with an application form
2. Fill out the application form and complete all personal data along with a signature verifying the validity of information
3. Once all the required documents have been verified and completed for admission, the student receives a student number from the Admission department.
4. Stop by the Financial Department to pay fees for enrollment, after which the student hands the receipt to the registration personnel
5. Stop by the Personal Tutor (Academic Advisor) to sign up for the modules required
6. Going back to the Financial Department to pay for the credits for which the student had signed up earlier
7. Stop by the Information Technology Department labs in order for the student to sign up modules on his/her own following the electronic registration guide after which student receives a copy of modules' schedule.
8. Afterwards, a student should stop by the Department of Student Deanship to receive a University Identification Card .



## Procedures for Modules Registration

Since Philadelphia University has always been an advocate of modern innovation and development for the purpose of facilitating things for students through offering students the chance to register on their own through what is called self electronic registration, not to mention the ordinary method of registration. The following steps highlighted are for both types of registration.

## First: Regular registration (ordinary registration)

### First step:

#### (Seeing your Personal Tutor)

The student must see his/her assigned Personal tutor to receive a registration form and then work together on choosing modules to sign up for. Afterwards, the personal tutor approves the form by signing and sealing it properly, but before doing so, the following issues should be taken into consideration.

1. ensuring that all empty columns on the registration form have been filled out, in addition to modules titles, numbers, credit hours; all of which must be written clearly
2. ensuring that student has not registered for a module and its pre-requisite module in the same semester unless his/her graduation is dependent on it or if the student had already taken this pre-requisite module in previous semesters but had either failed or withdraw from the module.
3. Taking into consideration the maximum credit hours that a student is permitted to register for in line with university rules in effect.
4. ensuring that there is no clash between modules as far as timing is concerned
5. ensuring that courses signed up for are within the framework of the student's major as well as study plan
6. Trying to create balance between the types of modules registered for i.e. (compulsory, optional or supportive)
7. ensuring that the module for which the student has registered is open
8. under no circumstances is the student permitted to cross out anything on the registration form

#### Second step: (Financial Department)

The student must stop by the financial Department to pay tuition fees as well as other required fees. The student should then make sure he/she receives a copy of the receipt

### Third step:

#### (the Faculty of Law registrar available at the Admission Department)

Once the student has ensured the validity and completion

of all information on the registration form and paid all due fees, he/she can go to the Office of Admissions to verify the courses registered for and then receive two copies; one for him/herself and another for the assigned academic advisor.

## Second: Self (auto) electronic registration

Important steps prior to registration The student must go through fundamental steps in order for registration to be finalized. These include:

1. receiving a pin code from the Admission department
2. viewing the modules schedule in effect
3. preparing a schedule of the modules chosen which have to match specific major and course plan, not to mention having substitute sections on the side in case previously chosen modules or section are unavailable (closed)
4. stopping by the personal tutor office to receive a registration form, and then filling it out with the courses for which permission has been granted along with their substitutes. Once the academic advisor has ensured the validity of all the numbers entered by the student including the section numbers and their compatibility with the course plan in effect, he/ she can sign and seal the form properly
5. Since the registration form is considered an official document, once the academic advisor has signed it, under no circumstances is the student permitted to cross out anything for any reason

The student must stop by the Financial Department in order to settle all financial matters as well as make sure that the accountant has signed and sealed the student's registration form using the seal of the Financial Department

## Add and Withdrawal period

1. A student is permitted to withdraw from a module for which he/she had signed up and/or add a module during the first 5 actual Faculty days (weekends excluded) of the first and second semesters and during the first 3 actual Faculty days (weekends excluded) of the summer semester, without records showing classes dropped.
2. A student is permitted to withdraw from one or more classes at the end of the 13th actual week of the first and second semesters as a maximum and the end of the 7th week of the summer semester, in which case the records will show the classes out of which the student has withdrawn, along with a note saying (withdrawn). Fortunately, these classes aren't included in the credit hours which have been completed by the student as far as passing or failing is concerned and will not even be considered requirements for graduation. However, if a student doesn't withdraw during the specified time, his/her grades will be entered into the records.

## Add and Withdrawal Procedures

1. If for any reason, a student needs to add or withdraw, he/she should see the assigned academic advisor, in which case specific class or classes can be verified for addition or withdrawal using a specific form filled out and signed by both parties and then sealed properly.
2. In the case where a student wants to add one or more classes, he/she must make sure the specific class is still open.
3. A student must stop by the financial department to settle all financial matters
4. Afterwards, a student must stop by the Admission department to receive a modified copy of the finalized schedule. Students should always remember that under no circumstances is permission granted permitted for add or withdrawal more than once each semester.

## Postponing, Refraining or completely dropping out of the Faculty

1. A student is permitted to postpone his/her studies at the School of Law to a maximum of 4 school semesters (2 years) either intermittent or connected.

2. if for any reason, the Faculty year for either the first or second semester begins without the student registering, his/her registration will be terminated for the given semester, unless of course the student presents the school with an involuntary excuse that can be accepted by the Dean of the Faculty in no more than 2 weeks from the beginning of the semester.

3. If student exceeds the permitted postponement period, he/she will lose their place and will have to re-apply and if accepted into the same major may keep old records, provided he/she completes requirements for graduation; in which case the previous school years will be counted towards the maximum number of years required for graduation

4. New or transfer students aren't permitted to postpone studying unless one semester has passed since enrollment at the Faculty

5. If a student decides to withdraw from the Faculty or the university as a whole, he/she will have to submit an request to the admission department after which their records will show (withdrawal from Faculty or University) in writing, in which case a student sacrifices his/her place

6. If a student should refrain from attending classes for 1 or more faculty semester without the written consent of the Dean of the Faculty, the student jeopardizes his/her place and will therefore have to submit a new application in order to re-enroll at the University

## Students Attendance

1. Students are required to attend classes in line with the credit hours stated for each class in the Study plan

2. Students are permitted a maximum of 15% absence of the total course credit hours

3. If the maximum absence rate is exceeded without a valid excuse or reason accepted by the Dean of the Faculty, in spite of the reason, a student will be denied the right to sit for the final exam, thereby receiving a grade of a (zero) and will therefore have to retake the class if it is a requirement module and in all cases will be counted towards the semester as well as the cumulative averages. This procedure is taken as a means of a warning as well as dismissal from the Faculty.

4. If a student's absences should exceed the maximum rate in effect however he/she has submitted a valid excuse that has been accepted by the Dean of the Faculty, this student will

be considered withdrawn, in which case it is the Dean's job to inform the Head of the admission department of the excuse, after which the word (withdrawn) is entered right next to the specific module in the student's academic records

5. Excuses for absences are considered valid under the following two conditions:

a. Medical Excuses: a note should be issued by the physician at the University clinic. If not available, then a physician certified by the University, if not, then one issued by the university's certified hospital. Further, this excuse must be submitted to the Dean of the Faculty within a maximum of 2 weeks from the date specified in the excuse note

b. Involuntary/forceful excuses: different cases of involuntary situations may include death of a relative, strong rains, lack of transportations, etc, all of which are cases where a student is requested to submit proof within 1 week from the actual incident.

## Transfer Students

A student is permitted to request a transfer out of another University; public or private under the following conditions

1. The Faculty (Community college or University) out of which the student is transferring must be accredited by the Jordanian Ministry of Higher Education

2. The transfer student must meet all the conditions for acceptance at Philadelphia University along with other conditions required by the university, not to mention bringing in all the documents necessary for transfer. These include:

- \* The student's academic record showing senior year grades referred to as (Tawjihi) grades certified properly by the Jordanian Ministry of Education (For non-Jordanian certificates)

- \* a copy of the birth certificate

- \* 2 photos size (6x4)

- \* a copy of the Identification card (I.D.)

- \* a copy of the passport for non-Jordanians (certified)

- \* the academic record from the University or college out of which the student has transferred; certified by the Jordanian Ministry of Higher Education

- \* a quitclaim from the previous university or college

- \* a letter of good conduct from the previous university or college

- \* a module description of completed modules which the student wants to equalize and count towards total credit hours

3. The Office of Admissions and Registration sends the transfer application to the Dean of the Faculty of Law in order to see the method for credit hours count after reviewing the Faculty's study plan in effect, so that it doesn't exceed the number of

credit hours allowed which in special cases may be 50% or 75% as a maximum. In this case, the Admissions and Registration department should be informed in writing

4. Modules which have been completed by the transfer student will not be included in his/her cumulative average at Philadelphia University

5. For every 12 credits received from another university or college, one semester will be excluded from the maximum numbers of years required for graduation

6. Transfer students must attend classes systematically not through affiliation

7. The number of years since a student had left the previous university or college must not exceed 7 actual academic years

## Placement Tests:

Students must sit for the two following placement tests:

### First: The English Placement Test

1. All new students who have been accepted into Philadelphia University must sit for a placement test, EXCEPT

- \* anyone with a grade (400) or above on the TOEFL

- \* anyone with an average of 50% or above on the Michigan Exam

- \* anyone with a GCE (General Certificate Exam) degree or anything corresponding to it

- \* it is stipulated that not more than 2 years have passed since the student sat for any of the above mentioned tests.

Therefore, the student will have to submit a document showing the grades to see if they meet the above required terms



2. If a student gets an average of 80% on the placement test, he/she will be exempted from registering for English Skills (1) and will automatically receive a pass grade for the module along with 3 credit hours, after which he/she registers for English Skills(2). On the other hand, if a student receives an average between 50%-79%, he/she will have to register for English Skills (1) and then English Skills (2). However, if a student fails the placement test, he/she will automatically end up in the English Remedial module referred to as English (99) which is worth 3 credit hours with either a "pass" or "fail" grade received depending on the grades received in the actual module exams. However, grades received will not be included in the student's cumulative average

3. any new student is given a one chance ONLY for the placement test; either at the beginning or the end of the first semester, but may not under any conditions retake the test in case of failure

### Second: Computer Skills Test

Students who successfully complete the placement test will be exempted from registering for Computer Skills (1) which means they only have to take Computer Skills (2). On the other hand, students who fail the placement test will have to take both; Computer Skills (1) and (2)

## The Law Program

### First: Programme Description

1. Name of program: the Law programme
2. The students whom the program aims at drawing: primary stage university students
3. degree granted by programme: Bachelors of Arts in Law
4. programme credit hours: 132 credit hours
5. each Faculty semester begins according to the following

### Second: Programme Contents

The Faculty of Law has always had its own philosophy regarding the implementation of an educational program which guarantees excellence add to that a program which encompasses all the basic items which meet the local as well as the international standards of excellence

## Table Time :

Semester	Starting date	Ending date
First	October	January
Second	February	June
Summer	July	August
This timetable is an approximation		

### 1. Programme philosophy:

When the Law program was first designed, a specific strategy encompassing the following points was taken into account.

A. the programme is to provide students with the knowledge and skills necessary for higher education

B. the program is to include the presenting of legal, juristic, legislative and juridical knowledge in all areas of Law in accordance with the requirements and standards of the Private Trust of the Jordanian Ministry of Education as well as the Jordanian, Arab and International Law programs

C. The programme should support the practical as well as applied areas of Legal Sciences

D. There should be a link between the programmes' items as well as a sequence in such a way that guarantees the escalation and progress of knowledge and skills of students from the basic and general to the more advanced and specialized.

E. The program has been designed to meet the demands of the business market as well as the requirements for comprehensive growth which meet the standards of the local and international societies from various spheres

### Outline of the Law program (Study Plan)

The items listed in the study plan are as follows

#### First: University requirements: (24) credit hours

1-1 compulsory university requirements [pre-requisites]: Required of all students and has been designed to provide students with the basic skills relating to culture, computers and languages (English and Arabic), for which (21) credit hours have been specified for Jordanians and (15) for non-Jordanians

Module Number	Module title	Credit Hours	Pre-requisites Module Pre-requisites Modules No.	
111100	Military Science	3		
110101	Arabic Language skills (1)	3		
130101	English Language skills (1)	3	English (99)**	710101
130102	English language skills (2)	3	English skills (1)	130101
111133	Human civilization and Ideology (1)	3		
710101	Computer skills (1)	3		
111101	National Education	3		

\*The Military Science module & National Education is module compulsory for Jordanian but optional for non-Jordanians

\*\*The English remedial module; English (99) is a pre-requisite module for students who do not pass the English placement test



I have chosen Philadelphia University because it has qualified staff , good services and great help for Arab students .

Osama Hatim Jamal

Palestine

## 2-1 Optional requirements

Students are free to elect courses, which meet their ambitions from other departments. While Jordanian students can elect (3) credit hours from the listed items in the table below, non-Jordanians on the other hands can elect (9) credit hours from the same table

Module Number	Module Title	Credit Hours	Pre-requisite Modules Pre-requisite Module Number	
110102	Arabic Language skills 2	3	Arabic Language skills (1)	110101
111111	Introduction to Sociology	3	—	—
111112	Introduction to Psychology	3	—	—
111113	Introduction to Logic	3	—	—
111121	Contemporary Thinking Issues History of Science	3	—	—
210121	Means of Communications and Society	3	—	—
111142	Human and the Environment	3	—	—
240151	Nutrition	3	—	—
240141	Education and The Society	3	—	—
111153	Athletic culture	3	—	—
111195	Foreign Language (French)(1) Foreign Language	3	—	—
140103	(Italian 1)	3	—	—
140104	Foreign Language Hebrew (1)	3	—	—
140106		3	—	—

Module Number	Module Title	Credit Hours	Pre-requisite Modules Pre-requisite Module Number	
330101	Introduction to Management	3	—	—
340101	Intoduction to integral economy	3	—	—
420150	Human Rights	3	—	—
111135	Human thought and Civilization (2)	3	Human thought and Civilization(1)	<b>111133</b>
650105	Basics of Vehicles	3	—	—

**Second: Faculty Requirements:** These requirements have been designed to provide students with the basic legal knowledge in all the topics related to Law along with some basic skills. (24) credit hours have been specified

Module Number	Module Title	Credit Hours	Pre-requisite Modules Pre-requisite Module Number	
410111	Introduction to law	3	—	—
410112	Sources of obligation	3	—	—
410121	Principles of Commercial Law	3	—	—
410121	Public International Law (1)	3	—	—
420141	Political Systems And	3	—	—
420151	Constitutional Law	3	—	—
420151	Administrative Law (1) Criminal	3	—	—
420161	Law (General Part) computer skills (2)	3	—	—
420171		3	—	—
710103		3	—	—
			—	—

### Third: Major Requirements

These requirements are designed to provide students with the advanced as well as specialized knowledge in different sects of Law, in addition to skills in criticism, analysis and structure, not to mention providing students with the other practical skills, all of which are worth 84 credit hours distributed as follows:

#### 1- Major Compulsory requirements: (69) credit hours

Module Number	Module Title	Credit Hours	Pre-requisite Modules	
			Pre-requisite Module Number	
410213	Effects of obligations	3	Sources of obligation	410112
410222	Companies and Bankruptcy	3	Principles of commercial law	330270
410232	Legal Terminology (In English)	3	Introduction to law	410111
410314	Nominated Contracts	3	Effects of obligation Sources	410213
410315	Labour law	3	of obligation Principles of	410112
410323	Commercial papers And banking transactions	3	commercial law	330270
410391	Law of civil procedures	3	Effects of obligations	410213
410416	Real rights	3	Nominated Contracts	410314
410417	Private International Law	3	Nominated Contracts	410314
410424	Maritime Law	3	Principles of Commercial Law	330270
410492	Evidence and procedural Law	3	Law of civil procedure	410391
410492	Judicial Applications	3	Law of civil procedure	410391
420242	Public International Law 2	3	Public International Law 1	420141
420243	International Organizations	3	Public International Law 1	420141
420244	International Humanitarian Law	3	Public International Law 1	420141

420252	Jordanian constitution	3	Political Systems and Constitutional Law	420151
420262	Administrative Law (2)	3	Administrative Law (1)	420161
420272	Crimes against persons	3	Criminal Law( General part)	420171
420273	Crimes against property	3	Criminal Law( General part)	420171
420281	Public Finance and Taxation	3	-----	
420363	Administrative Judicature	3	Administrative Law (2)	420262
420444	Graduation Project	3	Completion of 100 Credit Hours	
420493	Law of criminal procedures	3	Crimes against property	420273

### 3- Major Obligatory Ancillary requirements: (9) credit

Module Number	Module Title	Credit Hours	Pre-requisite Modules Pre-requisite Module Number	
410233	Introduction to Islamic Jurisprudence	3		
410334	Personal Status 1. Marriage and Divorce	3	Introduction to Islamic jurisprudence	410233
410339	Personal Status 2. Inheritance and wills	3	Introduction to Islamic jurisprudence	410233

### 3- Major Optional Requirements:(6) credit hours

Module Number	Module Title	Credit Hours	Pre-requisite Modules Pre-requisite Module Number	
410236	Environment Protection Law	3	Introduction to law	410111
410237	The History of Law	3	Introduction to law	410111
410318	Social Security Law	3	Labour Law	410315
410319	Copy Right and Neighboring rights	3	Effects of obligations	410213
410320	Electronic Transactions Law	3	Sources of obligation	410112
410325	Insurance Contracts Commercial and industrial	3	Nominated Contracts	410314
410330	property	3	Principles of commercial law	330270
410331	International trade law Personal Status for	3	Principles of commercial law	330270
410336	Non-Muslims	3	Introduction to Islamic jurisprudence	410233
410436	Principles of Islamic jurisprudence	3	Introduction to Islamic jurisprudence	410233
420253	Nationality	3	Introduction to Law	410111
420335	Expression & legal drafting	3		
420475	Forensic Medicine	3	Law of criminal procedures	420493
420464	Local management Law The Science of Criminology And	3	Managerial Law (2)	420262
420474	punishment	3	Crimes against person	420272
420476	Crimes against state security	3	Criminal law (General Part)	420171

# Teaching

## 1. Moving forward in the teaching process

Moving forward in the teaching process in line with a well planned syllabus requires offering the student a real opportunity for affective participation, more than usually anticipated, not to mention getting students to fully amalgamate and integrate into the study programme, thereby enabling them to find numerous available chances for learning in such a way that best suits their abilities and ambitions.

Moreover, the Law study program at the Faculty of Law has been designed to help students receive proper education which conforms to their ambitions, as such, the sequencing of courses in accordance with the advisory plan gives students the opportunity to move freely through the courses, beginning with the basic principles of Law up through more advanced education up until the student can command not only the practical legal skills relating to the different areas of Law but other skills of communication as well. Furthermore, the programme provides students with skills in using technology in research and legal writing along with the skills in using diverse legal references.

Since one of the Faculty's main interests lies in enhancing and improving the teaching process, it has worked to increase its expenditures in this area, especially with regards to education, learning tools, research, emission, dispatching, training, participation in conferences, supplying the library with different teaching references and purchasing books as well as computers and Xerox machines, etc. In order to guarantee that students have acquired the necessary knowledge (theoretic and practical) as well as all the skills needed through the use of

modern tools and methods available, the Faculty of Law has adopted for a diverse system of teaching methods which adheres to the international standards of excellence. Furthermore, because the Faculty strongly believes that scholarly fortune lies in diversity, it has opted for using teaching methods that are based mainly on the backing up of theory by application, yet maintaining balance as well as adhering to a well studied plan which is approved by the Educational Committee as well as the Study Plan Committee of the Faculty. Afterwards, the plan is distributed amongst the students at the beginning of the semester and is designed in such a way as to highlight the contents of the course along with information which helps students study, not to mention the timetable for the theoretic and applied lectures, requirements for passing and the basis for evaluation.

Moreover, the study program has been designed and supported by modern teaching tools which respond to the educational emergence and development witnessed by the different areas of teaching on an international level, along with the efforts exerted by the department to ensure recruiting teachers specialized in the different areas of law which conforms to the standards of accreditation requirements of the Jordanian Ministry of Higher Education to offer students the chance to benefit in the legal and judicial fields, in which the theoretic aspect of teaching is directly linked to real life applications .

**2- Teaching Methods:** The teaching methods used are based on two key pivots working along side one another and in a pre-planned way, which is continually controlled for the purpose of innovation and renewal,

in addition to avoiding flaws that may appear at the time of application. These methods include:

### 2-1 Theoretic aspect:

Teaching methods vary in this area to cover numerous areas which include theoretic lectures, small group discussions, workshops, class assignments, office work, homework, outside lecturers and specialized symposiums/conferences

### 2-2-A. Theoretic lectures:

The teaching of Law relies mainly on theoretic information as a starting point in order for students to get an idea of the subject as well as the points mentioned. That is why lectures are such a crucial form of teaching, by which the lecturer explains in detail



I have chosen this University because of its good reputation and its available means of transport. Further, it provides us with medical insurance, and a reliable certificate.

Hadeer Sameer Ladqane

Syria

# Teaching

all the different legal principles and notions. These lectures mark the beginning point from where the student breaks free in order to gather all the information necessary for completing the subject at hand.

The Faculty's policy regarding lectures and whatever stems from it including discussions and/or workshops prohibits smoking, eating or drinking, using cellular phones (mobiles). Anyone who doesn't abide to this policy will be held responsible .

## 2-1-b. Small Groups Discussions:

The lecturers put great weight on the class discussions which take place between them and their students or amongst the students themselves. Such discussions are prepared in advance by the lecturer who then asks the students to prepare a certain topic related to the course subject for discussion in order to observe students' comprehension of the theoretic information discussed in class

Attempts made by students to try and come up with solutions or at least alternatives for legal problems, in addition to participating in the oral discussions as well as practicing the use of logic in dealing with Law topics is the main aim of such discussions.

Moreover, research papers handed in by students may sometimes be the topic of discussion along with comments and criticism of these papers in such a way which fits the framework of the class

**2-1-c. Workshops and Class Work:** There is no restricting agenda or timetable for workshops required of students. The teacher is free to prepare all that is needed for a specific workshop, in which case students are requested to make arrangements related to legal issues either in the lecture hall or a room designed for multiple purposes. But these workshops often have dual aim; that is linking theory to practice

## 2-1-d. work and Homework:

This method relies basically on assuring student's

continuity to follow up with the module subject. Students are assigned a number of assignments relating to the module. Further, these assignments are compulsory for each module to suit the nature as well as the size of the course subject. Further, these assignments often aim at broadening student's perceptions as well as his/her awareness of subject itself.

## 2-1-e. External lecturers :

During a specific semester, the course is backed up by one or two extra lectures presented by an experienced lecturer from outside the university. One with excellent background of the subject at hand and is often a judge, a lawyer or sometimes a director or chairman of an office in the public sector and is usually well rounded with the legal matters, or maybe someone from the private sector who is also in touch with issues related to the subject matter being taught.

## 2-1-f. Specialized Symposiums and Conferences:

The Faculty of Law has expanded the framework of benefits it offers its students through outside lecturers to include symposiums and conferences relating not only to important but urgent issues relating to Law; wherein a number of specialists are asked to participate. These Conferences/Symposiums are often prepared in advance in order to insure the availability of all the requirements that guarantee success and effectiveness.

At the beginning of each semester, each academic member at the Faculty of Law is fully bound to distribute the course plan for a specific course (Module Syllabus) among the students. This course plan includes all the necessary information outputs, assigned books and references necessary, not to mention a timetable of the courses and other related matters.

## Teaching



### 2-2. Applied Aspect ( Practical Training)

Ensuring that the student has acquired the theoretic information is not enough to achieve the anticipated goals and aims of the teaching process, which centers on preparing qualified and well-trained teaching staff capable of working around the different areas of Law. For this reason, the Faculty has resorted to involving its program in a wide sphere of training and legal skills acquiring; all of which are achieved through a specific and persistent program subject to non-stop monitoring and revision. Moreover, the department has also prepared a clear and comprehensive training program which permeates all the different module presented in the study program. Above all this, a special guide has been designed for the items of the training program to help students understand the importance and significance of training in learning. Look up special guide for training students, prepared by the staff at the Faculty of Law and those involved with the (Applied Training Guide for the students)

The field of professional work relating to the topic of Law is so broad to the extent where tens of different occupations can be classified. For this reason, the Faculty has diversified the forms of training for students in a manner which serves the majority of these occupations or professions. The student training programme which works along side the theoretic programme encompasses the following items:

#### 2-2-a: Introducing Purely Applications Courses

This is manifested in the program's inclusion of a number of pure application modules which rely basically on applied practice, backed up by a marginal aspect of theoretic information which include:

- Civil and Penal Judicial Applications/Compulsory
- Principles of Civil Trials/ Compulsory
- Principles of Penal Trials/ Compulsory
- Evidence and Execution Law/Compulsory
- The fundamentals of Legal Expressions and Law drafting/ optional

Graduation Project (research Paper) /optional

The modules are taught in a way where application of the different legal skills prevails

**2-2-b. Moot Court Trials:** The Faculty has prepared a room especially designed to be a court room equipped with all the necessary modern audio/visual equipments (Moot Court Room) where students are trained to conduct mock trials through which they learn how to write and present legal statements as well as follow procedures at the beginning of trials along with presenting written personal statements, not to mention methods of discussing the offence itself and disclosure of any legal pleas, training to do written and oral pleadings, sequencing appeals against court's issued rulings and the period specified for such rulings. All this is done with the supervision of teachers who guide the students through intact legal procedures.

The Faculty has also been implementing such methods of teaching and training through assumed cases and legal facts, to which students are given the chance to come up with solutions so that their confidence as well as persuasion skills are visible. This goes to show the department's belief that training should start during University years rather than relying fully on post graduation training. A student is frequently offered the opportunity to take part in the discussion at the trial in which he/she is assigned a client along with assumed facts which present a given problem .

For more information on moot trials, look up specific leaflet prepared at the beginning of each semester and put into actual work during the semester. Furthermore, moot trials are often linked to actual judicial applications as well as the principles of civil and criminal trials

### **2-2-c. Field Visits:**

Many of the program's subjects require making one or more field visits during the semester to one of the Faculty which are directly connected to the course subject in effect. Students are then let in on the procedures followed in the specific department or offices

However, the Faculty which students visit may vary in type and rank. These Faculty include courts, the Law Society and some other legal departments including: the Juristic Institution, Public Prosecution Department, Ministry of Justice in addition to some other departments which are concerned with legal matters. These include: the Ministry of Labor, Social Security Department, Islamic Doctrine Judiciary Department and the Department for Corporation Control, not to mention some local as well as international diplomatic corporations including the Parliament and corporations which fall under the United Nations jurisdiction along with different universities and institutions. Moreover, a programme which includes meetings between

students and the specific department employees to whom students can express views and comments as well as inquire and questions they may have in mind. Students are often requested to hand in reports of their field visits explaining all the information collected in addition to their expectations and anticipations at similar future visits

Due to procedures required in making field visits, in advance preparations must be taken, sometime at the beginning of the semester

### **2-2-d. Research papers, Essays, Articles and Reports:**

The Faculty of Law has a special policy regarding research papers, essays and articles required of students, at least one of the above papers for each class to achieve various goals such as; enabling students to prepare these research papers and worksheets as well as training them to follow specific methods for legal writing, not to mention the theoretic data or information acquired as a result of these "assignments" .

Look up special guide for preparing a legal research paper presented by the Faculty of Law highlighting steps in details

Also look up: the guide for Jordanian courts and the guide for drafting lawsuits

### **2-2-E: other educational skills**

In addition to the training aspect previously highlighted, there are other areas the Faculty is trying to implement on different levels and in line with demand. These include:

\* English language skills; achieved through English Modules 1 and 2 required of all undergraduates in addition to (legal texts in English) required by the law program. Further, some free of charge English remedial sessions are offered to students of the School of Law .

\* Computer skills; achieved through taking Computer skills 1 and 2 modules required of all undergraduates. However, all Law School students are offered E-mail address for learning purposes including sending e-mails related to legal topics, and often times, teachers tend to encourage their students to e-mail questions, after which each teacher sends a reply. One example of encouraging students to use electronic methods is manifested in some of the research papers and essays that students send by e-mail to their teachers. Ever since, the Faculty has been working on compiling a special guide for electronic legal sources which will be comprised of hundreds of legal sites which students need in order to collect necessary data.

For more information, look up special guide for electronic legal sources

\* Skills in using the library; achieved through encouraging students and sometimes obligating them to make regular visits to the library to loan material and use electronic bases in research as well as viewing books and other library collections. As such, the Faculty as well as the university in general spend so much money in supplying the library with the most recent and up to date legal books in Arabic and English along with periodicals. The library has memberships in a number of electronic legal websites, and for that reason, it has produced a special brochure for using the public as well as the legal libraries.



### 3- Using technical devices in teaching

The Faculty of Law has always embraced the idea of improving the quality of education through the implementation of the

different computer application in conducting and directing the educational process. Thus, the Faculty has ensured necessary facilitations through the use of audio visual devices which are highly technical inside the classrooms and multi-purpose rooms in particular. To achieve this, the Faculty has made the following arrangements:

A- Multipurpose room equipped with 14 computer machines (PC) used for teaching as well as training student the skills in using computers along with viewing and searching for legal information .

B- The frequent use of the electronic as well as light display devices (Power-Point, Data show, projectors). The Faculty hopes to implement the E-learning system, wherein all



Faculty are enlisted in the department's website giving students the opportunity to view, inspect and continually revise these modules. Furthermore, the Faculty is constantly working on supplying its students with enough computers, Data Show devices and techniques for extensive use by all students as a backup for teaching the courses throughout the semester. C- The Faculty encourages the use of modern teaching devices

during lectures to cut down on the dull presentations and imparting information to students. All of this is manifested in the Faculty's designing of the courses enlisted in the program in the form of slides using the overhead projectors as well as Power Point. These data shows contain all the contents of the modules to guarantee that the information has been fully and smoothly transmitted to students. This is done through attentively looking for major headlines and listening to comments and explanations presented by the lecturer regarding the content and items present in these headlines.

## ▶▶▶ Teaching Resources and Learning

One of the things required of a University student is the ability to gather information from scholarly sources along with the ability to be independent, and that is why the department has put great emphasis on having its students prepare research papers for each class along with handing in office assignments to encourage students to search for information. Further, the Faculty supports self-learning through assigning a multi-purpose classrooms containing books, publications and computers; all of which include judicial programmes and legal statements connected to the internet and the Electronic Library; both of which offer a vast number of legal sites. In order to encourage participation, the department also supervises and guides its students to cooperate with their fellow students through creating study groups and assigning office hours for teachers to meet up with students and assist them in achieving work required, searching for information, using both; the manual as well as electronic libraries. Moreover, the department aims at providing students with the opportunity to learn in such a way that suits their abilities and leisure, in which case the self learning program responds to students' varying abilities to learn and benefit from

the available potential. Further, a number of basic learning sources are available to students, including the following:

### **First: Lectures**

which are considered the primary source of information available to students, who get the opportunity to raise questions, make comments and discuss any issues or topics within the framework of the subject being tackled. Moreover, the class discussions, assignments as well as research papers handed in by students are all used as a means for learning, not to mention information collected and acquired during outside lectures and/or field visits.

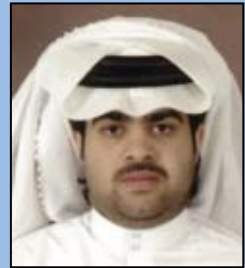
### **Second: The library:**

#### **First: The public library**

at Philadelphia University is regarded as one of the Faculty's most prominent vestiges, having achieved rapid growth and development in a relatively short time up to the point where it has become one of the largest and most modern private university libraries in Jordan and serves the society's beneficiaries comprised mainly of undergraduates, teaching as well as administrative staffs in addition to post-graduate students as well as the local society. The library was established in 1991 and has since then aimed at insuring

the availability of various information sources in all areas of knowledge which fit the standards in effect. The library is made up of a huge building consisting of three floors with an area of 4600 square meters with a capacity of 900 students. Further, the library consists of the following utilities:

- \* The ground floor which features an ancient plaque found in the "Nepos" church located in Madaba.
- \* The first floor which includes two main halls for Arabic books and reading as well.
- \* The first hall, also called Ihsan



What attracted my attention most in the faculty of law at Philadelphia University is learning facilities , teaching aids among other electronic methods and facilities such as reformatting courts and computer labs .

Abdula Hadi Saif Fahd

Qatar

Abbass's hall and is composed of books of computers, philosophy, religions and languages.

\* The second hall contains a collection of Arabic books relating to Science, Engineering, Literature, History and Geography.

\* The Circulation Desk

\* Acquisition Department

\* Indexing and Classifying Department

\* Audio/Visual subject hall and learning lab

\* Photocopying

\* The Second floor, accommodating the main hall of the English collection and Administrative Offices.

\* The third floor which contains current as well as old periodicals in Arabic and English, with a supplementary reading hall attached to each.

\* The fourth floor, consisting of the following

\* Internet and Electronic Library Hall

\* Isolated reading spaces for the teaching staff

\* Study hall for students majoring in Library Information Science

\* Conference Hall

### Periodical Classifications:

The library follows the Dewey Decimal Classification Scheme in classifying its collections; the most commonly used system in the world. The DDC Scheme classifies knowledge into the following ten main categories with uniform notations (classification numbers) that range from 000-999 as follows:

000-Generalities

100- Philosophy and Psychology

200- Religion

300- social Sciences

400- Languages

500-Natural Sciences & Mathematics

600- Technology (Applied Sciences)

700 - Arts

800- Literature and Rhetoric

900- History and Geography

### Library Services:

1. The library present students with services including guidance, loan system, bibliographical information services, current awareness and selective propagation of information

2. The library presents information services through the internet to which the library has been connected as well as opening an Internet Café and Video library

3. Photocopying services are available with very little fees

4. The library offers counseling services to beneficiaries through distributing pamphlets and guides about library facilities, proper use and references

### Library Collections:

The collection of the library have almost reached (80,000) printed and non-printed materials categorized as follows:

\*(72,000) books and references in Arabic and other foreign languages

\*(4,000) publications

\*nearly (1,000) non-printed material such as video tapes, cassettes and CD ROMs, slides and maps in addition to (250) specialized periodicals A photo of students inside the public library

### Second: the Legal Library

There is a special section in the library for legal topics in Arabic, English and French. It includes thousands of up to date legal books covering the different areas of the Law, in addition to magazines and periodicals issued by a number of Faculties of Law in international universities, not to mention the ones issued by some local as well as international legal organizations. Further, the legal library also contains large halls to guarantee comfort for students when who visit the library to gather information necessary, along with ensuring readiness of necessary of machines (photocopying) so that students can get their own copies of information, add to that the availability of computers used for indexing and loan. Moreover, students are permitted daily use of the library from



8 a.m.- 7 p.m. during school semesters. Shocking as it may sound, the library may sometimes open its doors on weekends and holiday for students' welfare, where the library staff devote their time to help students in any way possible. The legal library is also comprised of a large collection of legal sources and references which exceed 4799 books which tackle all areas of the law and its different sects if you will, including Civil, Commercial, Constitutional, administrative, Public and Private, International, Public Finance Law, Personal Status Law and many others. Further, the legal library also contains 24 current periodicals and more than 341 volume periodicals. The legal library also keeps in pace with the most modern libraries, especially when it comes to the use of modern techniques and developed instruments. The computer machines in the lab are designed to serve students in gathering different information through the use of internet or free of charge glancing through electronic legal magazines and periodicals. The university has made contracts to use electronic legal websites and has designed tens of electronic information filing tools (laptops, floppies, CDs). Moreover, it has also made connections with over 8,000 other university electronic libraries around the world in addition to having more than 4,000 electronic scientific books and encyclopedias as well as almost 330 electronic periodicals and magazines. That is why the library has been supplied with computer systems like "Justice" which spares students the effort and time needed in searching for legal information. The library

The number of collections round in the Legal Library in (Arabic and Foreign languages)

Arabic Collections	Number Volume	Foreign languages collection	Number Volume
Volume Title	4543	Volume	0256
Periodicals	2337	Title	115
Volume Periodicals	019	Periodicals	005
	194	Volume Periodicals	147

also offers plenty of services including loan, photocopying references, not to mention the halls designed especially for reading.

### Third: Electronic Legal Resources:

An internet lab with a capacity of 10 computers has been designed as a companion to students and teachers with their academic research and to spread legal knowledge to specialists and learners. This lab with its current capacity comes as a reflection of the school's Electronic Library in general and is directed at the Faculty of Law students in particular.

the library also contains a number of printers used to make copies of electronic information

### The legal library is comprised of:

- \* An automated index (Online Catalogue) designed especially for books and references related to the law to facilitate research for students. This website will be available on the internet by October of 2995
  - \* A CD designed for the Law Department's Electronic sources including books, periodicals, magazines, dictionaries, and legal websites needed by students. Contrary to the automated index, this CD is already available in the Legal Library Website.
  - \* "Justice" legal program which covers and highlights all statutes, laws and texts in Jordan since 1921
- Classification of Legal References:: The library classifies its collections according to the Dewey Decimal Classification Scheme, in which Law books are distributed around the following main branches ranging from 340-349 as follows:
- \* 340- Law
  - \* 341- International Law
  - \* 343- Military Law and Revenue and Commercial Laws
  - \* 344- Social Law
  - \* 345- Criminal Law
  - \* 346- Private Law
  - \* 347- Civil Law and Courts
  - \* 348- Laws, lists, Cases
  - \* 349- The Law in different countries

**Loan Regulations and Instructions** There are specific instructions for loan set by the public library in general and the legal one in particular:

1. No loan is permitted except with library I.D. which is granted once a year only and is renewed at the beginning of each school semester
2. Students may borrow (check out) 3 books for a period not exceeding 2 weeks
3. Students may not check out additional books if previously checked out ones are late.
4. a fine of 250 Fils is charged per day for late returns

#### **Dear students...**

You can always contact the library information desk to inquire about documents anywhere in the library. This base is already available on the internet search page which will guide you through to the available for loan as well as the checked out book. The E-mail address is: [www.library.philadelphia.edu.jo](mailto:www.library.philadelphia.edu.jo) For more information about any book, return to the automated index in the library or ask librarians usually found in the reading halls, who will be glad to help you.

#### **Book Search:**

- \* use automated index available at the entrance of the library to get all the data you need concerning the book including author's name, book title or subject in order to find out the classification number which should guide you to the right shelf, as the books are usually organized in a hierarchical order according to their classification numbers.
- \* Go to the hall where the book is located
- \* Look up the classification number of the book without touching other shelves
- \* pull out the book you need and bring it to the loan desk along with your university I.D. which you present to the library personnel
- \* Remember that forgetting or losing you I.D. will deprive you of loan services

\* if book is unavailable, this means that it has been already checked out by someone else or being currently used inside the library

\* Stop at the loan desk to inquire about the status of the book and the return date and if possible, get the name of the person who checked out book if that was the case.

\* when leaving the library, always remember to show any books you have checked out to the library inspector at the entrance The library employees are there to assist you in finding the material you need, so don't hesitate to seek their help when needed] .



# Assessment

## First: Assessment Strategy

Evolution students' academic progress is considered a significant base of testing the progress rate of success in meeting with objective and outcomes.

Therefore, if there occurs any disorder in the assessment results, the program then needs re consideration and modification to avoid negative results.

The faculty of law does its best to launch suitable procedures for attaining accurate results of students' evolution and making necessary studies that depend on analyzing data. Its also follows general criteria which depend on evaluating students' applied and intellectual skills according to:

1. Participation in class discussions.
2. Preparing essays and research papers to be discussed and negotiate.
3. Doing exercises and home – assignment.
4. Doing written examinations to test intellectual and applied abilities.

### Every student is assessed on the basis of:

1-Participating in classroom discussion which are give a grade of 5-10% of the total mark .

2-Essays and Research papers:

there order, vocabularies, method of research, sequins of ideas, creative solutions, level of defense and persuasion. These are given 5-10% of the total mark in courses of applied fields .

3- Method of doing exercises, analysis, deduction and induction, comments, criticism: These are given .

4-Written examination including question on main ideas intellectual and practical skills and hypothetical issues these will be given 15% of the total mark for each of the first and second examination and 40-50% for the final comprehensive examination .

5-10% of the total mark .

Criteria of evolution should be calculated accurate for all courses and should be explained in the study plan which is distributed among students at the start of every academic semester .

## Second: Procedures of Assessment

Procedures and methods of evolution applied by the faculty are various and ready to show accurate and authentic results. Evolution differs in accordance with the nature of the course and its grade in the plan.In this realm, the Faculty follows the following procedures:

### 1- Written examination:

Every module includes three written examinations: the first, the second and the final. which are organized to measure students abilities accurately according to the following table :

Examination	Grade	Examination Time	Nature of the Exam
<b>The First</b>	<b>15%</b>	<b>One Hour</b>	<b>Written</b>
<b>The Second</b>	<b>15%</b>	<b>One Hour</b>	<b>Written</b>
<b>The Final</b>	<b>50%</b>	<b>Two Hour</b>	<b>Written</b>

The examination committee prepares a table of examination at the start of every academic semester that includes date and procedures of examinations. Of course every student should write his name and his university number on his form of examination.

## **2- Form of examination:**

the committee prepares special forms for the examinations; these are evaluated whether they are written or oral.

The teaching staff use these forms paying attention to the time table and scale of marks.

## **3- Grading :**

students are evaluated according to their marks and according to the following table. A student submits to tow written examination (the first and the second) where he/she is informed with their data at the start of the semester. These tow examinations represent 30% - 40% of the assessment bases. Instructors of modules correct forms and return them to the students within a week. A student is evaluated according to his/her accurate information, sequence of ideas, all in a good legal language.

Grading	Assessment
100 90 -	High efficiency Distinguished ability of performance special skills.
89 80 -	High efficiency, Ability of performance, Many skills.
79 70 -	High efficiency, Ability of performance, Many skills.
69 60 -	Medium efficiency , Ability of performance
59 50 -	Successful , low efficiency

Students should commit them selves to the date and time of the examination advertised by the dean. Those who absent themselves without warrants accepted by the dean get the (Zero) mark which is registered in his total. Those who obtain medical or coercive permission can offer them with the first week of these returns to be given an examination instead. Students may also prepare research papers and reports which are graded then returned. These with students' participation and presence marks are added to their total marks.

The final examination is considered an important factor the teacher depends on in evaluating students. It forms 40% - 50% of the total mark. The amination committee advertises the date and time of the final examination to enable students organize their time of study. When tow examination are launched on one day, a student should attend them both.

However, when three examinations are launched on the same day, a student can postpone one of them after requesting the consent of the course teacher and the dean. If a student absent himself/herself from the final examination of a certain course without getting a sick leave or an obligatory reasons of absence approved by the dean of the faculty , the teacher writes by the student name the word absent till the student proves that his/her absence was justified , then the word ' absent ' is changed into " incomplete " . A student should submit to an examination during the first tow weeks of the following semester unless he/she had postponed that semester. Students answer sheets are usually corrected

## HOW TO GET THE FINAL MARKS:

The department of admission and registration issues statements with students' name, their university numbers, subject they have studied and mark they obtained. Student receives this statement after setting their financial status with the university or they can enter the following electronic address:

1. Type this address on the internet:

[http:\(www.philadelphia.edu.jo/grads/law.htm \)](http://www.philadelphia.edu.jo/grads/law.htm)

2. When the page opens, go to the item ' edit 'then go to "find on this page ".

3. Type your university number then click 'OK '.

4. The number will appear with your marks opposite.

Moreover , you can get your marks by using ' SMS ' ( short message service ) :

Send the number of need service, then your number to 2859 to receive Arabic response , or send PU , the number of the service and your number to receive English response .

To Inquire About: Accumulative average: Type student's number. All marks of current semester:Type student's number.

Financial balance: Type student's number. Marks of a certain module: Type student's number and course number.

When a student receive his/her marks sheet , he is able to ask for a revision of his/her mark in a certain module by requesting the dean and by the filling a special form them he/she gets a receipt of 2 dinars paid to the financial department.

A committee including the dean , and the course teacher is formed to revise the mark by checking the incorrect question or parts of them if any , and by checking the total grade .

## Accumulative average and semester average:

The Accumulative average represent the average of all mark a student has got in modules he studied including the incomplete marks. The semester average represents the average of marks a student has got in modules he studied in one semester. These 2 averages can be obtained by multiply the marks of every module by the number of its credit hours then dividing the total number of the credit hours. The quotient is approximated to the nearest decimal grade.

The dean informs the examinations committee to advertise the students names who got marks between 84 – 100 on the board of honor inside the faculty not be than less than 12 credit hours.

## Issues Relating to the Examination:

1- The first, second and the final examination submit to accurate control when checked by internal coordinator before being distributed among students. This oordinator has authority to modify, change or even cancel question that do not meet with the study plan or the level of the students. A sample of the question is also sent to an outside examiner for evolution.

2- All students should be present before the start of distributing examination sheets. No student is allowed in then unless he/she obtains the dean's permission.

3- Students should write their first names, second names and surnames and their university numbers on both the question sheet and answer sheet and should be ready to show their Student identification cards when needed.

4- Students keep silent during the examination. They should not gaze at their classmate paper or talk to them.

5- Student should turn off their mobile phones.

6- Student is allowed to ask questions at the start of the examination only.

#### **4- Individual and group research papers ,essays and papers :**

All students are supposed to write a research papers, an essay or a paper almost in every course they study after getting the consent of the meant teacher. Students should follow instructions of research mythology, for a research is given 5 – 10 marks of the total mark of a certain module.

**The graduation project:** is a basic requirement of obtaining a B.A. degree in law. A student should write a research paper in one of the fields and application of law. This research has three credit hours. A student is allowed to do it after covering 100 credit hours i.e. in his/her forth year. A student has to follow the procedures of writing a project: getting the approval of the project committee using the special tools of research. These are explained in special lectures of the subject a student is writing about. The committee nominates a supervisor who usually has not more than three students to supervise in one semester.

A student then requests the committee to start the discussion after which a grade is given to the project

For More Information about research – papers written , look up the guide issued by the faculty of law regarding Method of Legal Research

#### **5- Participation In Class Discussion :**

This activity forms a part of the evolution mark, it has 5-10 marks of the total mark estimated by the teacher.

#### **6- Doing Class and Home exercises:**

Postal and electronic correspondence have 5 – 10 marks according to the subject nature.

#### **Third:**

#### **Assessment Supervising Mechanism:**

The program of the faculty of law contains an effective supervising mechanism for students work. These procedures of evolution are accurate and authentic. These Procedures Are:

##### **1. The internal examiner :**



The examination committee instructions define that questions and model answers examination should be approved by an internal examiner who writes a report about them to the committee.

##### **2. The external examiner :**

The examination committee instruction, define that every member of the teaching staff should deliver the following to the committee: students answer sheets, questions, model answer and grading sheet. These will be sent to an external examiner who writes a report about the questions, answer, accuracy of correction, and marks distribution. These reports are kept in the committee files.

##### **3. The Coordinator :**

The faculty council nominates a coordinator for every module of the program each semester and whose job is to specify all matters of the module and question



methods for all classes. The coordinator holds at least three meeting, with the teaching staff in order to unite procedures of evolution and quality of questions.

#### **4. Statistical Evolution of Examination**

**Results:** All teaching staff should analyze the results of the examinations by filling in a form which shows the curve of the semester.

**5. Documentation:** Every member of the teaching staff should keep a copy of the three examinations, a sample of students answer and a copy of the statistical evolution from in a file set for the course he/she teaches.

#### **6. Putting a student under supervision:**

A course teacher usually informs the students' academic supervisor when he notices weakness in the student's performance; the supervisor encourages and watches the students. But if the students gets an average below 60% he/she will be warned by the admission and registration department , in order to get rid of causes of this warning in a period of two following semester , otherwise he/she will be dismissed from the faculty . However , if a students average is 59-5% he/she will be given two more semester to reform his/her academic situation . A student has to change his major if he/she gets an accumulative average below 50% and after covering 15 credit hours calculate with his/her total average .He/She has to fill in a form at the start of the following semester to be transferred to another faculty. If the form does not get approval, a student will be dismissed from the university.

#### **Personal Tutor System:**

The Faculty of law appoints an Personal Tutor who gives advice and help to student in his/her group from the day of their registration to the day of graduation. Students are divided into guidance groups but a student can change his Personal tutor by offering a written request to the dean of the faculty showing justified reasons. The Personal Tutor commits them selves to meet with their students according to a special programme. They also advertise the daily office hours.

**Dear Student! Remember to Seek Help Of Your Personal Tutor Whenever You Need It.**

#### **Student Register:**

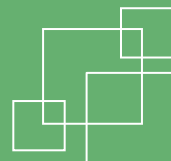
The Faculty of law and the admission and registration department keep a computerized record for every student that contains personal information, academic situation (module registered, withdrawn or passed). A student is allowed to consider this record by writing a request to the Faculty. Every student has to inform the registrar of the faculty of law with any change in his/her personal data.

#### **Entrance and Residence of New Arrivals:**

The university offer service to obtain visas and residence permission for new students.

#### **A - Conditions of annual residence for the first time:**

1 - Permission from the Ministry of Interior.



- 2 - A devoid of disease certificate from the Ministry of Health.
- 3 - A student confirmation certificate approved by the Ministry of Education or high Education.
- 4 - Photo copies of the passport pages valid for at least three months.
- 5 - Informing the police of the palace of residence.
- 6 - 4 photographs (4 x 6).

### **Renewal of Residence Permission:**

- 1- Previous residence permission.
- 2- A university student confirmation endorsed by the Jordanian Ministry of high Education and Scientific Research.

### **B - Car Entrance and Residence for new – coming students:**

- 1 - Ownership card.
- 2 - A valid passport ( photocopies are invalid )
- 3 - Entrance permission card issued from the customs office at the borders.
- 4 - The car record after the first three months of entrance.
- 5 - The insurance certificate of the car which covers the entire residence time given to the car.
- 6 - A warrant of attorney from the country of the car when there is no ownership card.
- 7 - A valid driving license from the country of the car.
- 8 - A student identification card.

### **The Renewal of a Car Residence:**

- 1 - An application filled by the possessor or anyone authorized by him/her.

- 2 - An application approved by the receptionist to be submitted to the driving license department of Amman.

### **The car should have the following requirements:**

- 1- Valid registration in its original country.
- 2- Valid insurance in Jordan for the time of residence.
- 3- The car should be registered in the passport of the owner or the agent in the absence of necessary guarantees in the first three months.



### **C - Accommodation and Living Cost:**

The university established an office to care about new – coming students and solve their problems specially in finding suitable accommodation close to the university. The monthly rent is 200 – 300 J.D.

### **Services Offered to Students:**

The university got started a set of services that include:

**1. Transport System :** The university put in service a fleet of buses (about 100) that convey students from a variety of the kingdom's governates such as of Amman , Irbid , Jerash , As-Salt , Ajloun and the Zarqa to the university . A student should

pay in advance for this service at the start of every semester if he/she likes to benefit from this service.

**2. Restaurants and Nutrition:** The university has comfortable restaurants which serves food and drink with suitable prices such as: the main restaurant , the snack restaurant , the meredian and the restaurant of the Faculty of Arts . There are cafés, buffets and other refreshment rooms as well.



### 3. Communication Service and Post:

The University has a post office which serves all postal facilities such as letters, money – orders, international and Arab coupons, stamps and postal saving whether it is ordinary or saving for education.

The university also provides with telephone and telegraph services locally and internationally.

### 4. Book – shops and photocopying :

A book – shop provides the students with text – books necessary for different course, source books, magazine, photocopying, bookbinding, stationary, mathematical

instruments, all directed by qualified employee .

### Location of Book Shops:

1. in the Faculty of Science.
2. in the Faculty Pharmacy.
3. In the Faculty of administrative and banking science.



### 5. Car Parks:

The university provides the student with parks for their cars with a capacity of 1000 cars and area of 3000 meters.



**6. Prayer Rooms:** The university has furnished a prayer room for male students and another one for female students to

practice their rituals. The university aspires to build a mosque inside the campus.

**7. Banking Service :** The university has allowed some banks to open a branch in the campus which serves the following:

- a. Opening accounts: current, deposit, saving ....etc.
- b. Money orders: issuing out and reception.
- c. Dealing with cheques .
- d. Issuing credits cards such as "Visa ".
- e. Issuing credits for automatic cash – dispensers.
- f. Cash – Dispensers' machines.



## 8. Shops and Commercial Centers:

The university has opened several shops such as cafeterias, Supermarkets, the internet café's , book – shops, mobile's shop, studio etc.

**9. Health Service and Medical Centres:** The university provides its students with comprehensive medical care available after students' registration. This care includes medical services, residence in hospitals, bed and lab tests, x-rays tests, medical operations and medicines according to laws. Medical service inside the university is available in:

### a. The Medical Center:

This contains four well – equipped clinics where four specialized doctors. The center deals with all emergencies where two ambulances are ready to transfer urgent cases to specialized hospital.

### b. The pharmacy:

There is a central pharmacy at the university which provides with all necessary medicaments direct by an authorized pharmacist and an assistant.

### c. The Dental Clinic:

There is a modern dental clinic at the university with a male dentist, a female dentist and an assistant.

**d. Medical Labs:** There is a medical lab at the university which performs all lab analyses run by more than one specialist.



## Health and Medical Services Outside the University:

The university provides the student with medical insurance in different hospital and clinic of specialist doctors all over the kingdom as follows:

### 1. Amman Province:

- a. Islamic Hospital.

- b.Shmeisani Hospital.
- c.Ibn – el – haytham Hospital.
- d.AI – Istiqlal Hospital.

## **2. Irbid Province:**

King Abdullah II Hospital.

## **3.AI – Zarqa Province:**

- a.Jabal el Zaiton Hospital.
- b.Qasr Shabib Hospital.
- c.AI – Hikmah Hospital.

## **Medical Insurance Conditions (For Students):**

According to medical insurance instruction, students benefit from the medical insurance as follows:

### **1. Eternal Medical Insurance:**

According to the instruction available to students, a student can consult the doctors of the center to diagnose the case and prescribe the appropriate medicine to be abstained from the pharmacy with coverage of 80% or the case may be transferred to a specialized clinic or a reliable hospital if it is urgent.

### **2. External Medical Insurance:**



Once a student is treated outside the university by accredited centers, he/she has to present the reports and receipt to the medical center of the university to be sent to the insurance compose for checking then paying the amount. All students are included in the health insurance inside hospital in the third grade and in a parentage of 90% within the accredited hospitals, and a percentage of 80% outside hospitals (doctors, labs, pharmacies) worth mentioning, The University offers free life and health insurance to its students.

## **Students Activities:**

The university is committee to supervise a group of activities in the fields of culture, art, sports, society among others. These activities aim at developing the students' personality outside the classroom, and they focus on motivating students to words the benefit of them selves and their society.

### **Available Activities:**

There are a group of departments in the university, supervised by the students' affairs dean, which guide the different activities of students headed by experienced employers. These activities are:

### **1. Sports Activity:**

This includes the games of football , handball , asketball , volleyball , table tennis , court tennis , chess , fencing , karate , badminton , balling , squash , body fitness ( kickboxing , boxing) .

There is a gymnasium in addition to a football play ground with an amphitheatre of 6 thousand spectators.



## 2. Art Activity :

This includes the eastern and western musical bands, a choir , the folkloric band , the drama band , painting and drawing , Arabic calligraphy, flower symmetry all practiced in special halls and galleries .



**3. Cultural Activity :** This includes evenings of poetry and literature (stories, anecdotes) inside and outside the university it also includes discussions and seminars.

**4. Social Activities :** The social activity at the faculty of law includes making parties of introduction, scientific and entertainment trips. A student participates in organize these activities especially festivals, guests reception, voluntary work, camps and other activities of public establishment.

## 5. Committees and Clubs:



A student of law can join committees and clubs which give opportunity of participation in their activities according to his/her tendency. Some of these clubs are :

- 1.Clubs of thought and dialogue.
- 2.“Jordan the First “club.
- 3.Friends of bank of blood club.
- 4.University – girl club.
- 5.Arab students club.
- 6.Language club.
- 7.Environment club.
- 8.Science and technology friends club.



I have chosen the faculty of law at Philadelphia University for its good reputation inside and outside Jordan and for its advanced facilities especially to Arab students.

Salim Mohammed Al – Hajiri

Qatar

### Student Council:

The students' council represents all students of the university.

The representatives are elected during the second semester of the academic year.

This council aims at enhancing cooperation and team work among student and it follows up students issues through practicing democracy and activity can seek advice of the activity supervisor to fill in an application of participation directly and for free.

### Other Services:

The department of student services, which belong to the students' affair dean, puts forward the following services:

- 1.Helping students to adapt to university atmosphere.
- 2.Solving students' problems.
- 3.Helping student in finding suitable accommodation.
- 4.Dealing with students parents during their visits to the university.
- 5.Following up students lost properties.
- 6.Issuing certificates of good

conduct.

7.Issuing students identification cards.

8.Social and psychological advice.

9.Helping foreign students to obtain residence permissions.

10.Following up students, affairs in the ministry of higher education.

11.Following up graduates and qualifying them for their future provision.

### Financial Aid:

Student's affairs dean provides students with the following:

**1. Student's monetary fund:** this deals with helping poor students by donations certain conditions.

**2. Educational guarantee fund:** from this fund the university undertake to pay 75% of educational fees to the student who loses his/her supporter during his/her university study.

**3. Student employment fund:** the university provided students with works opportunities inside the university accordance with there being at leisure and pays them suitable wages.

### E-mail service:

the faculty of law provides its students with e-mail to help them communicate with means of learning and other related sides. Further, they have opportunity to use modern technology.



My dream was to study law, and this dream has come true after joining Philadelphia University . I am greatly cared about.

Hasan Muataz  
Iraq

## Tourist and Religious Sites:

Among your relatives: Jordan is a modern kingdom of originality and development, with a long history and strategic location which stands on the crossroads of Asian and African Arabs. It's famous for hospitality, different sceneries moderate climate distinguished society, peacefulness security harmony of time and place where visitors fell that they are among there relatives. Philadelphia University occupies a very beautiful site in the forests and hills and water supplies. It stands near many historical places as well.

### **Tourist Sits:**

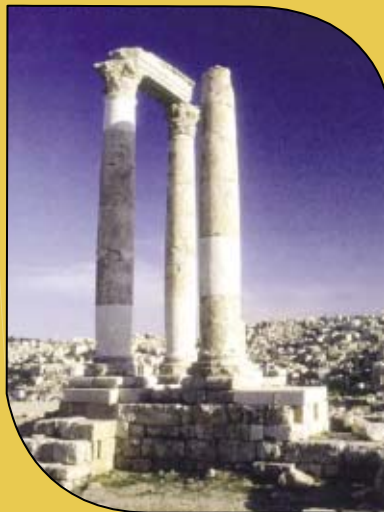
The faculty of law often organizes trips for students to the following sites.

#### **Amman:**

One of the ancient inhabited areas in the world. It embraces modernism and folklore.

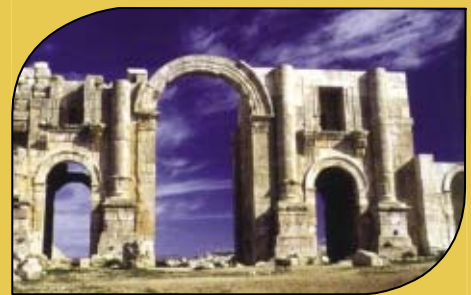
On the hill of the castle, there

stands the temple of Hercules, t he museum which provides a visitor with information about the long history of the area. In the city \_center, one can visit "Sabeel el Houriyat" public drinking place of nymphs .Near this sick one can see the big roman Amphitheatre (5000 spectators). Amman also has modern and ancient public market-places and restaurant hotels and entertainment places.



#### **Jerash:**

One of the historical cities which have perfectly save antiquities: its forum, streets of the columns, theaters among other Greek Roman by Zantine, Umayyad and beside landmarks. Jerash is famous for its annual festival which encourages art and culture. Many visitors come to the city at the end of July to witness activity of all kinds where Arab and foreign groups participate.



#### **Ajloon:**

Ajloon not far from Jerash, with its famous attracts visitors to see the castle which was built by Osama, one of Saladin army leaders its gates

## Tourist and Religious Sites:

back to (1148 – 1185)AD, where its residence in luxurious hotels and secured safety of caravans to Syria and Palestine.

### Om Qais:

Om Qais or jadara is one of the 'Decapolis' where a visitor can see the Greek and Roman antiquities such as the western amphitheatre which overlooks Palestine the Golan Heights and the Yarmuk River. The tiled street Public drinking place of the Houris.



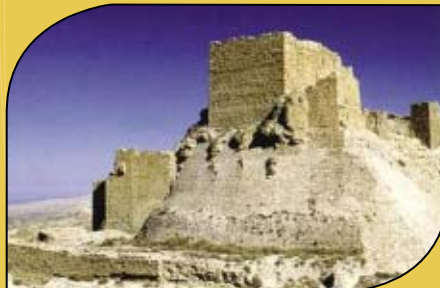
**The Dead Sea:** To the west of Amman, 55km, there one comes see the Dead Sea, the lowest point on the earth on its shores, a visitor finds suitable winter resort where he/she enjoys

residence in luxurious hotels and physical treatment centers. Taxis and buses can carry passengers to the Dead Sea from all parts of Jordan where they enjoy their time or seek physical therapy in the salt lifeless water of the sea.



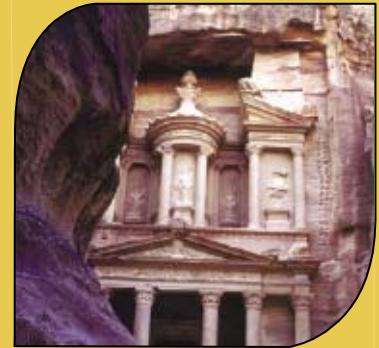
### Karak:

Karak is an ancient city which has many historical places in addition to its modern elements.



### Petra:

A city carved in stone, built by Nabataeans more than 1000 years ago. It is in fact a miraculous city carved in sandstone and located to the south of Amman 262km.



### Wadi Rum or (The Valley of the Moon):

A tourist spends his time in Wadi Rum between reality and dream for this Wadi (valley) looks like the physical features of the moon. It's a fabulous place to visit especially in spring.

### Aqaba:

A winter resort on the Red Sea

## Tourist and Religious Sites:

where clean beaches palm trees, transparent water and all types of entertainment are available. Aqaba stands 360km.to the south of Amman. Its famous for all water sports such as water sliding, fishing, sailing etc. in Aqaba you can the site of the Islamic Town 'Aila' and the castle of Aqaba built Memiluk Qansouh el-Ghuri. A visitor can arrive at Aqaba by cars, taxis or group air conditioned buses which travel daily from Amman.



**Religious Sites:** Jordan is the land of Adom, Mouab, Amman, Beiria, Giliad where many tombs and historical places of Religions scatter here and there. On this land great and decisive battles took place such as: Mua'ta, Pela and the Yarmuk battles. Mosques and tombs were erected in memory of the Islamic leaders such as:

**1.Jaa'far bin Abu Talib, Zeid ben Haritha, Abdullah bin Rawaha tombs in Mua'ta and Al-Mazar.**

**2.Farwa el-Juthami:place at Al-Tafeelah.**

**3.The tomb of Al-Harith Al-Asdi at Bsaira.**

**4.Abu Obeida tomb in the Jordan Valley.**

**5.Dherar bin Al-Azwar tomb at Der Alla.**

**6.Muad bin Jabal tomb at al-Mashari.**

**7.Prophet Ayyoub tomb at Batna near As-Salt.**

**8.The Cave of Al-Raqim near Amman.**

### Environmental Tourism:

Jordan environment is rich and varied .

the desert, the green countryside where hills plains and valleys provides plants and animals with a unique habitat.

Natural reserves were erected to secure natural life for wild animals and rare plants such as:

- 1.Dhana Reserve.
- 2.Shoumari Reserve.
- 3.Al Moujeb Rserve.
- 4.Ajloon Reserve.
- 5.Al Azraq Reserve.

## Tourist and Religious Sites:



### Medicinal Tourism:

There are few countries where physical and psychological therapies are achieved.

Hot springs and volcanic mud mix with beautiful nature.

Let alone developed cosmopolitan



hospitals and distinguished physicians.

Hydrotherapy sites:

1. The Dead Sea.
2. Ma'en Baths.

3. The Hemma Baths.
4. Afra Baths.

### The Weather:

Jordan lies between latitudes (29-33 ) to the north of the equator. This means a part of Jordan lies in the tropical desert and most of it in the moderate region in winter. Jordan can be divided into the following climates:

1. The Mediterranean climate: this prevails in the northern heights where it is cold and rainy with sometimes snowy in winter but it is moderate in summer.
2. Desert climate: it prevails in the Badia where there is very little rain so the winter is cold and the summer is hot.
3. Semi-desert climate: It prevails beyond the heights to the east where it is hot in summer and cold in winter with little rain.
4. The Jordan valley: it is very hot

and dry in summer, wet and warm in winter.



My ambition was to join a distinguished university and I chose the faculty of law at this university after deep study and thought I found everything here as worthy and reliable specially the effort of the teaching staff .

Mashaal Hamid Al – Sharaf

Kuwait

## The Moralistic standards of student of law at Philadelphia University: A student of the faculty of law has to:

- Respect the university and the honor it wherever he/she moves.
- Honor the university teaching and administrative staffs in general and of the faculty of law in specific.
- Commit him/her self to the rules and legislations of the university.
- Care about the university assets and the faculty assets.
- Commit him/her self scientific integrity in writing papers, researches, assays, duties among others.
- Respects his/her class-mates and university colleagues and avoid discrimination concerning religion, language, sex or nationality.
- Render assistance whenever



needed.

- Invest time in constructive and beneficial action.
- Participate in all activities done in the faculty of law which aim at the benefit of students.

Students are interdicted to do the following (under power responsibility):

- 1.To absent one's self purposely or to plain and instigate others to absent themselves from lecture or other university activities which require attendance.
- 2.To cheat or attempt to cheat in examinations or to breach them.
- 3.To commit any wrong action which transgresses decency, dignity or morals or harms the university good reputation or violates rules of good conduct whether inside the campus or in any activity outside the campus

the university participates in.

4.To illegally form or participate in forming organization inside the campus whose principles violate rules of the university.

5.To use building inside the campus for aims other than they are planed to without previous permissions.

6.To distribute brochures, circulars or to issue wall new-papers, or to collect money or signatures without previous permission from the university or to misuse the obtained permissions.

7.To destabilize lectures in the university.

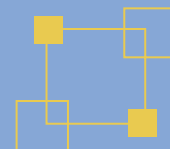
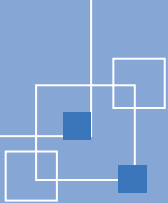
8.To insult or offend any member of the teaching stuff or officials or student of the university.

9.To violate rules instruction and laws of the university.

10.To forge university documents or use forget documents for any aim.

## Student-life in the faculty of law:

Complete understanding prevails among student of the faculty of law because they believe that different views form the start point in any legal ideology. The



faculty provided its student with all facilities of expressing their views freely through committees such as “the committee of teachers and student” the faculty also formed the following student committees: Human rights committee, woman and child right committee. Human international law committee and ushers committee all to built student’s creativity in these fields. Furthermore, the faculty helped student to achieve personal learning through holding seminars but they always had the right to seek help of there teacher whenever needed. The faculty did not neglect the Arab student’s. They have organized committees to deal with their own affairs and to be a link between them and the stuff. **Some aspects of the student- life inside the faculty:**

- A zone free from smoking: the faculty of law tries to make its environment free from pollution of cigarettes smoke by prohibiting this habit inside the faculty.

- The mobile phone: Student's have to turn off their mobile phone inside class room and library and especially in the examination.

- The clean place: Student's have to keep their faculty clean.

Future prospects:

The faculty of law is looking forward to:

- 1.Opening a program of distant learning to save student’s of foreign countries.

**Dear Student:  
(Remember the Following)**

- 1.To be committed to legislations of the faculty of law and legislations of the university in use.
- 2.To seek advice of the academic guide for personal or academic issues.
- 3.To bring necessary evidence to justify your absence from lectures whether it's because of illness or emergency.
- 4.To read the E-mail.
- 5.To look after personal possessions.
- 6.To know the dead-line of every issue relating to your study.
- 7.Not to bring food or drink in the faculty of law or class room.

- 2.Opening a post-graduate studies program in law.

- 3.Granting scholarships to some student’s of the faculty to complete their studies in foreign universities.

- 4.Issuing a refereed magazine which deals with legal researches and studies.

- 5.Cooperating with inveterate facilities of law in other countries and twinning the faculty with them.

**Instructions and Directions for new-coming and foreign student:**

Dear Student,

Study the following items, please before you start study at this faculty:

- 1.The system of study in the faculty and university.

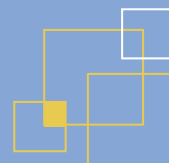
- 2.Instructions of the BA degree.

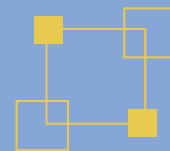
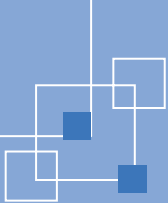
- 3.The study plan of the law major and following its instructions.

- 4.University calendar and its contents.

- 5.Notice-boards. And you have to do the following:

- 6.Don not listen to rumors or irresponsible are informal instructions





before taking a decision which may be against your interest.

7. You have to accomplish your duties by your self and independently because you know them more.

8. Remember that ignorance of laws doesn't grant you pardon.

9. You have to keep a file for the following: a. The study plane of law major to be sure of subject you will study.

b. Your semester mark-statement to estimate your academic situation.

c. Any other relating documents such as the incomplete, withdrawal, sick-leave etc.

10. All doors of university and faculty of law are always open for your inquiries.

11. Your academic guide is your advisor for solving all your problems.

12. Your teachers advertise the times of their office-hours, so you have to be accurate about time of consultation.

13. When you ask for any document in the department of admission and registration, you have to be objective in giving the exact information and

bind your self to read all instructions in the forms and times of seeking advice.

14. You have attended all lectures and examinations.

15. You have to participate in all activities of your faculty and attend all meeting if required and launch your point of view.

### **The University Academic Terms and Technical Express:**

**•The study plane:** It includes the university compulsory, elective, supporting and free courses a student has to pass in order to obtain a degree in his major.

### **•Compulsory modules:**

Compulsory modules of the university, faculty or department a student has to pass.

### **•Elective modules:**

modules chosen by a student from the university, major or department courses which he has to pass for graduation.

### **•Per-requisites:**

modules which a student has to pass to enable him/her register other modules that follow.

### **•The semester load:**

The total number of credit hours a student has registered for one semester.

### **•Registration form:**

A quadruplicate form where a student registers courses of a semester. Each copy is kept in certain file.

### **•Withdrawal and addition form:**

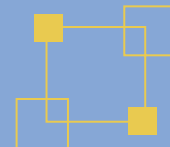
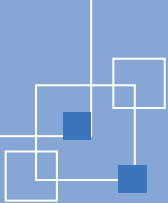
A quadruplicate form in which a student adds or deletes modules within the allowed period (The first five days of the start of study), without holidays, of the first and second semester and the first three days of the summer semester.

### **•Withdrawal:**

Deleting per-registered within the limited period (The thirteen week of a module).

### **•Semester average:**

The average mark of the marks



obtained in the modules of a semester. It results from multiplying the mark of the credit hours for that course then dividing the total by the number of all credit hour of the module.

•**Accumulative Average:** The average of all marks of registered modules a student has studied.

•**The pass mark:** The lowest mark of passing a course is 50% and the lowest mark in a module is 35%.

•**The Incomplete term:**

The term written opposite the name of a module or a mark of a module for student when he/she absents him/her self from the final examination because of illness, emergency approved by the dean of a faculty.

A student has to remove this notice within a maximum period the end of the following semester but not the summer semester. Otherwise a student's deserves the university zero unless he/she has postponed this semester.

•**A student under observation:** A student is put under observation if his/her accumulative average is below 60% of the end of semester (but not his/her first semester or the summer semester) a student is warned by the department of admission and registration. The warning is sent to his/her last address available.

•**Postponing the study:** A student is allowed postpone he/she has covered at least one semester but not the summer semester.

•**Losing a seat:**

If a student desists from university study for one or more semesters without written permission, he/she will lose their seat.

•**University Year:**

It consists of two compulsory semesters each of which consists of 16 weeks, and a summer optional course which consists of 8 weeks.

•**The academic Guide:**

A member of the teaching staff

chosen by faculty to help student's choose their needed modules in accordance with their study plane till they graduate.

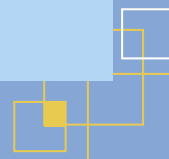
•**The course number:**

The number which precedes the name of the modules. It represents the faculty and the department which launch the course.



I have chosen this University because it escorts the most modern methods of teaching . its reliable in all Arab countries and its located in a peaceful country .  
Ayesh Isaac Ayesh

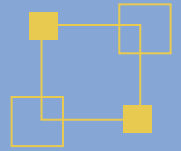
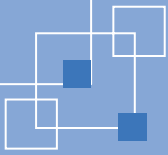
Palestine





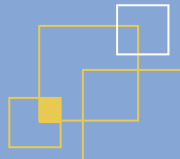
**Dear Student...**

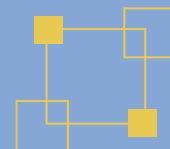
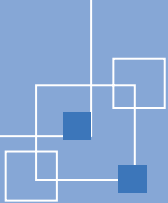
**All information put down in this guide is the effort of the Faculty of law at Philadelphia University, and it aims to improve the quality of teaching and learning processes and to explain concerned the program of this Faculty. All suggestions and views are welcome.**



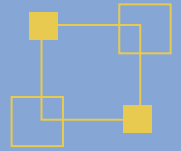
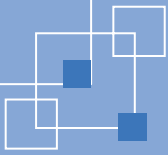
THE ACADIMEC YEAR 2005 / 2006  
FIRST SEMESTER (Daytime Programme)

Day	Date	Procedures	Notes
Thursday	1/9/2005	The start of the academic year 2005/2006 and	
Thursday	1/9/2005	teaching -staff attendance	
Thursday	1/9/2005	commemoration	Holiday( Approx )
Sunday	9/10/2005	The start of study	
Sunday – Thursday	9/10-13/10/2005	The Period of withdrawal and Addition	Who are late for early registration
Thursday	20/10/2005	Deadline to deliver the incomplete exam result	
Thursday - Saturday	3/11-5/11/2005	Al – Fitr Festival	Holiday( Approx )
Monday	14/11/2005	Birthday commemoration of late king Hussein	Holiday
Thursday	24/11/2005	Deadline of the first exam	
Thursday	8/12/2005	Deadline of advertising course of the second semester 2005/2006	A week before is for course modification
Thursday	22/12/2005	Early registration of the second semester course 2005/2006	
Sunday	25/12/2005	The Christmas	Holiday
Thursday	29/12/2005	The deadline of the second exam	
Sunday	1/1/2006	New year	Holiday
Thursday	5/1/2006	( The deadline of withdrawal ( one or more courses	Fees non-refundable
Monday -Thursday	9/1-12/1/2006	Al – Adha festival	Holiday( Approx )
Monday	30/1/2006	King Abdullah II birthday	Holiday



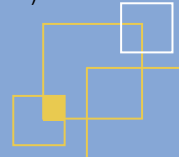


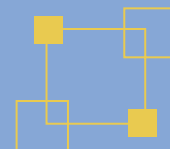
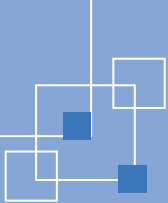
Day	Date	Procedures	Notes
Tuesday	31/1/2006	Al – Hijra new year	Holiday( Approx )
Wednesday	1/2-11/2/2006	Final examination	
Saturday	13/2/2006	The deadline of last final exam results delivered to the department of registration .	
Monday	13/2/2006	The started of leaves of the teaching staff	
Thursday	16/2/2006	Advertising examination results Sunday	
	19/2/2006	The dead line of mark revision request	
Sunday	19/2/2006	The start of study of the council of dean	
Monday	20/2/2006	Graduated lists sanction by the council of dean	
Graduating Day			Advertised Later



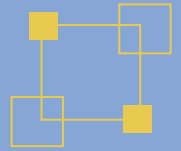
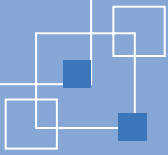
THE ACADIMEC YEAR 2005 / 2006  
FIRST SEMESTER  
( THE EVINING PROGRAME )

Day	Date	Procedures	Notes
Thursday	1/9/2005	The start of the academic year 2005/2006 and teaching staff attendance	
Thursday	1/9/2005	Al – Israa and Al – Miraj commemoration	Holiday( Approx )
Sunday	11/9/2005	The start of study	Who are late for early registration
Thursday	22/9/2005	Deadline to deliver the incomplete exam results	
Tuesday -			
Saturday	4/10-5/11/2005	Ramadan and Al – Fitr Festavil	Holiday( Approx )
Monday	14/11/2005	Birthday commemoration of late king Hussein	
Thursday	24/11/2005	Deadline of the first exam	
Thursday	8/12/2005	Deadline of advertising course of the second semester 2005/2006	A week before is for course modification
Thursday	22/12/2005	Early registration of the second semester course 2005/2006	
Sunday	25/12/2005	The Christmas	Holiday
Thursday	29/12/2005	The deadline of the second exam	Holiday
Sunday	1/1/2006	New year	
Thursday	5/1/2006	The deadline of withdrawal ( one or more courses )	
Sunday	8/1/2006	Early registration of the second semester cours 2005/2006	
Monday - Thursday	9/1-12/1/2006	Al – Adha festival	Holiday( Approx )



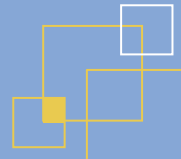


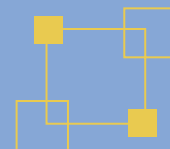
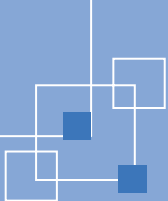
Day	Date	Procedures	Notes
Monday	30/1/2006	King Abdullah II birthday	Holiday
Tuesday	31/1/2006	Final examination	Holiday( Approx )
Thursday - Saturday	2/2-11/2/2006	The started of leaves of the teaching staff	
Monday	13/2/2006	Advertising examination results	
Thursday	16/2/2006	Graduated lists sanction by the	
Sunday	19/2/2006	council of dean	
Sunday	19/2/2006	The start of study of the second semester 2005/2006	
Monday	20/2/2006		
Graduated Day			Advertised Later



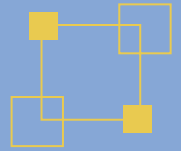
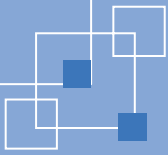
UNIVERSITY CALENDER  
THE ACADIMEC YEAR 2005 / 2006  
SECOND SEMESTER  
( THE MORNING AND EVINING PROGRAME )

Day	Date	Procedures	Notes
Sunday	19/2/2006	The start of study	Who are late for early registration
Sunday – Thursday	19/2-23/2/2006	The withdrawal and addition period	
Thursday	30/3/2006	Deadline of delivering the incomplete exam Results	
Thursday	2/3/2006	Deadline of the first exam	
Monday	10/4/2006	The prophet birthday commemoration	Holiday ( approx )
Thursday	20/4/2006	Deadline of advertising courses of the summer semester 2005/2006	A week before that for courses modification
Monday	1/5/2006	Labor day	Holiday
Sunday	7/5/2006	Period of registration courses of the summer semester	
Thursday	11/5/2006	Independence day	Holiday
Thursday	18/5/2006	Deadline of the second exam	Fees non – refundable
Thursday	25/5/2006	Independence Day	Holiday
-Monday	5/6-14/6/2006	Final exam	
Wednesday		Dead Line of Delivery the Exams Results to the Registration Dep.	
Wednesday	14/6/2006	Advertising the Results	
Sunday	18/6/2006	The Dead Line of Mark Revision Request	
Tuesday	20/6/2006	Graduates Lists Sanction by The Council of Deans	
Thursday	22/6/2006		





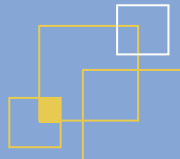
Day	Date	Procedures	Notes
Sunday	2/7/2006	The start of study of the second semester 2005/2006	
Graduated Day			Advertised Later

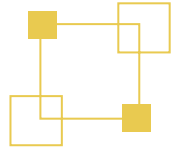


UNIVERSITY CALENDER  
THE ACADIMEC YEAR 2005 / 2006  
SUMMER SEMESTER  
( THE MORNING AND EVINING PROGRAME )

Day	Date	Procedures	Notes
Sunday	2/7/2006	The start of study	Who are late for early registration
Sunday – Thursday	2/7/2006	The withdrawal and addition period	
Thursday	13/7/2006	Deadline of delivering the incomplete exam Results	
Tuesday	1/8/2006	Start of registration of the first semester courses 2005/2006	A week before that for courses modification
Thursday	10/8/2006	Deadline of the second exam	Holiday ( approx )
Thursday	17/8/2006	Deadline of withdrawal (one or more courses)	
Sunday - Saturday	20/8-26/8/2006	The final examination	Holiday
Monday	28/8/2006	Deadline of delivery the exams results to the registration dept	
Wednesday	30/8/2006	Advertising the results	
Sunday	3/9/2006	Deadline of marks results	Fees non – refundable
Monday	4/9/2006	Graduates lists sanction by the council of deans	
Graduated Day			Advertised Later

- Notes : weeks of study ( 8 )
- Casual holidays are replaced according to instruction of the meant dean to complete days of study .
- Holidays of the hijra calendar are commutable .





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