

## **Regulations for the Award of the Master's Degree**

Issued by the Council of Deans under Paragraph (A) of Article (3) of the Regulations Pertaining to the Award of the Academic Degrees and Merit Degrees at Philadelphia University

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

These regulations shall be called "Regulations for the Award of the Master's Degree at Philadelphia University ", and they shall come into force as of the beginning of the academic year 2007/2008.

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

The following words and phrases wherever they occur in these Regulations, shall have the meanings designated hereunder unless otherwise indicated:

University : Philadelphia University

Council : Post Graduate Studies Council at the university

Dean : The Dean of Academic Research and Post  
Graduate Studies at the University

Faculty : The concerned faculty from the University  
faculties

Department : The Academic Department at the  
concerned faculty

Faculty Committee : The Post Graduate Studies Committee at  
the concerned faculty

### **Master's Program Plan**

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

The requirements for obtaining the Master's Degree consist of (33) credit hours under the study plan decided by the Council of Deans. These requirements are distributed according to the following two programs: \_

#### A. Dissertation Program : \_

- 1- (24) credit hour courses
- 2- (9) credit hour dissertation

#### B. Without Dissertation (Comprehensive Exam) Program: \_

- 1- (33) credit hour courses
- 2- Passing the Comprehensive Exam

**Article (4):**

A. The credit hours required in the Dissertation Program are distributed as follows: \_

- 1- Required Courses which credit hours are (15-18), from level (700) and above.
- 2- Elective Courses which credit hours are (6-9), from level 700 and above. They include supporting courses from other specializations (3) credit hours maximum, from level 400 and above, upon the department's approval.
- 3- The dissertation which is assigned (9) credit hours.

B. Credit hours which are required in the Comprehensive Exam Program ( without Dissertation ) are distributed as follows: \_

- 1- Required Courses which credit hours are (18-24), from level (700) and above, including a research project that carries (3) credit hours.
- 2- Electives which credit hours are (9-15), from level (700) and above. They may include supporting courses from other specializations (6) credit hours maximum, from level (400) and above, upon the Department's approval.

**Article (5):**

- A. The Department may prescribe make up courses that they deem necessary for the student to study in order to raise the level of his/her attainment provided that they should not exceed (12) credit hours.
- B. It is incumbent upon the student to complete the study of the makeup courses in the first year he joins the Master's Program.
- C. The makeup credit hours shall not be counted as part of the required credit hours for the Master's Program, and their grades shall not be included in the student's cumulative average.

**Admission**

**Article (7):**

To be admitted to the Master's Program, a student should meet the following requirements: \_

- A. He/She should be a holder of bachelor's degree through regular study and his/her average should not be less than "good" from a recognized university.

- B. He/She should pass the English language requirements according to the Regulations of the Ministry of Higher Education and Scientific Research.
- C. His/Her bachelor's degree should be about a subject that may qualify him/her for the specialized study that he/she desires to join in Master's Program, according to the study plan of the specialization.
- D. The Department may set special conditions for the program it offers. These conditions are to be approved along with the study plan.
- E. A student obtaining a high diploma with very good rating or more may submit an application for joining the program without any consideration to his/her rating in the bachelor's degree.

**Article (8):**

- A. Applications for the joining the Master's Program are to be submitted to the Department of Admissions and Registration on a special form that may be obtained from it, during the period specified by the Deanship of Academic Research and Post Graduate Studies. All necessary substantiative documents should be submitted together with these applications.

- B. Applicants are selected competitively on the basis of their academic qualification.
- C. It is possible to add other selection criteria on the Department Council's recommendation and the Post Graduate Studies Council's decision.

**Article (9):**

- A. It is not permissible to admit a student to two study programs at the same time at any stage of his/her course of study.
- B. A student once dismissed from a master's degree program may not be admitted again to the same program unless this dismissal has been for cessation.
- C. No course outside the study plan according to which the student joined the program shall be counted for under any circumstances, unless this is stipulated in the plan per se.

**The Duration of the Study and the Load**

**Article (10):**

- A. The minimum period of the study for obtaining the Master's Degree is three academic semesters, whereas the maximum period is six semesters.

- B. Cessation, deferment or withdrawal period for an acceptable reason should not exceed two (consecutive or intermittent) academic semesters. This period shall not be regarded as part of the maximum period of study for obtaining the Master's Degree stated in the above mentioned item (A).
- C. The Council may in certain exceptional or justified cases, extend the study period for two additional semesters at most on the Faculty Committee's suggestion and the Department Committee's recommendation.

**Article (11):**

- A. The minimum study load at the academic semester is (6) credit hours, and the maximum is (12) credit hours. In certain cases, the study load may be less than (6) credit hours upon the advisor, the concerned department and the Dean's consent.
- B. The University may offer courses in the summer semester, but the students shall not be allowed to register therein more than (6) credit hours except for graduation purposes.

## **Registration**

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

It is not permissible to register the dissertation credit hours before the student's completion of (18) credit hours from the Master's Program provided that an advisor be appointed to him and his/her study plan is ratified.

### **Article (13):**

No student shall be deemed a registered student at any semester unless he/she settles the prescribed fees in due course.

## **Attendance**

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

- A. If a student is absent for more than (20%) of the total hours in a course without any reasons acceptable to the Dean, he/she shall be barred from sitting the final exam, and he/she will fail that course and the student must take the course again if it is a required course. In all cases, however, the failing grade shall be computed into the student's semester and the cumulative average for warning and dismissal purposes.



B. If a student is absent for more than (25%) of the total hours in a course or more with a reason acceptable to the Dean, he shall be deemed to have withdrawn from that course.

**Article (15):**

Regulations for the Award of the Bachelor's Degree at the University apply to procedures pertaining to the submission of the sickness excuse.

**Article (16):**

A student who is absent from any final exam for a reason acceptable to the Dean shall be given the remark "Incomplete". The course instructor shall be notified of the decision regarding accepting the reason and the instructor shall allow the student to sit a make up exam during a maximum period of one month as from the beginning of the following semester unless this semester has been deferred formally in which case the exam shall be held in the semester that follows the deferred one.

## **Withdrawal**

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

- 1- It is permissible for the student to withdraw from one or more courses within a maximum period of four weeks as of the beginning of the first or the second semester, and two weeks as from the beginning of the summer semester, and the remark "withdrawn" shall be entered in his/her record.
- 2- Withdrawal in this case shall be performed according to:
  - A- A form prepared by the Department of Admissions and Registration. This form shall include recommendations by the course instructor and the Director of the Department of Admissions and Registration and the Dean's approval.
  - B- If a student is absent for more than (25%) of the total hours of the course of the semester for an acceptable reason, he/she is deemed to have withdrawn from that semester. The remark "Withdrawn" shall be entered in his/her record and his/her study in that semester shall be deemed deferred.

C- The Dean may approve of the student's withdrawal from all courses the student has registered in the semester provided that the withdrawal application be submitted at least two weeks before the date of the final exams. In this case, the student's study in that semester shall be deemed deferred.

### **The Deferment of the Study**

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

If a student wishes to defer his/her study, he/she should have been in the program he/she joined for one semester at least.

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

Deferment applications should be submitted according to the form issued by the Deanship of Academic Research and Post Graduate Studies before the commencement of study.

The approval should be issued by the Dean if the deferment is for one semester and from the Council if it is for two consecutive semesters.

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

A student's study is regarded deferred in the following cases: \_

- A. Accepting the deferment application.
- B. Accepting the student's withdrawal from the study in the academic semester pursuant to the provisions of these Regulations.

### **Cessation of Study**

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

A student is deemed to have ceased the study in the following cases:

- A. If teaching has started and the drop and add period came to its end without registration for that semester.
- B. If his/her registration has been cancelled due to failure in the settlement of the University fees.

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

If the student's cessation of study exceeds two consecutive or intermittent semesters, his/her registration at the University shall be considered void unless this cessation has been for compulsory conscription in which case he should have notified the Dean earlier. And the student should submit substantiative evidence when he comes back to the University.

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

A. If the student is considered to have ceased this study for any reason, his/her registration shall be considered void, unless he/she submits an excuse acceptable to the competent party, i.e.

1- The Dean, if the excuse has been submitted within the two weeks that follow the commencement of the study.

2- The Council of Deans, if the excuse has been submitted during the period of more than two weeks as of the date of the commencement of the study.

B. A student who returns to the study after cessation shall be allowed to register in the courses or the dissertation at the beginning of the semester following the one in which the student ceased his/her study.

### **Transfer**

A student may transfer from a Master's program at the University to another one upon a decision by the Dean according to a recommendation by the committee of the department to which the student wishes to transfer, if he/she meets the admission conditions at the program the student wishes to join in respect of the average and the availability of the place. The department committee may equalize no

more than (12) credit hours from the corresponding courses provided that all grades of the equalized courses from the preceding program be computed in his/her new cumulative average. The chair of the department from which the student has transferred should be notified of that.

**Article (25):**

A Master's Program student from another university may transfer to a corresponding program at Philadelphia University if he/she meets the admission requirements and if a place is available in the program.

**Article (26):**

It is permissible to transfer from a program without dissertation (comprehensive exam) to a program with dissertation and vice versa upon recommendation by the competent department and faculty committees and the Council's approval.

**Article (27):**

- A. Courses studied by the student at another university and he/she desires that they be computed ,may be accepted on the following bases:

- 1- They should be equivalent or identical to the course or courses ratified in the study plan.
  - 2- The student's rating in each course should not be less than "very good" or its equivalent.
- B. Course computation may be approved upon a decision by the Council according to a recommendation by the competent department and faculty committees.

**Article (28):**

- A. Subject to what has been stated in Articles (10) and (26) of these Regulation, the transferred or admitted student may compute no more than (12) twelve credit hours of what he had studied at another university.
- B. One academic semester shall be deducted from the maximum number of the graduation years against each (12) credit hours counted for a transfer student.

**Article (29):**

The student who joins the Master's Program at the University may study no more than (6) credit hours at a corresponding program at another university provided that he/she obtain the Council's approval on a recommendation from the competent department and faculty committees.

**Article (30):**

Course grades stated in Articles (28) and (29) of these Regulations shall be computed as part of the cumulative average.

**Article (31):**

- A. The minimum pass grade for each course at the Master's Program is (70%), whereas the minimum pass grade for the makeup courses is (60%).
- B. Courses shall be given grades out of one hundred as well as ratings, as follows:

90 – 100	Excellent
80 – 89	Very Good
70 – 79	Good
Under 70	Failure

**Article (32):**

- A. The minimum pass mark in the cumulative average of the Master's Program courses is (70%).



B. The cumulative average shall be estimated at the student's graduation ,as follows:\_

88 –100	Excellent
80 –Under 88	Very Good
75 –Under 80	Good
Under 75	Failure

C. For purposes relating to raising his/her cumulative average, the student may repeat courses of more than (9) credit hours throughout his/her course of study at the Master's Program, and the maximum grade shall be computed.

**Article (33):**

- A. Grades for all courses studied by the student at the University shall be computed according to his/her study plan as success or failure in his/her cumulative average.
- B. The grade a student obtains shall be calculated on the basis of (100) to (60) as a minimum grade.

**Article (34):**

Post Graduate Studies grades shall be distributed as follows:\_

- 1- Semester work grade which includes one test at least and it carries half of the semester work grade,

i.e. (30%) and other assignments which may include a second test, reports and researches which carry (30%) of the grade. Accordingly, the total of the semester work shall be (60%) of the final grade.

2- Final examination grade and it carries (40%).

3- Excluding from what has been stated in Articles (1) and (2): seminars, symposiums, researches, labs, designs, practical tests and practical training which have credit hours as they have their separate grades that constitute the whole grade for the course.

**Article (35):**

Regulations for the Award of the Bachelor's Degree shall apply to the cases which have not been referred to in these Regulations in respect of the examination, grades and averages.

**Warning and Dismissal**

**Article (36):**

The student shall receive a warning in the following cases:

- A. If he/she fails to obtain the minimum pass grade in two courses or more.

B. If he/she fails to obtain, at the end of any semester, the minimum cumulative average (75%) in the courses he/she studied until the end of that semester.

**Article (37):**

The student shall be dismissed from the Master's Program in the following cases: \_

- A. If he/she fails a required course more than once or two different courses.
- B. If he/she fails three courses or more during his/her study in the program.
- C. If he/she fails to obtain the minimum cumulative average of the courses at the end of the two semesters following the warning.
- D. If he/she does not sit the comprehensive Exam ( For the Master's Program, the comprehensive exam track) before the lapse of (48) months as of the date of his/her registration for study, subject to what has been stipulated in Article (10) of these Regulations and all articles pertaining to duration of the study and the load.
- E. If he/she commits an offense that necessitates his/her dismissal pursuant to the effective University Regulations and By-Laws.

**Article (38):**

The Department of Admissions and Registration shall be responsible for executing Articles (36) and (37).

**Supervision on the Master's study**

**Article (39):**

The Council shall issue a decision that includes the appointment of the supervisor, approval of the dissertation title and its plan project within a date that shall not exceed the fourth semester following the student's joining the University, on recommendation by the department committee, based on the faculty committee's proposal.

**Article (40):**

The supervisor should be a professor or an associate professor or a full time lecturer whose rank is at least an associate professor.

**Article (41):**

The main supervisor of the master's dissertation should be a full time member of the University.

**Article (42):**

There should be at least one external examiner at each board for discussing the students' dissertations.

**Article (43):**

The maximum number of the dissertations that the supervisor is entitled to supervise at the same time shall be (6) dissertations.

**Article (44):**

As per the recommendation of the department committee and the proposal of the faculty committee and the supervisor, the Council shall decide another teaching staff member to contribute with him to supervising the student's dissertation.

**Article (45):**

For force majeure, the supervisor may be replaced in the same way he had been appointed.

**Article (46):**

It is possible on a decision by the Council based on the department committee's recommendation and the faculty's proposal:

A. That the academic staff member, who has obtained a sabbatical term or a leave without payment, resume supervision on the student's dissertation or take part in that.

B. To participate in the supervision :

1- The person who previously occupied a university rank at a recognized university provided that the conditions stipulated in Article (41) be met.

2- The person who meets the faculty membership conditions at the Jordanian Universities and did not work at the university, provided that two years should lapse after obtaining the academic qualification which qualify him/her to be appointed as an academic staff member, and publishing two researches in a refereed and specialized journal.

**Article (47):**

One credit hour per semester shall be computed to the supervisor against each dissertation he/she supervises as from the commencement of the semester in which he/she is appointed as a supervisor, provided that shall not exceed three semesters, and in the event of the existence of a co-supervisor, the credit hour shall be divided equally between them.

**Article (48):**

The dissertation title and plan may be modified if needed, and the modification shall be effected in the same way of its approval.

**Article (49):**

A discussion board shall be appointed and the discussion date shall be scheduled on a decision by the Council based on a recommendation from the faculty committee and the department Committee's proposal after referring to the supervisor's opinion.

**Article (50):**

- A. The discussion committee shall consists of:
  - 1- The supervisor
  - 2- At least two academic staff members of the University who meet the supervision conditions.
  - 3- An external member in the same specialization and who meets membership conditions of the faculty staff.
- B. The supervising professor of the Master's dissertation shall be the chair of the committee.

**Article (51):**

The dissertation shall be reviewed as follows:

- A. The student presents on abstract of his/her dissertation.
- B. The committee chair runs the discussion. After the committee's deliberation, one of the following results

shall be decided by the majority of the committee's members: \_

- 1- Passing without any modification.
- 2- Modification of the dissertation. In this case, the student must effect the required modification within a period that shall not exceed one academic semester. After that, the dissertation shall be submitted to the discussion committee for approval. Otherwise, the student shall be deemed failing.
- 3- Failing and in this case the student shall be awarded a higher studies diploma if his/her cumulative average is (75%) or more, and he/she shall be entitled to transfer to the Master's Program with a Comprehensive Exam (without dissertation).

**Article (52):**

The dissertation should be written in the language accredited at the department. Two abstracts, one in Arabic and the other in English, should be annexed to it, provided that the two abstracts should not exceed six hundred (600) words.

**Article (53):**

The title page should include the following: \_

- A. The dissertation title and the name of the student submitting it as officially registered at the University.
- B. The supervisor's name and the name of the co-supervisor, if any.
- C. Dissertation discussion date.
- D. The following statement: \_ "This dissertation has been submitted as a partial fulfillment of the requirements of the Master's Degree at Philadelphia University, specialization (.....)" or its equivalent in English.
- E. Names of the members of the discussion board.



**Article (54):**

- A. The dissertation should be submitted on paper size A4.
- B. 1.5 spaces should be left between lines if the dissertation is in Arabic, and two spaces if in English.
- C. A margin of (3.5 cms.) should be left on the right hand side of the page if the dissertation is in Arabic, and on the left hand side of the page if it is in English. The other margins should be ( 2.5 cms.)
- D. The department which is concerned with the dissertation should adopt a unified system to regulate the dissertation components, addition of footnotes, bibliographies and indexes.

**Article (55):**

In the event of charts, pictures, tables or any other graphs, the materials used in them should be viable in a good condition.

**Article (56):**

- A. Six copies of the dissertation should be kept in a dossier and maintained by the Deanship of Academic research and Post Graduate Studies, signed by the members of the discussion board after fulfillment of the approval requirements.
- B. Copies should be distributed as follows:
  - 1- Two copies for the University
  - 2- One copy for the department
  - 3- One copy for the student
  - 4- One copy for the supervisor
  - 5- One copy for the Deanship of Academic Research and Post Graduate Studies.
- C. An e-copy should be deposited with Deanship of Academic Research and Post Graduate Studies, as per the

specifications prescribed by the Deanship and the deposit should be duly documented.

### **The Master's Program Comprehensive Exam**

#### **Article (57):**

The comprehensive exam should have a comprehensive and an integrative nature. It aims to measure the student's capability to link varied basic and advanced concepts which the student has acquired from the various sources of knowledge, to employ them in solving scientific and applied problems in his/her field of study.

#### **Article (58):**

The Post Graduate Studies Committee shall regulate and administer the comprehensive exam at the department.

#### **Article (59):**

The department committee is in charge of: \_

- A. Defining the areas to be covered by the comprehensive exam, and suggesting the necessary references and readings.
- B. Selecting academic staff members who are specialists in the field of the exam to set the questions and mark the answers.
- C. Proposing the comprehensive exam results to the faculty committee for review and recommend them to the Council for approval.

#### **Article (60):**

- A. The comprehensive exam should consist of at least two papers, the maximum period of each should be (4) hours.

- B. The comprehensive exam should be held once per semester and its date should be scheduled by the Deanship of Academic Research and Post Graduate Studies in consultation with the departments concerned.

**Article (61):**

- A. The student sits for the comprehensive exam after his/her completion of the courses, provided that his/her cumulative average in these courses be not less than ( 75%).
- B. If the student fails the comprehensive exam, he/she may re-sit for the exam only once, at the subsequent exam date. If he/she fails again, he/she shall be:
  - 1- Dismissed from the Master's Program.
  - 2- Awarded a Higher Studies Diploma Certificate.
- " The Council, in certain cases, may extend the maximum period for obtaining the Master's Degree for one academic semester for purposes relating to sitting the comprehensive exam".
- C. The Pass Mark in the comprehensive exam is (75%).
- D. The student's result in the comprehensive exam is to be recorded in the student's score sheet by using the phrase "pass" or "fail".

**The Award of the Master's Degree**

**Article (62):**

- A. The Master's Degree is awarded upon a decision by the Council of Deans based on a recommendation by the Council.
- B. Certificates and degrees are to be awarded according to their prescribed dates.

## **General Provisions**

### **Article (63):**

The student has to authorize the University in writing, the right to partially or wholly to xerox the dissertation for academic research purposes as well as exchanging that with educational institutions, universities and the library.

### **Article (64):**

The council of Deans shall decide on cases which are not stipulated in these Regulations.

### **Article (65):**

The Dean, the Faculty Deans, and the Director of Admissions and Registration shall be responsible for executing these Regulations.

### **\* N.B.**

Regulations pertaining to the Award of the Master's Degree in their final shape were ratified after effecting some modifications in respect of some provisions pursuant to the Council of Deans' decision in its meeting No. 1/2008 on 8/1/2008.