

# Laws Regulations Instructions



الجامعة الألمانية الأردنية  
German Jordanian University

2025

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## Laws

### **Law of Higher Education and Scientific Research Law No. (17) for the Year 2018**

<b>Article 1</b>	This Law shall be cited as (the Law of Higher Education and Scientific Research for the year 2018) and shall be effective as of the date of its publication in the Official Gazette.
<b>Article 2</b>	<p>The following terms and expressions, wherever mentioned in this Law shall have the meaning assigned here under-unless the context states otherwise:</p> <p><b>The Ministry:</b> Ministry of Higher Education and Scientific Research.</p> <p><b>Minister:</b> The Minister of Higher Education and Scientific Research.</p> <p><b>Higher Education:</b> Education where a student completes at least one full academic year of study after getting the General Secondary School Certificate or its equivalent.</p> <p><b>The Council:</b> The Higher Education Council formed by virtue of the provisions of this Law.</p> <p><b>Chairman:</b> The Chairman of the Council.</p> <p><b>Institutions of Higher Education:</b> Institutions which take on the responsibility of the higher education whether Universities, Community Colleges, or others.</p> <p><b>Field of specialization:</b> A set of educational subjects and training skills that require at least one full academic year of study at any of the institutions of higher education, where the successful completion of studies leads to receiving a scientific degree or certificate in that field.</p> <p><b>The Fund:</b> The Scientific Research Support Fund and Innovation established under the provisions of this Act.</p>
<b>Article 3</b>	<p>Higher education aims to achieve the following:</p> <p><b>A.</b> Preparation of qualified human resources who are specialized in various fields of knowledge to meet the needs of the community and are in line with the overall development goals and plans.</p> <p><b>B.</b> Deepening the Islamic faith, its ethics and spiritual values, and enhancing the sense of the national belonging and patriotism.</p>

	<p><b>C.</b> Patronizing the democratic approach and enhancing it to ensure academic freedom, the right of expression, and respect of other opinions, teamwork, and accountability. In addition to following critical scientific thinking.</p> <p><b>D.</b> Providing an academic, research, psychological and social environment that supports creativity and excellence and enhances skills and innovation.</p> <p><b>E.</b> Increasing interest in national heritage, national culture, and world cultures.</p> <p><b>F.</b> Accrediting the Arabic language as the scientific and educational language in all stages of higher education. Encouraging the use of Arabic in scientific writing and in translating from and into Arabic, and considering any international language as a supporting language to Arabic.</p> <p><b>G.</b> Contributing to the development of knowledge in the areas of science, literature, arts and others. Building a national and technical scientific hub that connects research realms. Directing scientific research and enhancing it towards generating knowledge and industrial and technological production.</p> <p><b>H.</b> Developing the capabilities of students who study at least one foreign language in their majors and enable them to gain suitable information technology skills needed in their fields of study.</p> <p><b>I.</b> Encouraging, supporting, and upgrading scientific research and innovation, especially applied scientific research aimed at serving and developing society.</p> <p><b>J.</b> Developing the performance level of Higher Education institutions and their output quality. Increasing their competitive capabilities at an international level through enhancing academic and administrative staff skills by keeping up with the latest technological information and communications and therefore incorporating them in the teaching and research and receiving international accreditation for institutions and programs.</p> <p><b>K.</b> Encouraging diversity and excellence among higher education institutions to enable them to focus on scientific research and recruit scientifically competent individuals and on the other hand teach in order to graduate necessary human resources to meet the job market needs.</p> <p><b>L.</b> Creating a coherent institutional link between the public and private sectors on one hand, and on the other hand the institutions of higher education in order to take advantage of the qualified human resources in</p>
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	<p>these institutions and thus develop these two sectors through consultation and applied scientific research.</p> <p><b>M.</b> Enhancing scientific, cultural, artistic and technical cooperation in the field of higher education and scientific research with other countries, international organizations, Arab, Islamic and foreign organizations, and thus widen its fields to follow modern and developed directions.</p>
<b>Article 4</b>	<p>The Ministry shall assume the following duties and powers: -</p> <p><b>A.</b> Implementing the public policy of higher education in the fields of education, culture, science and research among the institutions of higher education.</p> <p><b>B.</b> Coordinating between institutions of higher education and the consultation centers in the Kingdom, both public and private to optimally take advantage of educational, research and advisory resources available at these institutions and centers.</p> <p><b>C.</b> Forming scientific and cultural agreements related to higher education and scientific research with concerned institutions in Arab, Islamic, and foreign countries, in addition to regional and international commissions.</p> <p><b>D.</b> Representing the Kingdom at conferences and seminars related to higher education, both locally and abroad.</p> <p><b>E.</b> Recognizing the non-Jordanian institutions of higher education and equivalency of certificates issued by these institutions according to the principles and criteria that are determined by virtue of a regulation issued for this purpose.</p> <p><b>F.</b> Formulating the principles of educational scholarships for the Ministry's employees who are granted scholarships to study at institutions of higher education in the Kingdom and abroad, in addition to the management of scholarships and supervision thereon.</p> <p><b>G.</b> Following-up on Jordanian student affairs abroad.</p> <p><b>H.</b> Managing the affairs of foreign students in the Kingdom and the Jordanian students studying abroad, and the affairs of the scientific delegations in cooperation and coordination with relevant parties.</p> <p><b>I.</b> Preparing and providing the Council with qualified administrative and technical staff capable to carry out its functions and following-up affairs thereto.</p>



	<p><b>J.</b> Providing the Council with any studies, information and available data related to higher education and scientific research.</p> <p><b>K.</b> Managing the offices that provide services to students of higher education such as: Liaison offices and foreign university branches that are not affiliated to the higher education institutions. Setting license fees and violation costs according to a regulation issued for this purpose.</p> <p><b>L.</b> Granting scholarships and student loans at official universities according to a regulation issued for this purpose.</p> <p><b>M.</b> Executing academic exchange programs through forming agreements between the Kingdom and other countries and institutions according to a regulation issued for this purpose.</p>
<b>Article 5</b>	<p><b>A.</b> A council is formed and it is called (The Higher Education Council), headed by the Minister and the following members:</p> <ol style="list-style-type: none"> <li>1. Secretary General of the Ministry.</li> <li>2. Secretary General of the Ministry of Education appointed by the Minister of Education.</li> <li>3. Chairman of the Higher Education Accreditation Commission.</li> <li>4. Three academics with ample experience and expertise and are full academic professors.</li> <li>5. Two experienced and professional individuals from the private sector.</li> <li>6. Director of the Education, Military and Culture Directorate at the Jordanian Armed Forces.</li> </ol> <p><b>B.</b> 1- The appointment of the members stated in items (4) and (5) of paragraph (a) of this Article, where membership of any of them shall be terminated by virtue of a resolution by the Cabinet, upon a recommendation of the Minister, provided that the appointment decision is issued by a Royal Decree.</p> <p>2-The membership period of each member mentioned in the provisions of item (1) of this paragraph is three years and is subject to a one-time renewal.</p> <p>3- In accordance with the provisions of item (1) of this paragraph, any of the members appointed should not be a minister, a member of the House of Parliament, president or vice president or an employee of an academic institute, Chairman of the Board of Trustees of an academic institute or a member or partner of it, or an owner of a private or virtual academic institute thereof.</p> <p><b>C.</b> The council selects a Vice-Chairman from among its members.</p>

	<p>D. The council forms specialized permanent committees headed by one of its members and thus should include the academic, administrative and financial committees.</p> <p>E. The council shall form any temporary committees to study topics referred to it, and thus offer recommendations regarding them to the council according to the specialization of each committee.</p>
<b>Article 6</b>	<p>A) The Council shall assume the following duties and powers:</p> <ol style="list-style-type: none"> <li>1. Establishing the policy of higher education in the Kingdom and refer it to the Cabinet to make the necessary decision thereon.</li> <li>2. Setting regulatory controls that guarantee the independence of higher education institutions and work on improving them. These institutions will therefore coordinate among each other to achieve their goals within a framework of participatory, accountability and transparency that will ensure their freedom, sanctity, reputation, and safeguard their properties.</li> <li>3. Approving the establishment of institutions of higher education within the Kingdom as well as the fields of specialization and programs at the various levels of study, or modifying or eliminating any of them in accordance with the requirements and variables that do not refute with the Higher Education Accreditation Commission law while ensuring its quality.</li> <li>4. Distributing government subsidies and additional fees on public universities according to the principles accredited by the Council for this purpose.</li> <li>5. Encouraging higher education institutes to find attractive and smart academic investment environments, and follow the e-learning method of teaching.</li> <li>6. Formulating the general principles pertaining to students' admission into institutions of higher education, and identifying the numbers of students admitted every year in the various fields of specialization, in accordance with the accreditation criteria while supervising its execution.</li> <li>7. Recommending to the Prime Minister to appoint the board of trustees of official Jordanian universities and its members.</li> <li>8. Recommend the appointment of the presidents of official Jordanian Universities in accordance with the current Jordanian Universities Law.</li> <li>9. Appointing the presidents and members of the board of trustees of private universities in accordance with the current Jordanian Universities Law.</li> <li>10. Appointing the presidents of private universities based on the recommendation of the board of trustees and in accordance with the current Jordanian Universities Law.</li> <li>11. Approving conducting scientific, academic, technical memorandums of understanding with Jordanian and non-Jordanian higher education institutes</li> </ol>

	<p>that generate mutual programs and lead to achieving scientific degrees given that if they are higher education institutes accredited by the ministry.</p> <p>12. Issuing the necessary financial and administrative instructions required for the operation of the council, its committees, the committees created from it, and the units related to the ministry and linked to the council's work.</p> <p>13. Discussing the draft regulations proposed by the institutions of higher education and turning them to the Ministers Council to complete the constitutional procedures thereon.</p> <p>14. Approving the annual budgets and end of year financial statements of the higher education institutes, and discuss their annual reports and issue the necessary decisions concerning them.</p> <p>15. Approving the annual certified accountant's report at private higher education institutes, the annual report prepared by the regulatory unit responsible for internal supervision and auditing at official universities.</p> <p>16. Reviewing the annual audit bureau report concerning official universities and take suitable procedures regarding it.</p> <p>B) Upon the recommendation of the Higher Education Accreditation Commission and in accordance with the provisions of its law, the Council shall assume the following duties and powers:</p> <ol style="list-style-type: none"> <li>1. Canceling the license of one specialization or more.</li> <li>2. Suspending admission to higher education institutes permanently or temporary.</li> <li>3. Closing down the Higher Education temporarily or permanently.</li> <li>4. Establishing a committee to directly supervise Higher Education.</li> </ol>
<b>Article 7</b>	<p>A. The Council shall hold its meetings at the invitation of the chairman or his deputy in his absence. The meeting shall be legal if attended by eight members at least, provided that the chairman or the vice-chairman is among the attendees. The decisions of the council shall be made by the majority vote of members who are present. With the presence of equal votes, the side voted by the president gets chosen.</p> <p>B. The Minister shall nominate a secretary for the Council from among the staff of the Ministry, in order to organize the agenda of meetings, take minutes of its meetings, keep records and files, and follow up on the implementation of its decisions or to perform any other functions assigned by the Minister.</p> <p>C. The Council shall set up the necessary instructions for scheduling meetings.</p>
<b>Article 8</b>	<p>The following units shall be formed within the Council:</p> <p><b>A.</b> The Policy Analysis and Planning Unit undertakes the following functions:</p> <ol style="list-style-type: none"> <li>1- Collecting data on various aspects of higher education sector, and analyzing to measure primary performance indicators for higher education institutes.</li> <li>2- Conducting research studies necessary for the development of the higher education sector.</li> </ol>

	<p>3- Identifying the financial and administrative needs of the higher education sector.</p> <p>4- Any other duties as assigned by the Council.</p> <p><b>B.</b> The Unified Admission Coordination Unit: This Unit shall handle the process of coordinating students' admission into the Jordanian public universities according to the principles that are formulated by the Council; this is in addition to any other duties assigned by the council.</p>
<b>Article 9</b>	<p>A. A fund called (the Scientific Research &amp; Innovation Support Fund) is established at the Ministry aimed at encouraging and supporting the scientific research &amp; innovation in the Kingdom.</p> <p>B. Organizing all the affairs related to the fund including the financial and administrative ones in accordance with the provisions issued for this purpose.</p>
<b>Article 10</b>	<p>A. The Funds' financial resources consist of the following:</p> <ol style="list-style-type: none"> <li>1- Allocations from the General Budget of the State.</li> <li>2- Surplus allocations of the scientific research, training and publication, conferences, and scholarships that are not disbursed by the Jordanian universities during the last four years.</li> <li>3- Financial revenues derived from patents, intellectual property rights and technology investments supported by the Fund.</li> <li>4- All grants, donations or subsidies received shall be subject to approval by the council if the source is Jordanian and if such money came from a non-Jordanian source then it should be approved by the cabinet.</li> </ol> <p>B. The Fund's money and accounts therein shall be subject to the supervision of the Jordan Audit Bureau.</p>
<b>Article 11</b>	<p>This Fund is regarded as the legal and factual successor of the Scientific Research Support Fund, which was established under the provisions of the Law of Higher Education and Scientific Research No. (23), for the year 2009. All movable and immovable assets, rights and liabilities shall be transferred to this Fund, and shall incur all obligations linked to it.</p>
<b>Article 12</b>	<p>A. The Ministry shall collect fees for the institutional accreditation of the private institutions of higher education which are deposited into the Treasury's account. Amounts and conditions of collection of such fees and other related issues shall be determined by virtue of a special regulation issued for this purpose.</p> <p>B. The Ministry shall collect service fees for certificates equivalency and authentication, for authenticating certificates of courses, and recommendation letters for academic staff members issued by institutions of higher education. The amount of fees, herein, shall be determined in accordance with instructions issued by the Minister for this purpose.</p>
<b>Article 13</b>	<p>The Cabinet shall issue the necessary regulations to put the provisions of this Law into practice.</p>
<b>Article 14</b>	<p>The Law of Higher Education and Scientific Research No. (23), for the year 2009 and its amendments shall be cancelled provided that the regulations issued pursuant thereto stay effective until amended, cancelled or replaced by others in accordance with the provisions of this Act.</p>
<b>Article 15</b>	<p>The Prime Minister and Ministers shall be responsible for the implementation of the provisions of this Law.</p>

**Jordanian Universities Law**  
**Amended Jordanian Universities Law (18) for year 2018**

<b>Article 1</b>	This law is called (The Amended Law of Jordanian Universities of 2019) and it is read with Law No. (18) of 2018 referred to hereinafter as one of the original law, and it shall come into effect from the date of its publication in the Official Gazette.
<b>Article 2</b>	<p>Unless the context indicates otherwise, the following terms and expressions, wherever mentioned herein, shall have the following designated meanings:</p> <p>University: Public or private higher-education institution offering university degrees.</p> <p>Council: Council of Higher Education</p> <p>Board of trustees: The university's board of trustees appointed under this law.</p> <p>President: University's president.</p> <p>Dean: The dean of a faculty or institute, or the dean of university activities.</p> <p>Owner: Any company or association that owns a private university and is registered according to the regulations in force.</p> <p>Board: The company's council board or its board of directors or an administrative board of an association or institute that owns the private university.</p>
<b>Article 3</b>	A public university has a legal personality and is financially and administratively independent. As such, it may own movable and immovable assets and carry out all legal transactions, including: concluding contracts, borrowing through the Cabinet's approval and accepting aids, donations, grants and wills. Furthermore, it has the right of litigation, carrying out all legal and judicial procedures, and appointing on its behalf a civil prosecuting attorney or any other attorney appointed for this purpose.
<b>Article 4</b>	<p>A. Based on an application by the owner, a private university is established through a decision by the Council and in accordance with the conditions and guarantees prescribed by the relevant regulation, provided that the Council shall make its decision regarding such application within a maximum period of four months as of its submission date.</p> <p>B. The owner has ownership rights to movable and immovable assets and the right to borrow, mortgage and accept mortgage.</p> <p>C. Subject to paragraph (B) of this article, a private university has a legal personality and is financially and administratively independent. As such, it may carry out all legal transactions, including: concluding contracts and accepting aids, donations, grants and wills, and has the right of litigation upon approval by the Cabinet.</p> <p>D. The relationship between the Board and the university is governed by regulations that ensure the academic and administrative sovereignty of the university's administration.</p>
<b>Article 5</b>	The provisions herein are applicable to any university established before or after such provisions have come into effect.

<b>Article 6</b>	<p>A. A university is an independent academic institution endeavors to achieve the objectives and policies of the Higher Education and Scientific Research and will carry out the following:</p> <ol style="list-style-type: none"> <li>1- Designing its study and research programs, curricula and plans.</li> <li>2- Holding exams.</li> <li>3- Granting scientific and honorary degrees and certificates.</li> </ol> <p>B. 1- A public university shall establish a manpower structure of all the positions it needs in its scientific, art, administrative structures and others, and shall appoint applicants pursuant to the regulations in force.</p> <p>2- A private university has its own organizational structure that runs its, administrative, technical and financial divisions where the administration of such divisions is directly supervised by the president. The creation of jobs shall be based on the university's need of such jobs and in compliance with its budget designated by the specialized councils.</p>
<b>Article 7</b>	<p>A. By a decision by the board of trustees based on a recommendation by the university council, the university may establish learning, training, consulting and service centers or the establishment of schools or any private programs on or off the university's premises.</p> <p>B. 1- The university may open branches, centers and liaison offices inside and outside the Kingdom by a decision from the Council based on a recommendation from the board of trustees.</p> <p>2- A university branch inside the Kingdom is considered an administratively and academically independent unit for the purpose of applying the public and private accreditation standards.</p> <p>3- The public university branch is considered a financially independent unit for the purpose of the budget and closing financial statements.</p> <p>4- Representation of the university branch is restricted to the president of the branch in the University Council and Deans Council.</p> <p>C. The regulations and rules of the university shall apply to its branches.</p>
<b>Article 8</b>	<p>A. Each university shall have a "board of trustees" consisting of a president and twelve members who at a minimum hold a first-level university degree.</p> <p>B. Considering the provisions of article (9) of this law, the Board of Trustees president and its members shall be appointed for a four-year term subject to renewal.</p> <p>C. The board of trustees shall nominate a member as a deputy president to assume the president's duties when absent.</p> <p>D. If the post of the president or any member of the board of trustees becomes vacant due to any reason, a substitute shall be appointed for the remaining period and in the same way the previous holder of the vacant post was appointed.</p> <p>E. It is not permissible for the president or ex-president of the university to be appointed as the president of the board of trustees before a period of at least 5 years has passed since leaving his position. In addition, it is not permissible for an academic member or employee at the university to be a member of its board of trustees.</p>

	<p>F. It is not permissible for the president or vice president or branch president of any university to be a member of the board of trustees of another university.</p> <p>G. 1. The board of trustees shall establish an academic committee, administrative committee, financial committee and any other permanent committee it deems necessary to study issues it has been entrusted with by the board of trustees and such based on the specialization of each committee.</p> <p>2. Each committee from the ones mentioned in item (1) from this paragraph shall be headed by a member from its board of trustees.</p> <p>H. The board of trustees shall hold its meetings at least once a month at the university's premises and whenever necessary. The university shall designate a suitable place on its campus for the board of trustees and its administrative support to carry out their tasks and to hold their meetings. An allowance shall be paid to the board president and its members which its amount shall be determined as per the instructions issued by the official universities council and issued by the private universities commission.</p> <p>I. The board of trustees shall issue the instructions necessary for organizing its meetings and tasks.</p>
<b>Article 9</b>	<p>A. The board of trustees of the public university is formed as follows:</p> <ol style="list-style-type: none"> <li>1- President of the board of trustees.</li> <li>2- Four academic members holding a degree of professorship from another university.</li> <li>3- Three members from the trade and industry sector.</li> <li>4- Four expert members.</li> <li>5- University president.</li> </ol> <p>B. The board of trustees of the private university is formed as follows:</p> <ol style="list-style-type: none"> <li>1- President of the board of trustees assigned by the commission.</li> <li>2- Four academic members holding a degree of professorship from another university and are chosen by the council.</li> <li>3- Two members from the trade and industry sector assigned by the commission.</li> <li>4- Two expert members that are non-academic staff members assigned by the commission given that one them should be from the local community.</li> <li>5- Three members assigned by the commission from among its members.</li> <li>6- University president.</li> </ol> <p>C. The president and members of the board of trustees of a public university are appointed and discharged by a royal decree according to the Prime Minister's recommendation based on the recommendation of the Board.</p> <p>D. The service of the Chairman of the Board of Trustees and any member thereof shall be terminated in any of the following cases:</p> <ol style="list-style-type: none"> <li>1- The termination of his appointment or acceptance of his resignation from the Board.</li> <li>2- His dismissal from his post by a decision of the council based on a justified placement by the council at the public university and a decision by</li> </ol>

	<p>the council based on a justified placement from the council or commission, each according to his specialization in the private university.</p> <p>E. Subject to the provisions of Clause (2) of Paragraph (B) of this Article, the chairperson and members of the Board of Trustees of the Private University shall be appointed and their resignations accepted and relieved of their positions by a decision of the Board based on the Commission's placement.</p> <p>F. If the position of the chairperson of the university's board of trustees or any member thereof becomes vacant for any reason, a replacement shall be appointed in the same manner.</p> <p>G. The membership of the Board of Trustees shall automatically terminate in the event that the member is absent from attending three consecutive meetings or five separate meetings without an excuse acceptable to the Chairman of the Board of Trustees.</p>
<b>Article 10</b>	<p>The board of trustees shall assume the following tasks and powers:</p> <p>A- Drafting the university's general policies.</p> <p>B- Approving the university's annual and strategic plan according to the university council's recommendation, and following up on its implementation and evaluation.</p> <p>C- Evaluating the university's performance and leadership from all aspects including: academic, administrative, financial, and infrastructure and periodically discussing the self-evaluation reports presented by it.</p> <p>D- Delivering an annual report about the university and its president's performance to the council as per the criteria stipulated by the council for this purpose.</p> <p>E- The university president shall appoint vice presidents and deans at the university and the university's branch presidents.</p> <p>F- Recommending to the council the establishment of schools, departments, institutes, and scientific centers pursuant to it inside and outside of the Kingdom.</p> <p>G- Recommending to the council the establishment of academic programs and majors and merge them with others or cancel them.</p> <p>H- Determining the university's tuition fees for students from all majors.</p> <p>I. Determining the numbers of admissions in the fields of various specializations in accordance with the accreditation and quality control standards, upon the recommendation of the Council of Deans within the general policy approved by the Council.</p> <p>J.1. Discussing the university's annual budget, financial data, and final accounts, and approving them after being approved by the University Council, and submitted to the Council for approval, provided that it is accompanied by the report of the chartered accountant of the private university.</p> <p>2. Reviewing the reports and inquiries of the Internal Control Unit and the Audit Bureau and the answers and measures taken in their regard at the official university, and submitting them to the council.</p> <p>K. Seeking to support the university's financial resources and organizing its investment affairs.</p>



	<p>L. Accepting aids, donations, donations, grants, bequests, and endowments, subject to the approval of the Cabinet if they are from a non-Jordanian source.</p> <p>M. 1. Agreeing to conclude cultural, scientific and technological cooperation agreements and other agreements between the university and its counterparts inside and outside the Kingdom.</p> <p>2. Recommending to the Council approval to conclude cooperation agreements between the university and its counterparts inside and outside the Kingdom, or in the programs and specializations that lead to obtaining academic degrees, provided that they obtain special accreditation.</p> <p>N. Discussing regulation proposals and raising them to the council to complete their procedures and disclose them as it is accustomed.</p> <p>O. Appointing an external certified accountant to audit the university's closing financial accounts and set his fees based on the university council's approval.</p> <p>P. Any other issues concerning the university and which are not part of the jurisdiction of the parties mentioned in this law and the regulations followed by the university, shall be presented by the president to the board of trustees.</p>
<b>Article 11</b>	<p>A- Each university shall have a full-time president appointed for a one-time renewable term of four years provided that he/she is a Jordanian national and has held a post of a professor as an academic staff member.</p> <p>B- The president of a public university is appointed by a royal decree based on the Council's recommendation where is has been chosen from a list of three candidates recommend by its board of trustees.</p> <p>C- The president of a private university is appointed by the Council's decision based on the recommendation of the board of trustees provided that he/she is not a partner or shareholder in the ownership or a board member. His/her salary, all his/her rights and privileges are determined by the board of trustees based on the Board's recommendation and according to a special contract with the university signed by the president of the board of trustee on behalf of the university.</p> <p>D- The president's term shall be terminated in the following cases:</p> <ol style="list-style-type: none"> <li>1. The end of his/her term or his/her accepted resignation by the council or his/her death.</li> <li>2. If he/ she is discharged by a Council's decision in the case of a public university) or by a decision from the board based on a plausible recommendation from the board of trustees in the case of a private university).</li> </ol> <p>E- 1. The president shall exhibit his duties considering that he /she is an academic member at the university and is affiliated to one of the schools or academic departments in it.</p> <ol style="list-style-type: none"> <li>2. Once the president reaches the legal resignation age for ending his services as an academic staff member at the university, he shall continue to head the university as its president until he finishes his/her stipulated term of appointment as mentioned in paragraph (A) of this article.</li> </ol>

	<p>F- It is not permissible for the university's presidency continuation without the presence of a president to hold this position for a period of four months where the council takes the decision it sees suitable in case the period extends.</p> <p>G- The president of a public university appointed at another public university other than his/her home university shall get compensates an end of service reward from his/her home university based on his/her service term. The earned financial rights shall be calculated for his/her duration of work at the president of a public university he/she was appointed at and therefore shall be paid by it.</p> <p>H- The president who finishes his/her term of service at a public university shall retain his professorship status at the public university he/ she was president at or at his/her home university to the furthest extent as per the provisions in paragraph (D) of this article unless he/she wishes to not continue at the university.</p> <p>I- The president's appointment shall be renewed by a decision of the Council.</p>
<b>Article 12</b>	<p>A- The president is accountable to the board of trustees regarding the management of the university's affairs. Moreover, he/she is the paymaster and exercises the following powers:</p> <p>1- Representing the university before all official and judicial authorities, bodies and individuals, and signing contracts as per the authority granted to him by the provisions of this law and the legislations followed by the university which don't go against the Higher Education and Scientific Research Law in force.</p> <p>2-Managing the university's academic, scientific, financial and administrative affairs according to the provisions herein and according to the regulations, instructions and decisions issued by its virtue.</p> <p>3- Calling the university council and the deans council to meet and head all their meetings, supervise that all their decisions are documented, and follow up on their execution.</p> <p>4- Submitting the university's annual work plan to the university council in order for it to study it and then send it to the board of trustees.</p> <p>5- In the case of a private university, the annual budget proposal shall be submitted and presented to the commission for approval and in the case of a public university it shall be submitted to the university council as a preliminary step before sending it in both cases to the concerned board of trustees.</p> <p>6- Submitting annual reports on the university's performance to the university council where the universal indicators are clearly shown in the higher education fields and scientific research, community service and other activities, and any suggestions the council sees suitable in enhancing the university as per the system approved for that purpose under the condition that the university council discusses it and sends it to the board of trustees.</p> <p>7- Suspending studies completely or partially in cases he/she deems appropriate to do so. However, if the suspension period exceeds one week, the president shall present the matter to the board of trustees for it to give the appropriate decision on this matter.</p>

	<p>8- Recommending to the board of trustees to appoint deputy presidents, deans, and branch presidents of the university.</p> <p>9- Any other powers he/she is entitled with according the rules and regulations effective in the university or any other tasks he/she is entrusted with by the board of trustees.</p> <p>B- The president may delegate any of his/her powers to his/her deputies, deans and directors in the university or the university's branch president according to their fields of specialization provided that this delegation must be specific and in written form.</p> <p>C- If absent, the president shall select one of his/her deputies to carry out his/her duties and powers. Moreover, if the president's post is vacant, the president of the board of trustees shall delegate one of the president's deputies or deans in case no deputy is present to carry out his/her duties and exercise his/her powers until a new president is appointed as per the provisions of this law.</p>
<b>Article 13</b>	<p>A- Based on the president's recommendation, the deputy presidents and branch presidents are appointed by the board of trustees for a one-time renewable term of three years. A deputy president's term ends when the term expires, or by accepting his/her resignation or his/her death or after being discharged in the same manner.</p> <p>B- It is required that university's vice-president I be a Jordanian national and has held the post of a professor. In certain exceptional cases the council approves that the one of the vice presidents be a non-Jordanian national.</p> <p>C- The president issues a decision in which he/she determines the tasks and powers of his/her deputies and of the presidents of the branches.</p>
<b>Article 14</b>	<p>A- Each university shall have a "university council" presided by the president and consists of the following members:</p> <ol style="list-style-type: none"> <li>1- Deputy Presidents.</li> <li>2- Three Deans assigned by the president for a one-year term who substitute among each other.</li> <li>3- An academic staff member from each school or two members from each school where the number of academic staff is more than 15 and are therefore elected by the academic staff members in their schools at the beginning of each academic year provided that the representation from each academic department in the school is considered in case there is more than one representative.</li> <li>4- Three directors of the academic, technical, administrative and financial departments in the university.</li> <li>5- Two members from the local community.</li> <li>6- Two student representatives.</li> <li>7- One University graduate.</li> </ol> <p>B- The council members mentioned in articles (4), (5), (6) and (7) of paragraph (A) of this article are appointed by the president for a one-year term subject for a one-time renewal.</p>

<b>Article 15</b>	<p>The university council assumes the following tasks and powers:</p> <ul style="list-style-type: none"> <li>A- Promoting the level of services provided by the university in the fields of education, scientific research, training and public service.</li> <li>B- Examining the annual plan of the university’s developmental projects prepared by the president and submitting it to the board of trustees to issue a decision regarding them. In case of a private university, the examination will be submitted to the commission for approval before being sent to the board of trustees.</li> <li>C- Discussing the university’s draft regulations and instructions to complete the necessary procedures regarding them.</li> <li>D- Approving the university’s annual budget draft and its annual closing financial accounts and financial statements and approve them before sending them to the board of trustees.</li> <li>E- Approving university’s performance reports, activities and accomplishments in before sending them to the board of trustees.</li> <li>F- Examining any other matters presented by the president regarding the university.</li> </ul>
<b>Article 16</b>	<ul style="list-style-type: none"> <li>A- Each university shall have a “Deans Council” presided by the president and consists of the following members: <ul style="list-style-type: none"> <li>1- President Deputies.</li> <li>2- Deans of faculties, institutes and university activity.</li> </ul> </li> <li>B- The Deans Council assumes the following tasks and powers: <ul style="list-style-type: none"> <li>1- Recommending the board of trustees to establish schools, institutes, departments, and scientific faculties in the Kingdom.</li> <li>2- Recommending the board of trustees to establish programs, academic majors and integrate them with others or stop enrollment in them or cancel them.</li> <li>3- Appointing academic staff at the university and promoting them, granting them tenure, transferring them, granting them sabbatical, granting them leaves (including scientific dedication leaves and unpaid leaves), accepting their resignation and end of service, and transferring them from one faculty to another in the university.</li> <li>4- Evaluating the members of the teaching staff regarding their academic activities, teaching methods and scientific researches, and making the appropriate decisions concerning these criteria.</li> <li>5- Delegating the members of the teaching staff, full-time lecturers, research or teaching assistants, technicians working in the academic field in the university or persons who worked with the university in scientific delegations and missions and training courses pursuant to the Delegation Act effective in the university.</li> <li>6- (A) Examining, discussing and issuing decisions concerning the draft study-plans submitted by the councils of faculties, institutes and centers. (B) Establishing internal control standards to monitor the quality and level of programs and university graduates at the university and then send them to the board of trustees for approval.</li> </ul> </li> </ul>

	<p>7- Evaluating the academic and administrative performance and scientific achievement at the university according to specific standards and criteria by using certified forms and data for development. Thereafter, the findings are reported to the board of trustees through periodic reports.</p> <p>8- Making recommendations to the board of the trustees about the standards used in accepting new students annually in the majors according to the general and private capacities approved by the accreditation commission of higher education institutes to ensure their quality and therefore abide by them.</p> <p>9- Granting scientific and honorary degrees and certificates.</p> <p>10- Establishing professorship ranks.</p> <p>11- Suggesting to board of trustees the amount of fees charged by the university.</p> <p>12- Examining any matter related to the academic work presented by the president. This is not within the jurisdiction of any other body according to the legislations in force.</p> <p>13- Establishing the necessary instructions to execute the regulatory provisions related to academic work at the university.</p>
<b>Article 17</b>	<p>A- Based on the president's recommendation, the faculty dean is appointed by the board of trustees for a one-time renewable term of two years, provided that he/she had previously held a post of a professor. His/her term ends when the term expires, or by accepting his/her resignation or after being discharged in the same manner.</p> <p>B- The faculty dean is responsible for managing academic, administrative, financial and scientific matters in the faculty. Furthermore, he/she implements the decisions of the faculty, university and councils of deans, and submits a report to the president at the end of each academic year – or upon the president's request – about the faculty's performance and activities.</p> <p>C- By a recommendation from the president and in special cases, the board of trustees may appoint a member of the teaching staff as an acting faculty dean. His/her term ends when his term expires, or by accepting his/her resignation or appointing a substitute for him/her.</p> <p>D- By the dean's recommendation, the president may appoint a professor as a deputy dean for a one-time renewable term of one year. The deputy shall carry out the duties and tasks and exercise powers entrusted with by the dean. However, and after the board of trustees' approval, a member of the teaching staff who had not held a post of a professor may be appointed as a deputy dean when necessary.</p> <p>E- 1- When absent, the dean shall select one of his deputies to carry out his/her duties and exercise his/her powers.</p> <p>2- If the post of the dean becomes vacant, the president shall entrust a deputy dean to carry out the duties and exercise the powers of the dean until a new faculty dean is appointed pursuant to paragraph (A) of this article.</p> <p>3- Should there be no deputy available, the president shall entrust a member of the teaching staff to carry out and exercise the powers of</p>

	the dean until a new faculty dean is appointed pursuant to paragraph (A) of this article for a period that doesn't exceed three months.
<b>Article 18</b>	Deans other than the faculties' deans may be appointed to supervise the institutes or any university activity. For this end, they shall carry out the designated duties in accordance with the rules and regulations effective in the university, and they shall be appointed pursuant to the provisions of article (17) herein.
<b>Article 19</b>	<p>A- Each faculty shall have a "faculty council" presided by the president and consists of the following members:</p> <ol style="list-style-type: none"> <li>1- Deputy deans.</li> <li>2- Heads of the academic departments in the faculty.</li> <li>3- A representative of each academic department in the faculty nominated by the members of the department's teaching staff at the beginning of each study year.</li> <li>4- Two experts from outside the university nominated by the president after consulting the dean, and who shall serve for a one time renewable term of one year.</li> </ol> <p>B- Each new faculty shall have a temporary council established by the council of deans based on the president's recommendation consisting of a president and three members at least. It shall exercise the powers of the faculty's dean, council and department councils until a new dean, council and department councils are appointed.</p> <p>C- The faculty council assumes the following duties and powers:</p> <ol style="list-style-type: none"> <li>1- Proposing the faculty's study plan and the conditions of granting scientific degrees and certificates.</li> <li>2- Approving the curricula proposed by department councils.</li> <li>3- Coordinating with the deanship of higher studies in appointing supervisors for scientific theses and establishing thesis defense committees.</li> <li>4- Organizing and supervising procedures for faculty exams, discussing their results issued from the specialized departments and then taking the appropriate decisions regarding them.</li> <li>5- Advising the council of deans to grant scientific degrees and certificates.</li> <li>6- Supervising and promoting scientific research in the faculty in coordination with the deanships of scientific research and higher studies.</li> <li>7- Making recommendations about academic staff and others teaching at the faculty in terms of: appointment, promotion, transfer, delegation, sabbatical, granting study leaves, accepting resignation and other university matters in accordance with the regulations in force.</li> <li>8- Preparing annual faculty budget draft.</li> <li>9- Deciding on matters referred to by the dean.</li> </ol>
<b>Article 20</b>	A- Each faculty department shall have a council consisting of a head and all members of the teaching staff.

	<p>B- The department council shall assume the following duties, powers, and responsibilities:</p> <ol style="list-style-type: none"> <li>1- Submitting proposals to the faculty council about the department's study-plans.</li> <li>2- Proposing the department's curricula.</li> <li>3- Promoting scientific research activities in the department, examining scientific research projects and submitting the necessary recommendations for the purposes of support, publication or participation in scientific conferences and seminars.</li> <li>4- Proposing the distribution of classes and lectures.</li> <li>5- Examining applications regarding the following matters: appointment, promotion, transfer from one category to another, tenure, transfer, delegation, leaves, and resignation, and then issuing its recommendation regarding such matters according to the effective legislations. However, academic staff member shall not participate in any of the above mentioned unless he/she has a similar or higher rank.</li> <li>6- Preparing department's annual draft report.</li> <li>7- Proposing any subject that serves the best interest of the department, faculty or university.</li> <li>8- Examining any matter referred by the dean or presented by the department head.</li> </ol> <p>C- The head of department is responsible for administering the department and ensuring the smooth flow of teaching, encouraging scientific research, evaluating employee performance as long as they don't go against the provisions of the legislations in force.</p> <p>D- As per the president's decision and the dean's recommendation, a department professor shall be appointed as the head of a department for a one-year renewable term. However, in special cases considered by the president and based on the dean's recommendation, a member of the teaching staff shall be appointed as an acting head of a department. Moreover, if the department head is absent or his/her post is vacant, the dean shall appoint an academic staff member to carry out his/her duties until he/she returns back or a new head shall be appointed according the provisions herein.</p>
<b>Article 21</b>	<p>A- Despite what was mentioned in any other legislation, academic staff members are permitted to combine both their retirement salaries and their current university salaries.</p> <p>B- 1. It is permissible for any academic staff member to transfer from one public university to another public university provided they get approval from the Deans Council of both universities concerned. In this case, all the member's rights at the transferred university shall be considered operative as was the case in the previous university. Furthermore, his or her financial right shall immediately be transferred from their previous university to the university they transferred to once they have ended their work there.</p> <p>2. The service membership of an academic staff members appointed at a public university is considered ongoing unless he or she is appointed in another public university.</p>

	<p>C- It is not permissible for an academic staff member to be appointed at another university while under contract with his or her university unless his or her university approves such an appointment.</p> <p>D-1. It is not permissible for the age of an academic staff member to exceed 70 years old.</p> <p>2. Despite what was mentioned in article (1) from this paragraph; and based on the recommendation of the responsible councils in the University, it is permissible for an academic staff member with a professorship rank to get and extension of his service for another 5 years provided that he or she is in good health to conduct his or her academic work.</p>
<b>Article 22</b>	<p>A member of academic staff is:</p> <p>A- Professor</p> <p>B- Associate Professor</p> <p>C- Assistant Professor</p> <p>D- Professor</p> <p>E- Instructor</p> <p>F- Assistant Instructor</p> <p>G- Practicing Professor</p>
<b>Article 23</b>	<p>A- A public university has its own independent budget prepared by the president, approved by the university council, endorsed by the board of trustees and ratified by the council.</p> <p>B- 1- A private university has its own independent budget prepared by the president, discussed by the university council, approved by the commission, endorsed by the board, confirmed by the board of trustees and ratified by the council.</p> <p>2- A private university shall open a private account – independent of that of the owner or the commission – in a bank inside the Kingdom. All the university's allocations shall be deposited in this account according to its operational annual budget, in addition to what is allocated according to paragraph (1) from article (25) of this law where spending shall be approved by a decision from the president.</p> <p>C- The university branch has an independent budget prepared by the branch president, approved by the university council, and ratified by the council.</p> <p>D- The university branch has an independent budget prepared by the branch president, discussed by the university council, approved by the commission, and endorsed by the board of trustees.</p>
<b>Article 24</b>	<p>A- The financial resources of a university include the following:</p> <ol style="list-style-type: none"> <li>1- Study fees.</li> <li>2- Revenues from its movable and immovable properties.</li> <li>3- Incomes from the educational, advisory and research activities of the faculties, institutes and centers, and from any productive projects and university facilities.</li> <li>4- Grants, donations and wills after the approval of the Cabinet if from a non-Jordanian source.</li> <li>5- Any other incomes.</li> </ol>



	<p>B- Allocations from the Country's Public Budget shall be added to the financial resources of the public university.</p> <p>C-1- The university shall have an internal monitoring and audit unit, and its director is appointed upon a decision by the board of trustees.</p> <p>2-The unit is directly accountable in front of the board of trustees, and shall supervise administrative and financial affairs at the university and shall therefore submit quarterly, semi-annual, and annual reports to the board of trustees.</p> <p>3- The head of the board of trustees shall submit a copy of the semi-annual report and the annual report to the council for approval.</p>
<b>Article 25</b>	<p>A- The university shall allocate at least (5%) from its annual budget and financial resources mentioned in article (24) of this law for scientific research, innovation, publication and scientific conferences, and for delegating candidates to continue MA and PhD degrees. Provided that the allocated percentage for scientific research, innovation am, publications, and scientific conferences doesn't exceed (3%) and the percentage allocated for delegation is at least (1%).</p> <p>B- The surplus of the percentages mentioned in paragraph (A) of this article shall be transferred to the Scientific Research Fund if they are not spent within four years of their date of allocation for any of the purposes mentioned in the paragraph.</p> <p>C- An annual allocation of at least (2%) from its annual budget and from resources mentioned in article (24) of this law shall be allocated for a university which has been operating for more than ten years or more. This allocation shall be used to renovate its buildings, conduct maintenance, and upgrade its facilities and its infrastructure.</p>
<b>Article 26</b>	<p>A- The funds of a public university are considered public funds and are collected according to the effective public funds collection law.</p> <p>B- The public university enjoys all exempts and facilities enjoyed by ministries and government directorates. In addition, the public university shall also be exempted from any taxes or government or municipality fees of any form.</p>
<b>Article 27</b>	<p>A- Regardless to was mentioned in any other legislation, a public university shall carry out all its tasks and public services and provide necessary means and facilities required to achieve its goals and objectives mentioned herein. Moreover, it shall make all necessary arrangements to protect its assets and properties by establishing the necessary buildings and installations according to the planning and designs it deems appropriates.</p> <p>B- Employees delegated in written form by the president to protect the public university, its branches, buildings, and work to ensure its internal security are considered to have a judicial control role as per their scope of their expertise.</p>
<b>Article 28</b>	<p>Regardless of what was mentioned in the Companies Law or in any other legislation:</p> <p>A- The board is directly responsible for spending, capitalist construction projects, buildings, amenities, necessary maintenance for the private</p>

	<p>university which is approved by commission and shall manage its funding as per the approved plan by the board of trustees.</p> <p>B- The Board shall not intervene in the management of the private university's academic affairs in any form.</p> <p>C- The university shall manage accounts and financial records that organize its tasks according to the customary accounting norms. The final accounts and reports are subject to auditing by a legal auditor appointed by the commission.</p>
<b>Article 29</b>	<p>A- Each council mentioned herein shall hold meetings as per an invitation from its president or one of his/her deputies in case he/she is absent.</p> <p>B- The president of the university may invite any of its councils to meet except the board of trustees.</p> <p>C- At least half of the members of any council may submit a request to its president to conduct a meeting; in such case, the council president shall invite the members to meet within fifteen days as of the date of his/her reception of such a request.</p>
<b>Article 30</b>	<p>The legal quorum for a meeting by any council mentioned in this law consists of the presence of the majority of its members, and the decisions shall be made by the majority votes of present members.</p>
<b>Article 31</b>	<p>The decisions made by any council may be subject to objection and submitted to a higher-ranking council, whose decision shall be deemed final.</p>
<b>Article 32</b>	<p>Public universities may establish funds for housing, saving, investment, donations, students and other funds related to the academic staff and workers. Each fund (except donation and student funds) has a legal personality, whose regulations, purposes, management, membership, subscription, fees, liquidation and other relevant matters are subject to regulations issued for this purpose.</p>
<b>Article 33</b>	<p>The provisions of this law and any other legislation related to higher education are applicable to any non-Jordanian institution or any of its branches that offers higher education in the Kingdom regardless of its legal status.</p>
<b>Article 34</b>	<p>A- The board of trustees of a private university may prepare its internal regulation drafts and submit them to the council for approval, provided that they incorporate the accredited academic staff regulations applied at public universities except the salary ladder, if found.</p> <p>B- Until the adoption of the regulations referred to in Paragraph (A) of this Article, the regulations in force at the University of Jordan shall be applied in the event that the private university does not adopt a system of its own.</p>
<b>Article 35</b>	<p>The Cabinet shall issue the regulations necessary for the implementation of this law, including the following regulations related to public universities:</p> <p>A- Appointing, promoting, transferring, delegating, granting tenure to academic staff members, lecturers, research and teaching assistants, delegates, pensioners, employees and all workers in the university. In addition, granting them leaves (including the scientific research leaves and unpaid leaves), accepting their resignation, discharging</p>

	<p>them and determining their work and financial rights and duties and all other matters related to their university work.</p> <p>B- Appointing University Presidents.</p> <p>C- Transfer, travel and health insurance affairs.</p> <p>D- Evaluating academic leaders' performance at higher education institutes.</p> <p>E- Exercising academic work at universities and university colleges.</p> <p>F- Financial matters, supplies and public work affairs.</p> <p>G- Granting degrees and certificates and determining their conditions, rules and procedures.</p> <p>H- Scientific delegations, their costs and conditions.</p> <p>I- Scientific research matters.</p>
<b>Article 36</b>	University council shall issue the instructions related to academic staff, employee, and student clubs, student dormitories and any other matters related to social and cultural activities for students.
<b>Article 37</b>	Any article mentioned in any other public university law and refutes the provisions of this law shall not be followed.
<b>Article 38</b>	The following law shall be abolished: [Jordanian Universities Law no. (20) of 2009, and its amendments], provided that the regulations and instructions issued for it are to be followed until they are amended or canceled or replaced as per the provisions of this law.
<b>Article 39</b>	The Prime Minister and the ministers are entrusted with the implementation of the provisions of this law.

## German Jordanian University Law No. 33 of 2006

<b>Article (1)</b>	This Law is called (German Jordanian University Law of 2006) and is validated upon publish in the Official Gazette.
<b>Article (2)</b>	<p>The following words and expressions, wherever appearing in this Law, shall have the meaning assigned thereto unless the context indicates otherwise:</p> <p>The University: German Jordanian University</p> <p>Board of Trustees: University Board of Trustees.</p> <p>The President: President of the University.</p> <p>Law of the Universities: Applicable Law of the Public Jordanian Universities.</p>
<b>Article (3)</b>	<p>A. A university shall be established in the Kingdom under the name (The German Jordanian University) and shall have a legal entity with financial and administrative independence, and as such shall own all movable and immovable assets and to do all the necessary legal acts to reach its goals including concluding contracts and agreements, borrowing and acceptance of donations, gifts, grants, bequests and endowments. It shall also have the right to prosecute and delegate the civil attorney general, or any attorney it entrusts for such purposes.</p> <p>B. Since the University is a public national establishment for higher education, it shall aim to reach the goals stipulated in the Law of Universities.</p> <p>C. The University shall adopt the German approach in applied science education.</p> <p>D. The University may open branches in the Kingdom.</p>
<b>Article (4)</b>	The Board of Trustees shall comprise of the President and ten members holding as a minimum a first university degree, who possess the experience and capability to undertake the responsibilities assigned thereto. Four of

	which should hold the German citizenship and shall be nominated by the government of the Federal Republic of Germany.
<b>Article (5)</b>	<p>A. The University Council and the Deans council shall be established for the first time pursuant to the decision of the Board of Trustees. The two aforementioned council and board shall exercise the powers entrusted in them pursuant to the applicable legislations.</p> <p>B. The Board of Trustees shall exercise the powers of the university councils until the Deans council exercises the powers of the faculty council. The faculty council shall exercise the powers of the department councils till the formation of such councils.</p>
<b>Article (6)</b>	<p>A. The President shall be responsible for managing the University affairs and may exercise all rights assigned to him as a President to fulfill this duty. Pursuant to the Universities Law, the Chairman of the Board of Trustees shall exercise the powers of the President until the appointment of a President.</p> <p>B. A German vice President may be assigned, despite what is mentioned in the universities law.</p>
<b>Article (7)</b>	<p>A. The University shall have its own budget prepared by the President, approved by the Deans council, and by the Board of Trustees according to the university council's recommendation and should be approved by the Higher Education Council.</p> <p>B. University financial resources are made up of the following:</p> <ol style="list-style-type: none"> <li>1. University fees.</li> <li>2. The University share of taxes and assigned fees for public Jordanian universities.</li> <li>3. The annual grant offered for the University from the general governmental budget.</li> <li>4. Grants specified by the German government and German institutions pursuant to agreements and memoranda made between the Jordanian and German governments.</li> <li>5. Income of movable and immoveable assets.</li> </ol>

	6. Grants, donations, aid and any other resources, as long as the Council of Ministers approves of foreign ones.
<b>Article (8)</b>	The teaching language in the university is English. Courses in German or Arabic may be taught by a decision of the University Deans council.
<b>Article (9)</b>	Despite of what is provided in the Universities Law, a faculty member at the university is  A. A professor B. Associate professor. C. Assistant professor. D. Instructor. E. Assistant Instructor. F. Practicing professor.
<b>Article (10)</b>	University money is considered to be public and shall be collected pursuant to the State Property Collection law in force. For this, the President shall exercise the powers of State Property Collecting Committee and the administrative governor stipulated in the aforementioned law.
<b>Article (11)</b>	The University shall be exempted of all taxes, fees and revenues, weather governmental, municipal or other, and shall also be exempted from any other exemptions not mentioned in the agreements between the government of the Hashemite Kingdom of Jordan and the government of the Federal Republic of Germany.
<b>Article (12)</b>	In cases not mentioned in this Law, the Law of Universities shall apply.
<b>Article (13)</b>	The Cabinet shall issue necessary regulations to execute the provisions of this Law. Until the aforementioned regulations are issued, the University shall apply the Regulations and Instructions applicable in Al-Hussein Bin Talal University for a maximum period of six months, starting from the date of this Law coming into force.
<b>Article (14)</b>	The Prime Minister and Ministers shall be responsible for the execution of the provisions of this Law.

## **Academic Faculty Members**

### **Academic Staff Regulation At The German Jordanian University Regulation No. (96) of 2009 and its Amendments**

<b>Article (1)</b>	This Regulation shall be called (Academic Staff Regulation at the German Jordanian University of 2009) and it shall come into force from the date of its publication in the Official Gazette.
<b>Article (2)</b>	<p>The following words and expressions, whenever they appear in this Regulation, shall have the meaning appointed thereto unless the context indicates otherwise:</p> <p>The University: the German-Jordanian University</p> <p>Board of Trustees: The University's Board of Trustees</p> <p>The Board: the Deans Council</p>
<b>Article (3)</b>	<p><b>The academic staff in the University is one of the following:</b></p> <p>A. Professor</p> <p>B. Associate professor</p> <p>C. Assistant professor</p> <p>D. Practicing professor</p> <p>E. Lecturer</p> <p>F. Teaching assistant</p>
<b>Article (4)</b>	<p><b>Appointment and Tenure</b></p> <p>A faculty member shall be appointed in the University, promoted, to a higher rank, placed to a full-time job, transferred to a different category, seconded, delegated and granted sabbatical and unpaid leaves and accepting his resignation upon the Council's decision.</p>
<b>Article (5)</b>	<p>A faculty member, to be appointed at the University, must meet the following conditions, in addition to other conditions and requirements stipulated in this Regulation:</p> <p>A. He should have an academic degree or a vocational certificate in a field enabling him to teach at the University. The degree or certificate should be obtained after a high school certificate or an equivalent. The degree or certificate should not be less than a bachelor degree obtained from a recognized University.</p>

	<p>B. He should be capable of carrying out the job, especially teaching.</p> <p>C. He should be healthy, pursuant to the medical committee approved by the University.</p> <p>D. He should not have been convicted of a crime breaching honor or public morality or a felony.</p> <p>E. He should not have been fired, removed or his job terminated during the probation period.</p>
<b>Article (6)</b>	A teaching assistant should hold a bachelor's degree or an equivalent with fulltime attendance from a recognized university in the area of specialization of his work. He should also have five years of experience in the field of specialty or any related industrial or vocational experience after obtaining the bachelor's degree.
<b>Article (7)</b>	<p>A lecturer at the University should:</p> <p>A. Hold a master's degree or an equivalent in the field of his major.</p> <p>B. Have at least three years of working experience after obtaining the master's degree in the field of his major, either in teaching, research or practical specialty.</p>
<b>Article (8)</b>	<p>A. A practitioner in the University should:</p> <ol style="list-style-type: none"> <li>1. Have obtained a bachelor's degree or an equivalent in the field of specialty.</li> <li>2. Have at least ten years of working experience after obtaining the bachelor's degree or its equivalent in an industrial or vocational field, and have conducted distinguished works that led to a cognitive tangible progress or achieved an unprecedented invention, innovation or development for his field of study.</li> </ol> <p>B. The Council, pursuant to instructions it issues, shall determine other conditions for hiring a practitioner.</p>
<b>Article (9)</b>	An assistant professor to be appointed at the University should hold a PhD or an equivalent from a recognized University, or hold a specialized certificate equivalent to a PhD from a recognized academic or vocational institute.
<b>Article (10)</b>	A. An associate professor to be appointed at the University should:



	<ol style="list-style-type: none"> <li>1. Hold the educational qualification stipulated in Article (9) in this Regulation.</li> <li>2. Have an experience of no less than four years as an assistant professor at a university or an institute of a recognized University level.</li> <li>3. Have published a scientific work, which resulted in academic progress after obtaining the educational qualification stipulated in Article (9) of this Regulation. This work should fulfill the University's requirements for promotion to an associate professor.</li> </ol> <p>B. A Person who has not worked before as an associate professor can be appointed as an associate professor if he has held the education qualification stipulated in Article (9) of this Regulation for at least seven years during which he has published valuable scientific production recognized by the international scientific reference, or worked during these years in research, industrial or applied vocational field in which he achieved technical excellence through an invention or scientific innovation that led to the development of the field he works in; and such achievement or excellence should be outstanding according to all known international standards recognized for evaluating scientists' achievements.</p>
<b>Article (11)</b>	<p>A. A person may be appointed as full professor at the University should have:</p> <ol style="list-style-type: none"> <li>1. Obtained the education qualification stipulated in Article (9) of this Regulation.</li> <li>2. Had experience in working as an associate professor for a period of no less than four years at a university or an academic institute on a recognized university level.</li> <li>3. Published work while an associate professor which led to tangible educational progress in the field of knowledge.</li> </ol> <p>B. A person who has not worked as an associate professor can appointed as a full professor if he has obtained the educational qualification stipulated in Article (9) of this Regulation for fourteen years at least and has, during these years, published scientific production that led to the</p>

	<p>progress of knowledge according to the recognized scientific resource, and has worked in an industrial or an applied vocational field, where he has achieved a scientific or a technical breakthrough where he was awarded local or international rewards for an invention which is outstanding according to the global standards recognized and known for evaluating scientists, or a scientific innovation which led to the progress in the field he is working in.</p>
<b>Article (12)</b>	<p>A. A visiting professor, with a contract or a monthly remuneration, may be appointed if he:</p> <ol style="list-style-type: none"> <li>1. Holds a rank from a university recognized by the University.</li> <li>2. Holds the academic qualification stipulated in this Regulation.</li> </ol> <p>B. The time period of appointing the academic staff member stipulated in paragraph (A) of this Article does not serve the purpose for promotion, end of service remuneration or the benefit from housing projects and funds.</p>
<b>Article (13)</b>	<p>A. Upon the appointment of a faculty member, each year of his experience in fields other than teaching may be counted as one year for rank, seniority and salary purposes. The rank he held while working at a different yet recognized university may be counted, on the condition that he has had the educational qualification stipulated in this Regulation.</p> <p>B. Upon the appointment of a faculty member, a previous experience that exceed six-months at a different university may be counted as one year, but the experience gained before obtaining the minimum required educational qualification for the current position is not counted.</p>
<b>Article (14)</b>	<p>A. A academic staff member shall be appointed at the University after a probation period if he meets the following requirements:</p> <ol style="list-style-type: none"> <li>1. Holding the Jordanian nationality.</li> <li>2. Having worked for a minimum of four consecutive years at the University.</li> <li>3. Having proved merit in developing University connections with industrial and productive entities inside and outside the country.</li> </ol>

	<p>4. Having been promoted to a higher academic position in the University, unless he was appointed as a professor. In this case he may be tenured after a minimum period of four continuous years of working at the University. If he has not been tenured, his service shall automatically terminate.</p> <p>B. A lecturer or a lecturer assistant is tenured if he has spent a minimum period of four continuous years of working at the University and has been promoted to rank (A).</p> <p>C. A teaching faculty's probation period is considered to be a part of his actual working period.</p> <p>D. Taking clause (4) of paragraph (A) of this Article into consideration, the maximum probationary period is ten years, commencing the date of appointment in his rank for the first time. If he is not tenured during this time, his service shall automatically terminate.</p> <p>E. The council, upon a justified recommendation from the President based on the recommendation of the faculty council, may terminate a faculty member's contract during his probation period, provided that a one-month notice at least is given from the date of notification. The Council does not have to abide by this condition if it finds justifications not to.</p> <p>F. A faculty member may be reappointed at the University. In such a case, this member shall be on probation period again pursuant to the provisions of this Article, with the exception of a academic staff member whose service at the University has ended and was reappointed during the first year after end of service. In such a case, the faculty member shall be automatically tenured, provided that this takes place before the end of his service.</p>
<b>Article (15)</b>	<p>A faculty member appointed in any of the academic departments of any of the University's schools may be jointly appointed in another department of the same school or any other school, provided that the two departments are related in field. Conditions and bases of joint appointment shall be determined pursuant to instructions issued by the Council for such a purpose.</p>

Article (16)	<div>Salaries</div> <div>Basic salaries, salary grades, salary categories and salary increases of academic staff of the German-Jordanian University shall be determined pursuant to the following salary scale:</div> <div>A. Faculty members:</div> <table><tr><th>Rank</th><th>Category</th><th colspan="2">Salary</th><th>Annual increase in JOD</th></tr><tr><td></td><td></td><th>From</th><th>To</th><td></td></tr><tr><td>Professor</td><td></td><td>401</td><td>851</td><td>15</td></tr><tr><td rowspan="2">Associate Professor</td><td>A</td><td>391</td><td>439</td><td>12</td></tr><tr><td>B</td><td>306</td><td>354</td><td>12</td></tr><tr><td rowspan="2">Assistant Professor</td><td>A</td><td>301</td><td>341</td><td>10</td></tr><tr><td>B</td><td>248</td><td>288</td><td>10</td></tr><tr><td rowspan="2">Practicing professor</td><td>A</td><td>300</td><td>340</td><td>10</td></tr><tr><td>B</td><td>228</td><td>268</td><td>10</td></tr><tr><td rowspan="2">Lecturer</td><td>A</td><td>222</td><td>264</td><td>7</td></tr><tr><td>B</td><td>163</td><td>205</td><td>7</td></tr><tr><td>Assistant Lecturer</td><td></td><td>95</td><td>191</td><td>6</td></tr></table> <div>B. A faculty member shall receive the annual increase when it is due.</div> <div>The University President’s basic salary shall be determined according to the highest salary of a professor</div>	Rank	Category	Salary		Annual increase in JOD			From	To		Professor		401	851	15	Associate Professor	A	391	439	12	B	306	354	12	Assistant Professor	A	301	341	10	B	248	288	10	Practicing professor	A	300	340	10	B	228	268	10	Lecturer	A	222	264	7	B	163	205	7	Assistant Lecturer		95	191	6
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Article No. (16) was amended in Regulation No. (40) of 2013																																																									
Article (17)	<div>A. A full-time lecturer shall receive the fees stated below for each actual teaching hour:</div> <div><div>1. As a professor or an equivalent: 25 JOD.</div><div>2. As an associate professor or an equivalent: 20 JOD</div><div>3. As an assistant professor or a practicing professor or an equivalent or holds a PhD: 15 JOD.</div><div>4. As a instructor or an equivalent: 15 JOD.</div><div>5. As a instructor assistant or an equivalent, or a lecturer who holds a master’s degree: 12 JOD.</div></div>																																																								

	<p>6. A lecturer who holds a bachelor's degree: 10 JOD.</p> <p>B. In cases where it is necessary to assign experienced members who hold no academic degrees or university ranks, the President may assign a reward ranging between ten to twenty-five JOD per lecture.</p> <p>C. An hour of practical hours at labs, workshops or internships shall count as a half teaching hour.</p> <p>D. Any lecturer in technical or rare vocational or unavailable academic fields may be granted pursuant to the President's and Dean's recommendation an award that does not exceed 50% of the fees mentioned in Article (A) as a bonus.</p>												
<b>Article (18)</b>	<p>Bonuses</p> <p>A. Members in administrative positions are granted an (administrative bonus) as follows:</p> <table> <tr> <td>1. President</td><td>300 JOD</td></tr> <tr> <td>2. Vice President</td><td>175 JOD</td></tr> <tr> <td>3. Department or University activity dean</td><td>125 JOD</td></tr> <tr> <td>4. Vice dean, President assistant and head of the academic department</td><td>75 JOD</td></tr> <tr> <td>5. Dean assistant</td><td>45 JOD</td></tr> <tr> <td>6. Section supervisor</td><td>20 JOD</td></tr> </table> <p>B. It is not allowed for one member to receive more than one bonus pursuant to Paragraph (A) of this Article.</p>	1. President	300 JOD	2. Vice President	175 JOD	3. Department or University activity dean	125 JOD	4. Vice dean, President assistant and head of the academic department	75 JOD	5. Dean assistant	45 JOD	6. Section supervisor	20 JOD
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5. Dean assistant	45 JOD												
6. Section supervisor	20 JOD												
<b>Article (19)</b>	<p>A. Academic staff members are granted University bonuses as follows:</p> <table> <tr> <td>1. Professor</td><td>850 JOD</td></tr> <tr> <td>2. Associate professor</td><td>625 JOD</td></tr> <tr> <td>3. Assistant professor</td><td>465 JOD</td></tr> <tr> <td>4. Practicing professor</td><td>380 JOD</td></tr> <tr> <td>5. Lecturer</td><td>280 JOD</td></tr> <tr> <td>6. Lecturer assistant</td><td>230 JOD</td></tr> </table> <p>B. Faculty members not mentioned in Paragraph (A) of this Article and assigned upon contracts and base salaries are treated as their counterparts, but not as those who are assigned with holistic contracts that include all bonuses.</p>	1. Professor	850 JOD	2. Associate professor	625 JOD	3. Assistant professor	465 JOD	4. Practicing professor	380 JOD	5. Lecturer	280 JOD	6. Lecturer assistant	230 JOD
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5. Lecturer	280 JOD												
6. Lecturer assistant	230 JOD												

<b>Article No. 19 was amended in Law No. 16 of the year 2012</b>									
<b>Article (20)</b>	A specialization bonus of 135% (one hundred thirty five percent) of basic salaries is granted for faculty members. This bonus shall not be valid for faculty members with holistic contracts that include all bonuses.								
<b>Article (21)</b>	<p>A. Transportation bonus shall be granted to faculty members at the University as follows:</p> <table> <tr> <td>1. President</td><td>170 JOD</td></tr> <tr> <td>2. Vice President and dean</td><td>100 JOD</td></tr> <tr> <td>3. Vice dean and President assistant of the faculty members</td><td>90 JOD</td></tr> <tr> <td>4. faculty member</td><td>80 JOD</td></tr> </table> <p>B. Faculty members assigned with contracts are granted transportation bonus that is equal to staff receiving with the same salary pursuant to Paragraph (A) of this Article.</p> <p>C. It is not allowed for one faculty member to receive more than one bonus stipulated in this Article.</p> <p>D. Bonuses stipulated in paragraph (A) of this Article are not granted to those who have a vehicle dedicated to them from the University or it always provides them with transportation.</p> <p>E. Transportation bonus shall not be granted to staff delegated on training courses of period that exceeds thirty days, or those on sabbatical leave.</p>	1. President	170 JOD	2. Vice President and dean	100 JOD	3. Vice dean and President assistant of the faculty members	90 JOD	4. faculty member	80 JOD
1. President	170 JOD								
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4. faculty member	80 JOD								
<b>Article 21 was amended in Regulation No. 40 of 2013</b>									
<b>Article (22)</b>	Faculty members shall receive for a period of five years from the date of enforcement of the provisions of this Regulation a bonus called “the German-Jordanian Bonus” and is equal to 100% of their basic salaries.								
<b>Article (23)</b>	The Board of Trustees may grant a special bonus that shall not exceed three-hundred (300) JODs per month, pursuant to the President’s recommendation for a part-time faculty member teaching a rare subject. This shall be applicable when necessary. The Cabinet may extend this bonus to five-hundred (500) JODs pursuant to the Board of Trustees’ recommendation, and only for faculty members teaching rare subjects.								

<b>Article (24)</b>	<p>A faculty member may, pursuant to a written consent from the President, execute tasks that exceed his assigned duties at the University, or tasks outside the University pursuant to the following terms and conditions:</p> <p>A. Performing extra paid work or within the University or receiving a reward from it, upon its assignment in situations not mentioned in Article (28) of this Regulation, whether University facilities are used or not. In this case, the faculty member and whoever takes part with him from the University shall receive either remuneration or get paid out of the net income of the job done, all pursuant to this paragraph and instructions issued by the Council for such a case.</p> <p>B. 1- Working for a wage or remuneration outside the University. The load and time allowed to get the job done outside the University are determined by the President, on the condition that such work does not affect any of the University duties assigned to him.</p> <p>2- The Council shall issue the decision of dividing the revenue of any off-campus task between the faculty member who performs it and the University.</p>												
<b>Article (25)</b>	<p>A. The President may grant a foreign faculty member a cost of living allowance that does not exceed twenty percent (20%) of his basic salary pursuant to the salary scale in Article (16) of this Law.</p> <p>B. The President shall receive an annual cost of living allowance just like Presidents of public universities, if the University does not provide a suitable furnished housing.</p>												
<b>Article (26)</b>	<p>A. Faculty members at the University shall receive the following family bonuses:</p> <table data-bbox="432 1570 842 1883"> <thead> <tr> <th></th><th>JOD</th></tr> </thead> <tbody> <tr> <td>Wife</td><td>7</td></tr> <tr> <td>First child</td><td>2</td></tr> <tr> <td>Second child</td><td>2</td></tr> <tr> <td>Third child</td><td>2</td></tr> <tr> <td>Fourth child</td><td>2</td></tr> </tbody> </table> <p>B. In case of polygamy, the bonus shall be given for the first wife only, if he receives a bonus for four children. If he has less than four children,</p>		JOD	Wife	7	First child	2	Second child	2	Third child	2	Fourth child	2
	JOD												
Wife	7												
First child	2												
Second child	2												
Third child	2												
Fourth child	2												

	<p>then the rest of the child bonuses shall be granted to other wives in addition to the first wife, under the condition that the total number of additional wives and children does not exceed four.</p> <p>C. This bonus shall not be granted in the following cases:</p> <ol style="list-style-type: none"> <li>1. Children older than eighteen years of age, except those who are still at high school, or reading for first higher education degree or disabled.</li> <li>2. The wife who receives a monthly salary from a private or public institution for a job.</li> </ol>
<b>Article (27)</b>	<p>A personal allowance of forty-five (45) JODs shall be granted for faculty members whose basic salaries are 130 JODs or over, and thirty-one (31) JODs for those whose basic salary is less than 130 JODs.</p>
<b>Article (27) was amended in Regulation No. 40 of 2013</b>	
<b>Article (28)</b>	<p>A. The President may assign any of the University faculty members to teach or do a scientific research or any other task during or after work hours or during a vacation or to be summoned to fulfill those tasks pursuant to this Article, in return for a financial remuneration, the amount of which is determined by the President.</p> <p>B.</p> <ol style="list-style-type: none"> <li>1. The Board of Trustees may, with the approval of the Higher Education Council, assign a percentage from irregular programs as bonuses for the faculty members, pursuant to instructions the University Council issues for this purpose.</li> <li>2. The amount of increase of the total salaries, resulting from the application of the provisions of this amended Regulation shall be deducted from the incentives that are spent pursuant the provisions of clause (1) of this Paragraph; if the these incentives fall short from covering this increase, the Ministry of Higher Education and Scientific Research shall cover the difference from the money allocated for the support of universities.</li> </ol>
<b>Article (21) was amended in Regulation No. 27 of 2012, and in Regulation No. 40 of 2013</b>	



<b>Article (29)</b>	The President may assign a financial remuneration for any non-staff person who is assigned to do work for the University, or provide a service for its interest.
<b>Article (30)</b>	<p style="text-align: center;"><b>Transfer and Promotion</b></p> <p>A. A professor, assistant professor, or an associate professor shall be transferred from a category to a higher one, if he has served for a period of no less than four years in the category he applies to be promoted from, has published a work or a scientific production which meets the conditions and descriptions assigned by the University, and has introduced a scientific research to the University.</p> <p>B. A lecturer or an assistant lecturer shall be transferred from a category to a higher one, if he has served for a period of no less than seven years in the category he applies to be promoted from, has published a scientific research, which meets the conditions and descriptions assigned by the University, and has substantially developed the University's relation with the industrial, vocational, and other production sectors.</p>
<b>Article (31)</b>	<p>Those to be promoted to associate professor or professor ranks should meet the following conditions:</p> <p>A. He has served for four years at least in the previous rank in the University. If a previous academic service in another university, recognized by the University, is to be counted, he should have served for eighteen months at least in the previous rank from the time of his appointment in the University.</p> <p>B. He has already, while at the previous rank, published valuable research or scientific production, which resulted in knowledge development in his field of specialization, has done valuable vocational and technical works, and has established successful relationships with industrial and production entities and with entities that use developed technology, and any other conditions determined by the University.</p>
<b>Article (32)</b>	Taking Articles (30) and (31) of this Regulation into consideration, the Council shall determine, by instructions it issues, the other conditions to transfer a faculty member from a category to a higher one within the same

	rank, to promote him from a rank to a higher one, including the number of scientific researches, and the terms of their publication, evaluation style, the amount of extramural financial aid received by the faculty member to develop the scientific research, his effectiveness in teaching and other educational activities, and his relationship within and without the University, in addition to other conditions.
<b>Article (33)</b>	<p>A. Pursuant to the President's recommendation, which is based on the recommendation of the faculty council and the department council, the Council may grant a faculty member seniority of no more than two years and an increase in salary thereof in one rank, on the condition that he has achieved significant work in the field of scientific research, and has received extramural financial support to fund these scientific researches, or has achieved an unprecedented invention or innovation in his field, according to the global scientific scale.</p> <p>B. The bases and conditions of granting the aforementioned seniority stipulated in paragraph (A) of this Article shall be determined pursuant to instructions issued by the Council.</p>
<b>Article (34)</b>	<p>The Council shall determine, by means of instructions it issues, the conditions required for the following:</p> <p>A. Grant financial or moral incentives or both by presenting rewards as gifts, one-time financial awards, or special titles of excellence, or all of them to outstanding faculty members, who have served the University for long periods of time, are recognized with their outstanding contribution and have a role in the reputation of the University or have contributed in raising the status of the University.</p> <p>B. Grant honorary titles--professor, associate or practitioner, or assistant professor--to non-University outstanding people, who hold bachelor degrees minimum, and have achieved a significant excellence in engineering, technical, applied, technological, or industrial fields.</p>
<b>Article (35)</b>	<p style="text-align: center;"><b>Academic staff duties:</b></p> <p>A faculty member shall enjoy the full freedom to think, express, publish and exchange opinions in the University in fields germane to teaching, scientific research and other University activities, within valid laws. They</p>

	must also abide by values, University regulations and instructions issued thereunder.
<b>Article (36)</b>	<p>Faculty member duties:</p> <ul style="list-style-type: none"> <li>A. Teaching and conducting examinations.</li> <li>B. Doing creative research and studies and associating them with industry and applied fields.</li> <li>C. Supervising University theses, student reports, researches, scientific and social activities, and providing them with moral and scientific orientation.</li> <li>D. Providing Academic supervision</li> <li>E. Participating in University councils and committees, and those in which the University participates.</li> <li>F. Carrying out any act that promotes the University and leads it to progress.</li> <li>G. Devoting all his work time to his University duties, exerting efforts to promote the University's educational message and sustaining its decent status in research, teaching, orientation, and management fields.</li> <li>H. Servicing and developing the community by being open to industrial, vocational and technical sectors, and linking theory with application.</li> </ul>
<b>Article (37)</b>	<ul style="list-style-type: none"> <li>A. Each faculty member should submit an annual report to the head of his department or section supervisor about his academic activities in teaching, supervising and scientific research, and non-academic activities in the field of community service and development and committees and anything else. The section supervisor should submit a consolidated report about his section to the head of department.</li> <li>B. <ol style="list-style-type: none"> <li>1. The head of department must submit a report, stating his opinion of the department to the dean.</li> <li>2. The dean shall prepare a report stating his opinion of the department and activities and transmits it to the President by the end of the second semester of each academic year.</li> </ol> </li> </ul>
<b>Article (38)</b>	The department council may establish a section for a major that has more than one academic staff under the consent of the faculty council. A supervisor from the academic staff of that major shall be assigned by the

	dean to manage the section, pursuant to the recommendation of the head of department.
<b>Article (39)</b>	<p>A. A weekly hour load of a academic staff member shall be (40) hours allocated as follows:</p> <ol style="list-style-type: none"> <li>1. Teaching.</li> <li>2. Theses Supervision.</li> <li>3. Scientific research.</li> <li>4. Academic supervision.</li> <li>5. Office hours for meeting with students.</li> <li>6. Participation in councils and committees.</li> <li>7. Community service and development.</li> <li>8. Other University duties.</li> </ol> <p>B. 1. The teaching load shall be (9) credit hours for a professor, (12) credit hours for the associate and assistant professors, and (15) credit hours for the lecturer and assistant lecturer.</p> <p>2. The Council shall determine the teaching load for a practitioner pursuant to instructions it issues for this purpose.</p> <p>C. The President may, if needed, reduce the teaching load of a faculty member who undertakes administrative tasks or coordination tasks with the industry and production sectors.</p>
<b>Article (40)</b>	No remunerations shall be granted for a faculty member for any additional lectures within the University, unless he has fulfilled his assigned load, pursuant to paragraph (B) of Article (39) of this Regulation.
<b>Article (41)</b>	Pursuant to a written consent from the President and the dean's recommendation and head of department, a faculty member may give lectures or carry out tasks off campus of no more than six credit hours weekly per semester.
<b>Article (42)</b>	<p>Vacations, mandates, scholarships, and secondment</p> <p>A. The annual vacation for faculty members at the University shall be as follows:</p> <ol style="list-style-type: none"> <li>1. Eight weeks for faculty members who assume administrative tasks.</li> <li>2. Eleven weeks for the other faculty members.</li> </ol>

	<p>B. The annual vacation stipulated in paragraph (A) of this Article shall be divided between semesters, pursuant to instructions issued by the President, unless the nature of work of a school requires otherwise. In all cases, the vacation shall be spent annually, and it may not be postponed to the next year.</p> <p>C. The President may assign a faculty member to work during his annual vacation against remuneration.</p>
<b>Article (43)</b>	The President, after consulting with the head of the department and the dean, may grant an academic staff member a leave that does not exceed three weeks for Hajj. This leave shall be granted only once during his service at the University.
<b>Article (44)</b>	Sick and emergency leaves and their conditions shall be determined pursuant to instructions issued by the Council.
<b>Article (45)</b>	<p>A. A professor or an associate professor may be granted a sabbatical leave for a year, or a year divided into two semesters or more for every six years of service at the University, under the condition of submitting a plan for the research(s) that will be prepared during this leave.</p> <p>B. Any period taken from the sabbatical leave shall not be counted towards the next one.</p> <p>C. 1. A faculty member on a sabbatical leave shall receive all salaries and bonuses. This leave shall be counted as service at the University, for promotion, end of service remuneration, saving and fulfilling obligations. If the faculty member spends the sabbatical leave at a renowned University or outstanding global research centers or known industrial or technological centers abroad, a monthly bonus may be granted, which does not exceed (100%) of his salary and bonuses, pursuant to instructions issued by the Council for this matter, on the condition all his time is devoted to research.</p> <p>2. A faculty member on a sabbatical leave may work at universities, research centers, factories or firms in or abroad with the consent of the President.</p> <p>3. A faculty member may have his round trip travel expenses covered for him, his spouse, and children during the sabbatical year if it is spent</p>

	<p>abroad, pursuant to instructions issued by the Council, which regulate the expense, number of kids, etc.</p> <p>D. The faculty member of a sabbatical leave should provide the dean of his department with a full report of the research(s) at the end of his leave to be evaluated by a specialized committee formed pursuant to the President's decision upon the recommendation of the dean. The report shall be transmitted to the Presidency for approbation. If the report is not approved, all expenses granted pursuant to paragraph (C) of this Article shall be refunded to the University.</p> <p>E. The resignation of the faculty member shall not be accepted during the sabbatical leave, or before he serves an equivalent time to that of the sabbatical leave, unless the funds granted to him pursuant to paragraph (C) of this Article are refunded. A faculty member who spends the leave at a Jordanian university or an official research center in the country recognized by the University may be an exception, as long as he serves an equivalent time there after the leave is over.</p>
<b>Article (46)</b>	<p>A. A faculty member who has served for five continuous years may have a one-semester or one-year unpaid renewable leave for a total of three years maximum. Those who have been in service for more than ten years may extend the leave for a fourth year, provided that he shall not receive a second leave pursuant to the provisions of this Article, until he actually serves for twice the period.</p> <p>B. An unpaid leave shall not be considered a part of the faculty member's service at the University for promotion, end of service remuneration, and savings purposes. It is, though, considered as part of his seniority at the University for salary purposes, if he taught or worked in technical, industrial or production fields during the leave.</p>
<b>Article (47)</b>	<p>In special cases estimated by the President, an emergency, unpaid leave may be granted to a faculty member for a period that shall not exceed one semester, renewable once during his time of service at the University.</p>
<p>The Unpaid Leave regulation for faculty members in public universities for the year 2017 was issued.</p>	

<b>Article (48)</b>	<p>A. After consultation with the faculty and department councils, the President may delegate a faculty member on scientific missions outside the University. All financial and other issues are regulated pursuant to regulations issued by the Council for this matter.</p> <p>B. A delegation period shall be considered a part of the faculty member's service at the University for promotion, end of service remuneration and savings purposes.</p>
<b>Article (49)</b>	<p>A. Pursuant to the recommendation of the faculty council and on the basis of the recommendation of the department council, a academic staff member may be delegated to undertake other tasks within the University, or one outside the University which serves its interest. This will be valid for a renewable year, as long as the delegation period does not exceed three years during his service at the University.</p> <p>B. A delegation period is considered to be actual service for the academic staff member for promotions, end of service remuneration, savings, fulfilling an obligation, and social security purposes.</p>
<b>Article (50)</b>	<p>A. The Council, pursuant to a placement from the faculty council based on the recommendation of the department council, may second a tenured faculty member to any governmental, regional or global entity to work for a semester or more, for an aggregate period of three years, and he shall not be seconded again until he serves for twice the time of that period.</p> <p>B. Secondment period is considered to be actual service for the faculty member, for promotions, end of service remuneration, savings, fulfilling obligations, and social security purposes.</p>
<b>Article (51)</b>	<p>Full-time Lecturers</p> <p>A. Pursuant to a placement from the faculty council based on a recommendation of the department council, the President may sign contracts with full-time lecturers qualified to teach certain courses. The assignment of this category is by means of a contract. Job descriptions, conditions and rights of this category shall be assigned pursuant to instructions issued by the Council.</p>

	<p>B. The entire period of service or any part of it of a full-time lecturer appointed as a faculty member shall be counted for promotion purposes. All or some researches he has published during his work time at the University or any other university, as a lecturer with a Ph. D., or an equivalent are approbated.</p>
<b>Article (52)</b>	<p>A. Pursuant to the recommendation of the faculty dean, and after obtaining the opinion of the department council, part-time lecturers may be assigned to teach or train at the University for one semester or more, pursuant to University principles.</p> <p>B. The President may invite people from outside the University to give lectures or do timely tasks, pursuant to bases determined by him.</p>
<b>Article (53)</b>	<p style="text-align: center;"><b>End of Service</b></p> <p>The service of a faculty member ends on the date determined by a competent authority, or when any of the following actions takes place:</p> <p>A. Acceptance of resignation.</p> <p>B. End of service, due to untenured.</p> <p>C. Loss of job.</p> <p>D. Dispense of service or end of task or contract.</p> <p>E. Dismissal.</p> <p>F. Breach of one of the conditions of appointment stated in this Regulation.</p> <p>G. Turning seventy years of age. In this case, the end of service is due at the end of the academic year in which he turns seventy.</p> <p>H. Death. In this case, the University shall pay the current month's salary and bonuses of the month if his decease, in addition to the salaries and bonuses of another three months.</p>
<b>Article (54)</b>	<p>A. A written resignation shall be submitted by the faculty member to the competent faculty dean three months ahead of the beginning of any semester. The Council may disregard this condition if necessary.</p> <p>B. The faculty member shall receive the decision within eight weeks from the date of submitting and registering the resignation in the faculty records. If this time period is not met, the resignation shall be legally considered as accepted.</p>



	C. The faculty member who submitted his resignation should stay in service until he receives a response. Otherwise, he shall be considered to have lost his job.
<b>Article (55)</b>	The faculty member shall be considered to have lost his job if he is absent without an excuse accepted by the Council for a period of more than three consecutive weeks. He may not work again at the University unless pursuant to the Council's decision.
<b>Article (56)</b>	Financial provisions resulting from resignation or loss of job shall be determined pursuant to the remuneration and compensation regulation and the savings fund applicable at the University.
<b>Article (57)</b>	<p style="text-align: center;"><b>Disciplinary Procedures</b></p> <p>Each academic staff member should carry out his tasks and duties at the University, abide by the provisions of the applicable laws, regulations, instructions and decisions, and refrain from the following, culpable of disciplinary procedures set forth in this Regulation:</p> <p>A. Conducting any action that conflicts with his tasks and duties at the University, or defaming the University, or the staff.</p> <p>B. Conducting any prejudiced, sectarian or regional act within the University or using his job in advantage of such act.</p> <p>C. Participating in the membership of any institution or company's board of directors, unless he is assigned to by the President or upon his consent.</p>
<b>Article (58)</b>	<p>If any faculty member breaks any of the applicable laws, regulations or instructions, one of the following disciplines shall be imposed unto him:</p> <p>A. Notification; if a person is notified twice in the course of three consecutive years, he shall be warned in the third time.</p> <p>B. Warning; if one has been warned twice in the course of five consecutive years, he shall have a final warning in the third time.</p> <p>C. Final Warning; one is transferred to a disciplinary board if any other violation is committed.</p> <p>D. Delay of promotion, from one year minimum to three years maximum, even if conditions are fulfilled.</p> <p>E. Holding tenure advantages, for no longer than three years.</p>

	<p>F. Termination of service, but he receives all financial benefits.</p> <p>G. Dismissal from the University, and deprivation of University contribution in the saving fund, remuneration and/or compensation. He will not be reappointed at the University.</p>
<b>Article (59)</b>	<p>Subject to Article (61) of this Regulation, disciplinary procedures stipulated in Article (58) of this Regulation shall apply according to the following powers:</p> <p>A. Head of the department may notify. The faculty member who has been notified may appeal the notification decision to the dean within seven (7) days from the date of notification.</p> <p>B. Dean of a faculty may notify and warn. The faculty member who has been notified or warned may appeal the notification or warning to the President within seven (7) days. The dean may form an investigation committee of three faculty members to look into the alleged violations attributed to the faculty member before any further act is taken.</p> <p>C. The President may notify, warn and issue a final warning.</p> <p>D. The disciplinary board may apply any of the disciplines stipulated in Article (58) of this Regulation, according to its discern and according to the circumstances of disciplinary case submitted to it.</p>
<b>Article (60)</b>	<p>A. A person of a lower academic or administrative level may not impose a discipline upon another of higher academic or administrative level. In this case, a recommendation shall be transmitted to the higher rank holder who has the right to impose the discipline.</p> <p>B. Disciplinary acts may not be imposed, tightened, or reduced before hearing the faculty member and giving him the opportunity to defend himself, unless he declines to deliver his statement or does not respond to such punishment within five working days from the date of notifying him in writing by the competent provost who is empowered to look into the disciplinary procedures taken against the faculty member.</p>
<b>Article (61)</b>	<p>A. A primary disciplinary board of five faculty members who are either professors or associate professors shall be formed by the Council for a renewable year. The Council appoints a head for the board from among</p>

	<p>its members. The Council may relieve any member from the membership of the disciplinary board or may accept his request to be relieved.</p> <p>B. Council shall form an appealing disciplinary board for a renewable year headed by one of the vice presidents in addition to four faculty members at the University who hold professorship rank. The Council may relieve any member from the membership of the disciplinary board or may accept a member's request to be relieved.</p> <p>C. One reserve member or more may be appointed by the Council in each disciplinary board to substitute any absent original member, for any reason.</p>
<b>Article (62)</b>	<p>The two disciplinary boards hold a meeting pursuant to the President's decision, where at least three members and the President are present. Decisions are taken pursuant to the majority of votes.</p>
<b>Article (63)</b>	<p>A. If any faculty member is accused of a violation or a complaint filed against him, and the dean thought it deserves a harsher disciplinary procedure than that within his power or the power of the head of department, the dean should transmit the violation or complaint to the President together with the investigations conducted about such a violation with his remarks or the head of the department's remarks according to the case.</p> <p>B. The President may take the procedures he deems necessary concerning the violations transmitted to him, pursuant to the provisions of paragraph (A) of this Article and on the basis of the facts associated with this case including applying the appropriate disciplinary procedure within the President power on the violator or form a tripartite committee for investigation, headed by a professor from the faculty members. Then he can take the action he finds suitable according to the outcomes of the investigation either by keeping the results, applying the punishment within his power, or referring the case to the Disciplinary Board.</p> <p>C. If the President decides to refer the violator to a disciplinary board, the head of the tripartite investigation committee mentioned in paragraph</p>

	(B) of this Article shall undertake the task of defending the investigation committee report before the disciplinary board, including providing documents and pleadings.
<b>Article (64)</b>	<p>A. A faculty member transferred to a disciplinary board receives a list of his violations either while at the University or sent to his home address seven days at least before the date of the hearing, and he may respond in writing about this list during that period.</p> <p>B. A faculty member transferred to a disciplinary board may look into all the documents in the file of the disciplinary claim, and may attend the hearing or assign a representative from the University or outside the University to defend him.</p> <p>C. The President may suspend from working the faculty member referred to a disciplinary board, the general prosecutor, or the court. In this case, his salary and bonuses shall be suspended, but the President may allow half the amount to be released during the period of suspension.</p>
<b>Article (65)</b>	<p>A. The disciplinary board shall meet to look into disciplinary claims during a timeframe of two weeks from the date of referring the claim.</p> <p>B. The sessions of the two disciplinary councils shall be confidential, including the session where a verdict is issued.</p>
<b>Article (66)</b>	During the two disciplinary sessions, witnesses or experts may be called in for statements under oath. Any board may form a committee from among its members to investigate the violation under consideration by the board, including personal sensory detection under the supervision of experts to enable the council of issuing the appropriate decision in such a disciplinary lawsuit.
<b>Article (67)</b>	If the referred faculty member does not show up to any of the sessions, disciplinary procedures shall be taken against him in absentia.
<b>Article (68)</b>	A. Those who are referred to a primary disciplinary board and have been sentenced to a punishment stipulated in paragraphs (D), (E), (F), or (G) of Article (58) of this Regulation may appeal this sentence within fifteen days from the date of being notified of the disciplinary board decision. The appeal shall be filed by means of a written statement in

	<p>the President's office in return of a receipt from the supervisor, and a statement of appeal shall be referred to the head of the disciplinary board for consideration.</p> <p>B. The appellant shall receive a memo at his work or home address of the hearing date held by the disciplinary board, at least fifteen days earlier.</p> <p>C. The decision of the primary disciplinary board shall be considered conclusive, if no appeal is filed during the legal time.</p>
<b>Article (69)</b>	The University presidency shall be responsible for issuing all disciplinary memos stipulated in this Regulation.
<b>Article (70)</b>	<p>A. If the President or either of the two disciplinary boards or any committee investigating a disciplinary violation finds that the violation subject matter under investigation is a crime, the President may refer it to the competent attorney general to take the legal procedures thereon. Disciplinary procedures shall be suspended until a final decision is issued in the criminal case.</p> <p>B. Dropping the criminal charges attributed to the faculty member by court shall not prevent disciplinary procedures to be taken against him, pursuant to the provisions of this Regulation.</p>
<b>Article (71)</b>	Conclusive decisions issued in disciplinary claims shall be executed by the President's decision.
<b>Article (72)</b>	Provisions of disqualification of judges stipulated in the Civil Procedure Law in force are applicable to the head or any of the members of any disciplinary board.
<b>Article (73)</b>	The Council shall issue the necessary instructions to execute the provisions of this Regulation pursuant to the President's placement, as long as they do not conflict with its provisions.

**Academic Staff Instructions**  
**Issued pursuant to Article (73) of the Academic**  
**Staff Regulation at the German Jordanian University No. (96) Of Year**  
**(2009)**

Article (1)	<p>These instructions are called “Faculty Instructions at the German Jordanian University” for the year (2014), and <b>they shall be enforced as of the date of their approval by the Deans' Council on 24/11/2014.</b></p> <p><b>The old instructions, in addition to these instructions regarding transfer and promotion, will remain in effect until the beginning of the First Semester of Academic Year 2015/2016.</b></p>
Article (2)	<p>The following words and expressions, wherever appearing in these Instructions, shall have the meaning assigned thereto unless the context indicates otherwise:</p> <p>The University: The German Jordanian University</p> <p>The Council: The Deans council of the University.</p> <p>The president: The University president.</p> <p>The Faculty: Faculties at the University.</p> <p>The Dean: The Dean of Faculty.</p> <p>The Department: The specialized academic department at the University.</p> <p>A Credit hour: A lecture for one hour weekly, for one semester.</p> <p>The Regulation: The Academic Staff Regulation at the German Jordanian University No. (96) Of (2009).</p>
<b>Chapter One: Appointment and Tenure</b>	
Article (3)	<p>Subject to the conditions mentioned in Article (5) of the Regulation, the person who is appointed as a faculty member at the University should :</p> <ol style="list-style-type: none"> <li>a) Have obtained his/her Bachelor degree or Master degree if applicable by regular study. In all cases, the certificates must be equated by the Ministry of Higher Education and Scientific Research. Any first University degree should be preceded by a high school certificate or an equivalent.</li> <li>b) As for the PhD, it should be obtained by regular study. The duration of study should be: <ul style="list-style-type: none"> <li>• Two years at least for the person who obtained his/her PhD directly after obtaining the Bachelor degree.</li> <li>• One year at least for the person who obtained his/her PhD after obtaining the Master degree.</li> </ul> </li> </ol>

Article (4)	When looking into the appointment of a faculty member, only faculty members who hold at least the same rank which the staff member is going to be appointed in shall be allowed to vote.
Article (5)	The head of department shall submit the opinion of the department council regarding the appointment to the Dean within a month from the date of the application. If the Dean has not received the opinion in writing within the legal period, he/she may present the issue directly for the faculty council.
Article( 6)	Subject to the provisions stated in Article (10) and (11) of the regulation, when appointing a new academic member, whether as a professor or an associate professor based on his/her outstanding vocational or technical work in the field of specialization, these works have to be evaluated by committees of specialized and experienced professors in the field formed by the Deans council , all after taking the opinion of the department council, faculty council, appointment and promotion committee, provided that the applicant meets the promotion requirements applicable at the university at the time of application. The council may ask the opinion of specialized people from outside the University.
Article (7)	<p>A. The date of appointing a faculty member is based on the Dean's council decision. The appointed member should commence work as of the determined date. If he/she have to commence work prior to the foregoing date, a reward for him/her shall be assigned by the president. The president, upon his own discretion, may approve on postponing the commencement of work or delaying it, if necessary, for no longer than two semesters.</p> <p>B. The faculty member should inform the head of department, in writing, when he commenced work, and the head of the department should inform the Dean in writing within a week at most. The Dean should inform the University presidency, within a week at most.</p> <p>C. If the faculty member has not commenced his work within two weeks maximum from the determined date, he/she shall be considered refrained from work, and his appointment decision shall be considered invalid, unless he/she had an excuse accepted by the president.</p>
Article (8)	The president may, after consulting the faculty and the department closes a contract with a faculty member working at the University who has reached the retirement age of seventy years.
Article (9)	A. The practicing professor shall be appointed with a full time teaching load comprising twelve (12) credit hours provided that most of his/her practical and industrial experience is in the field of specialization relevant to the specific academic department in which he is going to be appointed. Furthermore, he/she must have the ability to teach the given

	<p>courses through practical application and under at least one of the following conditions:</p> <ol style="list-style-type: none"> <li>1. To be linked to the concerned industrial sector and willing to continue his/her relation with this sector.</li> <li>2. She/he has previously worked in advanced administrative positions.</li> <li>3. She/he has worked in institutions that influence the vocational industrial sector.</li> <li>4. Preferably holds certificates or professional licenses which are related to the specific department.</li> </ol> <p>B. It is possible to appoint who meets the conditions mentioned in paragraph (A) of this article as a practicing professor with a part time teaching load and is granted a reward for his/her work.</p>
Article (10)	<p>A. For the purposes of appointing a practicing professor, only practical experiences that exceed what was mentioned in Article 8 of the Faculty Regulation shall be counted, with one increase for every year of vocational experience with a maximum of four years within the same category. It shall be permissible to appoint a practicing professor in category (A), only if her/his years of experience exceeded fourteen years for the purpose of calculating the rank and the salary.</p>
Article (11)	<p>Practicing professors may be transferred from category (B) to category (A) of the same rank, if he/she has seniority in the rank which is not less than four years in category (B), and was able to develop the University's relations significantly with the industrial and professional sectors, as well as the various production sectors, based on the recommendation of the department and school councils and by a decision taken by the deans council.</p>
Article (12)	<p>A. The provisions of the faculty regulation related to practicing professors shall apply on those who work with a full time teaching load only.</p>



	B. Terms of appointing a part timer practicing professor shall be determined in a special contract, in which the rights and duties of the practicing professor are stated.
Article (13)	Academic staff member will be on probation after appointment, and will be transferred to permanent service at the University, if he/she met the conditions set forth in article (14) of the university academic staff regulations.
Article (14)	<p>A faculty member appointed by a contract may be transferred to appointment without contract(to hold a permanent job) if he/she meets the following requirements:</p> <ul style="list-style-type: none"> <li>a) To have at least one scientific research published in a scientific journal (or any creative work) where the faculty member is the lead researcher. The university name must appear on this research (or creative production).</li> <li>b) In case that the applicant is not the main researcher then he/she must add at least one more research in an accredited scientific journal, and must have acquired an ‘overall performance’ of at least good.</li> <li>c) She/he must have been employed at the university for at least one year.</li> </ul>
<b>Chapter Two: Transfer and Promotion</b>	
Article (15)	<p>A. The following words and expressions, wherever appearing in these Instructions, shall have the meanings assigned thereto unless the context indicates otherwise:</p> <p>Lead Researcher: The researcher whose name is the first on the research.</p> <p>First Degree Journal: classified, accredited and listed in ISI THOMSON database or its equivalent in other fields of knowledge.</p> <p>Second Degree Journals: classified, accredited periodical, listed in SCOPUS database or any journal accredited by the council.</p> <p>Creative production: Any outstanding technical, architectural or graphical work.</p>

	<p>Lead designer: The designer who played the main role in the creative production in his/her field of specialization.</p> <p>B. Taking into consideration the provisions stated in article (30) of the Academic Staff regulations at the university, a faculty member is transferred from one category to a higher category within the same rank according to the following:</p> <p>1. Faculty members with the rank of assistant professor or associate professor:</p> <ul style="list-style-type: none"> <li>A. To have seniority in the rank of not less than four years, including two years of actual service at the university.</li> <li>B. He/she must have completed, during his/her service in the category from which he is transferred, two scientific research published in magazines classified in the first category, or a scientific research published in magazines classified in the first category and a creative work, provided that he is a principal researcher in one of them and that the name of the university appears on them.</li> <li>C. The rating of the applicant for transfer should not be less than “good” in any paragraph of the performance report.</li> </ul> <p>2. Faculty members with the rank of instructor or assistant instructor:</p> <ul style="list-style-type: none"> <li>A. To have seniority in the rank of not less than seven years, including two years of actual service at the university.</li> <li>B. He/she must have completed, during his/her service in the category from which he is transferred, a scientific research published in one of the classified journals of the first category and scientific research published in journals classified in the second category, provided that he is a principal researcher in one of them and that the name of the university appears on them, and one of the two papers may be substituted with electronic content for an entire course that he developed for the purpose of offering it remotely asynchronously, provided that it</li> </ul>
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	<p>is approved by the E-Learning and Academic Performance Development Center at the university.</p> <p>C. The rating of the applicant for transfer should not be less than “good” in any paragraph of the performance report.</p> <p>C. The procedures for submitting the application shall include:</p> <ol style="list-style-type: none"> <li>1. The application should be submitted including copy of the scientific production.</li> <li>2. The promoting procedures shall apply also on transferring with the exception of those related to the external evaluation of the scientific production.</li> </ol> <p>D. The decision on transferring from a category to another within the same rank shall come into force from the date of the council's decision.</p> <p>E. If the Council decides not to transfer a faculty member from a category to another within the same rank, then the council shall determine the duration that should elapse until the next new application. The new application should be in accordance with the specified procedures in these Instructions and after a period of time of not less than 6 months from the notification of the Council's decision.</p> <p>F. The leave without pay given to the faculty member is not counted for the transferring purposes from a category to another within the same rank.</p>
<p>Paragraph (A) from Article (15) was amended based on the Deans' Council's decision no. (149/2021/2022) dated 16/3/2022</p>	
Article (16)	<p>A. An academic staff member is allowed to apply for a promotion to a higher rank six months prior to the completion of the legal period which has to be spent in the rank to be promoted from to the higher one if the faculty member meets the other legal requirements for the promotion.</p> <p>B. If the promotion procedures were completed before the lapse of the legal period of the rank, then the promotion should be due on the date on which the legal period elapses.</p> <p>C. 1- When a faculty member is transferred from one class to a higher one of the same rank, he is given the salary that follows his salary according</p>

	<p>to the scale of the class to which he was transferred, provided that the salary increase is not less than the amount of the annual increase in the rank to which he was transferred, and the date of transfer becomes the date of the annual increase.</p> <p>2- When a faculty member is promoted from one rank to a higher level than it, he is given the salary that follows his salary according to the class scale to which he was promoted, provided that the increase in the salary is not less than the amount of the annual increase of the rank to which he was promoted, and the date of the promotion becomes the date of the annual increase and is not calculated He has no seniority in the rank to which he was promoted</p>
Article (17)	<p>A scientific production either a research or a creative work shall be accepted for transfer or promotion based on the following principles :</p> <p>A. Only the following scientific productions may be accepted without the need for preliminary assessment :</p> <ol style="list-style-type: none"> <li>1. Researches that are published or accepted for publishing in first or second category journals.</li> <li>2. Researches that are extracted from theses which was supervised by the applicant and that are published or accepted for publication in first or second category journals provided that the student name is appears on it.</li> <li>3. Researches that are published in refereed and specialized conferences proceedings.</li> <li>4. A “Case Report” or a legal, a financial, an administrative, an engineering or a medical consultancy, a short essay, a scientific note or a scientific or a technical review published or accepted for publication in a first or second category journal.</li> <li>5. Patents registered internationally or locally.</li> <li>6. Previously refereed books published by international publishing houses.</li> <li>7. A chapter in a specialized and refereed book published by international publishing houses.</li> </ol>

	<p>8. Creative production (executed or not executed) that has acquired one of the top three places or a creative production that has acquired an international award or first place in a local competition. A certified document approving role of the applicant in the work should be attached.</p> <p>B. The following scientific productions shall be accepted after assessment by the deanship of scientific research and upon the recommendation of the research committees in the department and the faculty if:</p> <ol style="list-style-type: none"> <li>1. A book which is authored, translated or investigated in the field of specialization published by a local publishing house.</li> <li>2. A chapter in a book published in the field of specialization published by a local publishing house.</li> </ol>
Article (18)	<p>Only one work may be accepted from each of the following academic productions:</p> <ol style="list-style-type: none"> <li>1. Published researches in international, refereed, specialized conferences provided that it is a complete paper and not a summary.</li> <li>2. Case report, short articles, academic notes or review articles, which are published or accepted for publication in first of second category journals.</li> <li>3. Patents registered locally in the applicant's field of specialization.</li> <li>4. Chapters in books published by worldwide publishing houses (no need for an evaluation) or local publishing houses (needs an evaluation).</li> <li>5. Authored, translated, or investigated books that are published, and that show original academic effort, or monographs, after being evaluated pursuant to paragraph (17/B) of these Instructions.</li> </ol>
Article (19)	<p>In accordance with article (14) of the regulation, the following norms shall be followed in the performance report form for the purposes of transfer, extension of the probationary period, promotion, tenure, and contract renewal:</p> <ol style="list-style-type: none"> <li>A. Teaching.</li> <li>B. Scientific research.</li> <li>C. University service.</li> </ol>

	<p>D. Community service and the relation of the applicant with the industrial and production industries.</p> <p>E. Relations with students and colleagues in the department and faculty as well as university faculty.</p>
Article (20)	<p style="text-align: center;"><b>Promotion Terms</b></p> <p>The following is required for promoting a faculty member from the rank of assistant professor to the rank of associated professor:</p> <p>A. Not less than four years of work in the rank of an assistant professor, at least two years of them should be spent at the university.</p> <p>B. Fulfilling the minimum required scientific production for promotion which is 5 scientific productions ,of which at least:</p> <ol style="list-style-type: none"> <li>1. Three researches in first category journals.</li> <li>2. Three published researches.</li> <li>3. Three researches in which the applicant is the lead researcher.</li> <li>4. Three researches during his service at the University (stating the University's name on them).</li> <li>5. Three researches in the academic, teaching or research specialty of the applicant.</li> <li>6. Taking what is mentioned in this article into consideration, the maximum number of researched published in a single journal Must not exceed 50%.</li> </ol> <p>C. For those applying for promotion in the artistic majors (Arts, design and architecture), they should fulfill the minimum which is at least 8 of the following scientific or creative production:</p> <ol style="list-style-type: none"> <li>1. Three researches in first category journals.</li> <li>2. Four scientific researches (production and/or creative researches) in which the applicant was the lead researcher/ designer.</li> <li>3. Five published works or researches.</li> <li>4. Five scientific researched (production and/or creative researches) conducted while the applicant is employed at the university (must include the university name on the research).</li> <li>5. Five scientific researches (production and/or creative researches) in the academic, teaching or research specialty of the applicant.</li> </ol>

	<p>6. Taking what is mentioned in this article into consideration, the maximum number of researches published in a single journal must not exceed 50%.</p> <p>D. Those applying for promotion in the humanitarian majors should fulfill the minimum which is at least seven of the following scientific or creative productions:</p> <ol style="list-style-type: none"> <li>1. Four researches in journals of the first or second category, provided that he is a principal researcher in at least two of them and separate in one of them.</li> <li>2. Two productions in which the applicant is the principal researcher or designer.</li> <li>3. Four published papers.</li> <li>4. Four of the research outputs in the applicant's academic, teaching, or research specialty.</li> <li>5. Three papers during his service at the university (the name of the university appears on it).</li> <li>6. A maximum of two researches are accepted from accredited journals for each journal.</li> <li>7. Subject to the provisions of this paragraph, the maximum number of research papers published in one journal may not exceed 50%.</li> </ol> <p>E. During his service at the university and holding the rank of assistant professor, he must have obtained financial support for at least one scientific research or technical, architectural or planning project from inside or outside the university.</p> <p>F. That his rating in any paragraph of the "Performance" report is at least good.</p>
Article (21)	<p>The following shall be required for promoting a faculty member from the rank of associated professor to the rank of a professor:</p> <p>A. Not less than four years in the rank of an associate professor with at least three years spent with actual service at the university.</p> <p>B. Fulfilling the minimum required scientific production for promotion which is eight, of which at least :</p> <ol style="list-style-type: none"> <li>1. Five researches in first category journals.</li> </ol>

	<ol style="list-style-type: none"> <li>2. Five published researches.</li> <li>3. Five researches in which the applicant was the principal researcher.</li> <li>4. Four researches during his service at the University (stating the University's name on them).</li> <li>5. Five researches in the academic specialty of the applicant or his teaching or research areas.</li> <li>6. Taking what is mentioned in this article into consideration, the maximum number of researches published in a single journal must not exceed 50%.</li> </ol> <p>C. For those applying for promotion in the artistic majors (Arts, design and architecture), they should fulfill the minimum which is eight scientific or creative production of which at least:</p> <ol style="list-style-type: none"> <li>1. Three research papers in first category journals.</li> <li>2. Four scientific productions (research and / or creative) in which the applicant is the principal researcher or designer.</li> <li>3. Five research papers or published works.</li> <li>4. Five of the scientific productions (research and / or creative) during his service at the university (the name of the university appears on them).</li> <li>5. Five scientific productions (research and / or creative) in the applicant's academic, teaching, or research major.</li> <li>6. Subject to the provisions of this paragraph, the maximum number of research submitted published in one journal may not exceed 50%.</li> </ol> <p>D. Those applying for promotion in the humanitarian fields may meet the minimum of ten research outputs, of which at least:</p> <ol style="list-style-type: none"> <li>1. Six research papers published in journals as follows: <ul style="list-style-type: none"> <li>- Two research papers published in first category journals.</li> <li>- In the event that the research papers are not published in first category journals, the second category journals are accepted provided that they are indexed in the global database (Scopus) and that the number of open journals (Open Access Journals) does not exceed three journals.</li> </ul> </li> <li>2. Six of the research productions in which the applicant is the principal researcher.</li> <li>3. Seven published papers.</li> <li>4. Seven of the research productions while serving at the university (the name of the university appears on them).</li> </ol>
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	<p>5. Six of the scientific productions (research and / or creative) in the applicant's academic, teaching, or research major.</p> <p>6. Subject to the provisions of this paragraph, the maximum number of research submitted published in one journal may not exceed 50%.</p> <p>7. Two researches are accepted from accredited journals for each journal.</p> <p>E. That he has supervised or is supervising postgraduate students if there is a graduate program in his department, provided that at least three years have passed since the establishment of the program.</p> <p>F. That the scientific production submitted has been published or accepted for publication, or was prepared after the Deans 'Council's decision to proceed with his previous promotion procedures.</p> <p>G. That he has obtained, during his service at the university, while holding the rank of Associate Professor, financial support for at least one scientific, technical, architectural or planning project from inside or outside the university.</p> <p>H. That his rating in any paragraph of the "Performance" report is at least good.</p>
<p>Paragraph (D/1) from article (21) has been modified based on the Deans' Council decision no. (121/2019/2020) dated on December 31<sup>st</sup>, 2019.</p>	
Article (22)	A patent registered internationally is treated as a research published in a first category journal provided it is in the area of the applicant's specialization.
Article (23)	The applicant may not enlist under his research and creative accomplishments any of the researches or productions that have been considered for a previous promotion, or that he/she used them to get an academic degree or an academic rank.
Article (24)	A faculty member who is on an unpaid leave while mandated or seconded may apply for promotion during his leave, provided that he/she fulfils the conditions of the promotion.
Article (25)	Any scientific production that a faculty member conducted during his leave, while mandated or seconded is accepted for promotion purposes provided that the name of the university appears on it.

Article (26)	<p style="text-align: center;"><b>Promotion Procedures</b></p> <p>A. Three hard copies and one soft copy of the promotion application shall be submitted to the head of the department. The department council shall review the application and submit its recommendation to the school's dean during a maximum of four weeks. The application is then discussed in the school council in order to reach an appropriate recommendation, and thereafter pass it to the President to continue the promotion procedures, provided that the application includes the following:</p> <ol style="list-style-type: none"> <li>1. Recommendation of the Department Council and School Council.</li> <li>2. The promotion application form, filled as appropriate.</li> <li>3. The curriculum vitae pursuant to the form used for this purpose.</li> <li>4. Acceptance letters for publication of any unpublished work.</li> <li>5. Service statement from the human resources department.</li> <li>6. A copy of the master thesis (if applicable) and the PhD dissertation of the applicant.</li> <li>7. A hardcopy of the promotion application form.</li> </ol> <p>B. A list of reviewers is prepared by the concerned school dean and the head of the department. The list should contain at least fifteen names of professionals in the same area of specialization as that of the applicant with a professorship rank from outside Jordan, with their full addresses/information including their email addresses. This list is confidential, and the President may modify the list by adding or removing names. When selecting those professionals, the following shall be taken into consideration:</p> <ol style="list-style-type: none"> <li>1. They should be known for their objectivity, and should be coming from universities other than the University from which the applicant graduated. These universities should have a respected academic level.</li> <li>2. The list should contain a variety of countries and universities. It is preferred not to select more than two people from the same university and four people from the same country.</li> </ol>
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	<p>C. If the number of faculty members in a department with a rank higher than or equal to the rank to which the applicant is to be promoted is less than 3, the head of the department shall submit the application to the school's dean who presents it directly to the school's council in the presence of the concerned department members with a rank higher than or equal to the rank to which the applicant is to be promoted. If there were members in the council with a lower rank, they shall be entitled to participate in the discussion, however, they may not vote on it.</p> <p>D. Subject to the provisions of paragraph (C) of this Article, if the number of faculty members in the school's council who hold a rank higher than or equals to the rank to which the applicant is to be promoted is less than 3, the application is forwarded to the president who will form a committee to study the application and make an appropriate recommendation to be presented to the council.</p> <p>E. Under all circumstances, only faculty members with a rank higher than or equals the rank to which the applicant is to be promoted have the right to vote on the promotion, whether in the department council, school council, or deans council.</p>
Article (27)	The concerned school dean and head of department (regardless of the academic rank) shall submit a joint report on the faculty member applying for the promotion pursuant to the approved form.
Article (28)	The Council shall consider the faculty member promotion application, as well as his academic production, the names of the evaluators, the recommendations of each of the department and school councils and the performance report.
Article (29)	The academic production shall be sent to four of the evaluators, with the academic curriculum vitae of the applicant attached to it indicating the rank for which he/she is nominated. The evaluators are notified of the importance of submitting their reports within maximum two months from the date of receiving the academic production.
Article (30)	A. The Council shall look into the promotion application from different aspects, after receiving the first two reports from the evaluators of an

	<p>applicant for the promotion to the rank of an associate professor, and three reports for the promotion to a professorship rank.</p> <p>B. If the period specified in Article (29) ends without receiving any reports from the evaluators, then the academic production may be sent to new evaluators and the applicant shall be notified accordingly.</p>
Article (31)	<p>A. The Council shall decide on whether to promote a faculty member or not, through a secret voting session.</p> <p>B. If the council decides not to promote the applicant, then the council should define a period for which the applicant should wait before being able to submit a new application, provided that the period is not less the six months starting from the date of issuing the decision. In this case, the faculty should add a new production to his academic production, which is accepted by the council. The new promotion application shall be submitted pursuant to the procedures mentioned in these Instructions.</p>
Article (32)	<p>If a faculty member receives a warning penalty, then he/she shall not be allowed to apply for transfer or promotion until a year passes from the date of receiving the warning.</p>
Article (33)	<p>An applicant for transfer or promotion shall have the right to withdraw his application before it is reviewed by the Council.</p>
Article (34)	<p>For the purpose of assigning the date of promotion, the promotion date is considered the date of completing the legal period or the date that the Deans council approved the decision to send the scientific production for evaluation. For the purpose of calculating the salary, the promotion date is nine days after the date of the Deans council decision to approve the promotion.</p>

Article (35)	<p><b>Chapter Three: Extending the Period of Probation and Tenure.</b></p> <p>Subject to the academic staff regulation at the university, the faculty member fills a special form annually on the information related to his accomplishments, activities and contributions. The form is submitted to the head of the department before the end of April every year, and the head of the department and the school dean shall give their opinion accordingly.</p>
Article (36)	<p>The Dean of the school shall send the names of the faculty members of who in the probation period, to the concerned departments in order to give feedback on whether to extend the probation period or terminate the service of the faculty member pursuant to the following:</p> <ul style="list-style-type: none"> <li>A. The form referred to in Article (35) of these instructions.</li> <li>B. Evaluating the teaching performance of the faculty member in at least one course during the academic semester, through a teaching performance evaluation form.</li> <li>C. The performance report which is filled by the concerned school dean and head of department, despite of their academic rank.</li> </ul>
Article (37)	<ul style="list-style-type: none"> <li>A. The school dean presents the department council recommendation concerning the extension of the probation period to the school council.</li> <li>B. The school dean submits the recommendation of the school council and the performance report to the president of the university at the end of the second academic semester.</li> </ul>
Article (38)	<p>The same procedures and reports required for prolonging the probation period apply to renewing contracts.</p>
Article (39)	<ul style="list-style-type: none"> <li>A. A faculty member shall submit a request to be placed in permanent service while working at the university.</li> <li>B. The department council shall consider the request of a faculty member who satisfied the required conditions to be placed in permanent service, and the recommendation of the department council shall be submitted to the dean of the school.</li> </ul>

	<p>C. The school's dean presents the application to the school council and submits the recommendation of both (the department and the school) to the president.</p> <p>D. The school's dean and the head of the department fill in the performance report, and attach it to the recommendation of the school council.</p> <p>E. Any of the faculty members, tenured or not, working under a rank lower than that of the faculty member to be tenured, may not give an opinion in the request application.</p> <p>F. If there is less than three faculty members who are entitled to give an opinion in the tenure of a faculty, then the head of the department shall submit the application to the dean in order to present it to the school council in presence of those who are entitled to give an opinion on it. However, if there are less than three people in the school council who are entitled to look into the application, then the dean shall forward the application to the presidency of the University to be presented to the dean's council.</p>
Article (40)	<p style="text-align: center;"><b>Chapter Four: Academic Load</b></p> <p>Academic load includes:</p> <p>A. Theoretical lectures.</p> <p>B. Workshops and laboratories.</p> <p>C. Supervising graduation projects.</p> <p>D. Supervising student field training.</p> <p>E. Supervising University Thesis.</p> <p>F. Scientific research.</p> <p>G. Academic supervision on the study and training of fourth year students in Germany.</p> <p>H. Any tasks assigned for him/her by the President of the University.</p>
Article (41)	<p>A. Teaching load for a professor is (9) credit hours; (12) credit hours for the associate professor, the assistant professor and the practicing professor, (15) credit hours for the instructor, and assistant instructor.</p> <p>B. The teaching load for a faculty member is computed as follows:</p>

	<ol style="list-style-type: none"> <li>1. One credit hour for any theoretical hour (Bachelor, Master, or PhD).</li> <li>2. Supervision: Master (1) credit hour * a maximum of (3) semesters. Doctoral (1) credit hour * a maximum of (5) semesters.</li> <li>3. Graduation project: half a credit hour shall be computed for a faculty member for each project he/she supervises. The maximum computed credit hours for supervising graduation projects is (3) credit hours.  In the school of Architecture and Built Environment, a faculty member is to have a half credit hour computed for each student in graduation project (1); and (1) credit hour for each student in graduation project (2) regardless of the number of participating students in each project. The maximum counted for credit hours for supervising graduation projects is (3) credit hours.</li> <li>4. In any case, all types of academic supervision for a faculty member must not exceed six credit hours.</li> <li>5. Training: teaching load for supervising training is to be determined upon a decision from the President upon the recommendation of the respective schools.  In case of applied work such as laboratories, workshops, field work, studios, and ateliers, credit hours are to be determined upon a decision from the President after consulting the respective schools. In any case the teaching load must not fall under (half a credit hour) for each applied hour <b>where a faculty member carries out his practical teaching duties throughout the applied work time.</b></li> </ol> <p>C. The president is entitled to reduce the teaching load previously set in Article (A) of these regulations for the faculty members who fill administrative positions, and those who are assigned by him to perform tasks that require the reduction of his teaching load as follows:</p> <ol style="list-style-type: none"> <li>1. The Dean with the rank of a Professor or an Associate Professor or Assistant Professor: (6) credit hours.</li> <li>2. The head of the Academic Department, the Vice Dean or the Assistant to the Dean: (3) credit hours.</li> </ol>
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	<p>3. Should more than one administrative task be assigned to a faculty member, only the highest teaching load shall be reduced.</p> <p>4. The President decides the amount of the teaching load that is to be reduced for the cases not mentioned in these Instructions.</p>
<p><b>Paragraph B / 5 was amended by Resolution of the Council of Deans No. 73/2015/2016 in Session No. (7) on 22/2/2016</b></p>	
Article (42)	<p>A. Subject to Article (18) of these Instructions, faculty members who are assigned the position of Center Director are treated the same as Department Heads in terms of administrative allowance.</p> <p>B. Subject to Paragraph (A) of Article (28) of these Instructions, the President may grant a financial remuneration for exchange coordinators which is equivalent to the administrative allowance granted to a Department Head.</p>
Article (43)	<p>A. Each Department of every School in the University must prepare an academic schedule according to the study plan. The teaching load is distributed in such a manner that every faculty member fulfills, as possible, his/her full teaching load.</p> <p>B. After the registration period ends, all Departments shall submit a written form that is approved by the Admission and Registration Department to the Presidency of the University, whereby the said form indicates the faculty members and the teaching load of each member.</p> <p>C. The courses that will be offered in the summer semester shall be determined at least eight weeks before the said semester begins. The faculty members who shall be teaching the said courses must be stated.</p>
Article (44)	<p>The minimum number of students in a given section shall be determined by a decision from the President, based on a recommendation from the School Dean based on the concerned Department Council recommendation.</p>



Article (45)	<p style="text-align: center;"><b>Chapter Five: Leaves, Mandate, and Secondment</b></p> <p style="text-align: center;"><b>First: Annual Leaves</b></p> <p>A. Taking the provisions of Article (42) of these regulations into consideration, annual leaves for faculty members shall be distributed as follows:</p> <ol style="list-style-type: none"> <li>1. The annual leaves assigned for each faculty member is to be taken during the summer semester of each academic year, and it is permissible to take a part of the annual leave in the period between the first and the second semesters.</li> <li>2. Leaves for the Deans, Vice-Presidents, and Centers Directors are to be granted upon a decision from the President according to the position each of them is holding. Leaves for Vice-deans, Dean Assistants, and Heads of the Departments are to be determined by the respective Dean.</li> </ol> <p>B. Taking the provisions of Article (42) of the regulations into consideration, in the case a faculty member has been on vacation or secondment for one semester and worked at the University on the second semester, he/she is eligible to a five-week leave.</p> <p>C. It is not permissible to pay allowance for the faculty member eligible leaves unless assigned previously by the President.</p>
	<p><b>Second: Sabbaticals and Unpaid Leaves.</b></p> <p>Taking the provisions of Article (45) of the Faculty Regulations into consideration :</p> <p>A. Sabbaticals or unpaid leaves applications are to submitted five months before the beginning of the semester, in which a faculty member wishes to take the respective leave. The president shall be entitled not to abide by the time for applying and withdrawing the leave, all according to the following table:</p>

	Applying period	Period of Discussing it in the department and school councils and forward it to the deans council	Period of presenting it to the Council to take the final decision	Deadline to cancel the leave application by the faculty member
<u>First Period:</u> leaves requested to start as of the beginning of the academic year	During April	During May	During June	End of July
<u>Second Period:</u> Leaves requested to start as of the beginning of the second academic semester	During November	First half of December	Second half of January	First of February

	<p>B.1. Applications for sabbaticals shall include the proposal of researches and of creative work, the faculty member intends to do, filled in the appropriate forms and showing the location of spending the sabbatical. The proposal shall be evaluated by the scientific research committees at the department and the faculty and to be approved by the deanship of the scientific research. It is not permissible to change the research or the creative work without the approval of the University.</p> <p>2. The unpaid leave application shall include the work that the faculty member shall conduct and the place of spending such leave if possible.</p>
Article (47)	<p>A. It shall be taken into consideration when granting sabbaticals or unpaid leaves, the number of faculty members remaining in the Department to cover the teaching and supervising load.</p> <p>B. It is not permissible to grant leaves for more than (30%) of the faculty members in each respective department in one time, excluding those who have ministerial positions. It is permissible to exceed this percentage in special cases estimated by the council by a recommendation from the faculty council. Deputation, secondment and sabbatical are not to be included in the set forth percentage.</p> <p>C. It is permissible for a faculty member to combine more than one sabbatical with the condition that he/she had served at the University for a period consistent to the number of years required to take sabbatical leave.</p> <p>D. Priorities in granting the leave are given to the faculty member who takes the unpaid leave and the maximum period for the leave is three years. In the event that the permissible percentage does not exceed 30%, it is permissible, upon the recommendation of the faculty council, to extend the leave annually to reach eight years.</p> <p>E. In the event that there are a number of applications for leaves exceeding the permitted percentage, a comparison table between the applicants shall be made as follows:</p> <ol style="list-style-type: none"> <li>1. The number of times a faculty member obtained a leave previously.</li> <li>2. Number of years of service at the university.</li> </ol> <p>F. The Council does not consider applications submitted for obtaining a leave before the date specified in the schedule of appointments stipulated in these instructions.</p>
<p><b>Article (47) was amended based on the Deans' Council decision no. (317/2018/2019) dated 13/6/2019</b></p>	
Article (48)	<p>Subject to the provisions of Article (45 / d) of the system, the faculty member who was granted a sabbatical leave shall submit to his department head a report on the work or works prepared on his leave within six months</p>

	from the date of the leave's expiration, to be approved by a decision of the president based on the recommendation of Scientific Research Council..
Article (49)	<p>Faculty member on sabbatical leave is to be granted the following:</p> <p>A. Two ways airplane tickets once for every sabbatical leave for him, his wife, and three of his children, in case no other institution paid for him and with the condition that the leave period is a full year, of which at least five months are spent outside the Kingdom. The decision of the leave approval is to include the travel destination and its schedule. In the occasion the faculty member wishes to change the scheduled flights that raises the cost of the tickets, he/she is to pay the difference.</p> <p>B. His salary and all of the allowances he/she used to receive, transportation allowance excluded.</p> <p>C. Four months' salary in advance when his leave is spent outside the Kingdom, which is to be cashed at the time of travelling.</p>
Article (50)	<p style="text-align: center;"><b>Third: Secondment and Mandate</b></p> <p>A. Taking the provisions of Article (49 and 50) of the Academic Staff Regulations into consideration, the deans council may grant any of these vacations on the condition that the person involved in this or the entity hosting him will be covering his expenses and all the cost the university spends for the purposes of Social Security, the provident fund and the end of service remuneration.</p> <p>B. Secondment leave may be granted to the faculty member to work in one of these positions:</p> <ol style="list-style-type: none"> <li>1- University president or vice-president or dean at public university.</li> <li>2. Secretary general or its equivalent in the ministries or government institutions.</li> <li>3. The president of a private university.</li> <li>4. An important position in international or regional institutions, entities, or organizations approved by the deans council with the aim of benefiting Jordan in general and the university in particular.</li> </ol> <p>C. Mandate leave should be initiated by the university for its own benefit and is granted by a decision of the council.</p>

Article (51)	The faculty member may combine between sabbatical leaves, leaves without payment, mandate or secondment for a period of maximum 5 years with the intention to go back to his service at the university unless he/she reached retirement age at the end of his vacation. It is not allowed to combine between mandate and secondment.
<b>Fourth: Sick and Emergency Leaves</b>	
Article (52)	<p>A. The Dean is entitled to grant a faculty member a sick leave for no longer than three days without submitting a medical report; with the condition that the faculty member informs the head of the department, in writing, of the sick leave mentioning the number of days, the dates, and the type of illness when possible.</p> <p>B. The Dean is entitled to grant a faculty member a sick leave for no longer than 10 days based on a medical report approved by the University doctor. If the need for a longer leave period arises, the matter shall be presented to the Health Insurance Committee at the University which has the right to recommend the suitable sick leave period for no longer than a month.</p> <p>C. In case the illness needs longer than a month, the matter is to be presented to a medical committee determined by the Council, which is to be entitled to recommend the president of giving a sick leave for a period no longer than three months. When the need arises for an even longer period, the sick leave is to be determined by the certified Health Committee at the University.</p> <p>D. In all cases previously mentioned, a faculty member should inform the head of his department of his illness, which in his turn should reschedule the lectures assigned for the faculty member on the sick leave. The head of the department shall inform the dean and forward all the medical reports to him to be duly documented in the faculty member's personal file at Human Resources Department.</p> <p>E. In case, the number of separate leaves during the academic year has exceeded 30 days for one faculty member; the extra days assigned for sick leaves are to be deducted from his annual leave.</p>

Article (53)	<p>A faculty member is to receive his salary and allowances during a sick leave as follows:</p> <ul style="list-style-type: none"> <li>A. Full salary and allowances for the first six months of the sick leave.</li> <li>B. (75%) of his salary and allowances for the following three months.</li> <li>C. The Faculty member is to be examined after nine months of the beginning of the sick leave, if it was found that he/she would not be cured during the following three months, he/she is to receive (50%) of his salary and allowances. According to the previous Paragraphs, in case the faculty member has not been cured after 12 months from the beginning of his sick leave; his service shall be terminated by the competent authority for appointments.</li> <li>D. If a faculty member got a disease during a mission outside the Kingdom, he/she must inform the University President of his/her case. The University President may grant him a sick leave for a maximum period of 10 days, according to a report from one doctor. However, it can be extended as needed for a maximum period of a month according to a report from two doctors.</li> <li>E. If the disease referred to in Paragraph (D) necessitates absence, then the approval of the University President must be obtained based on a medical report from a hospital. In all cases, the medical reports referred to must be provided to the university up-to-date at the earliest opportunity after illness, to be viewed and approved by the competent authority, as stated in clauses (B and C) of this article. The University's financial commitments resulting from sick leaves are terminated for the contracted faculty members and full-time lecturers upon end of their contracts.</li> </ul>
Article (54)	<ul style="list-style-type: none"> <li>A. A pregnant faculty member is entitled to a maternity leave before and after giving birth for a period of 10 connected weeks with a full salary, plus allowances according to a certified medical report from a specialized resource.</li> <li>B. The maternity leave may begin 2 weeks before the estimated date of birth.</li> </ul>

	C. If the newborn passes away, the maternity leave ends at the last day of the sixth week after birth.
Article (55)	The president may grant a faculty member an emergency leave with a salary and bonuses, the total of which per year does not exceed (14) combined or separate days.
Article (56)	<p style="text-align: center;"><b>Fifth : Leave Procedures</b></p> <p>A. All requests for leave and responses to them should be in writing.</p> <p>B. The leave begins the day the member of faculty is absent from work and ends a day before the member resumes his/her place at work.</p> <p>C. Faculty member cannot leave work before receiving a written notice approving his leave unless there is an emergency case as estimated by the Dean.</p> <p>D. The specialized authorities determine the period of every approved leave.</p> <p>E. The leave cannot be reduced, postponed, cancelled or terminated after being approved and reported to the faculty member unless there are reasons in the interest of the work.</p>
Article (57)	If a faculty member does not resume his work after his/her leave, then the period of absence, beginning from the day following the end of the leave is deducted from his salary and allowances. If this period exceeds three weeks without a legitimate excuse, the member is considered to have lost his job starting the date of absence at the end of his leave.
Article (58)	The head of the department is responsible for informing the Dean with a written report of the absence of any faculty member during three days of absence. The Dean must file a written report to the University's presidency during a week, the same procedures are implemented upon the return of the absentee (from whichever leave) for resuming his/her work.
<b>Chapter 6: Sending faculty members to attend training courses</b>	
Article (59)	A. It is possible in certain cases decided by the University President and taking into consideration the opinion of the department and school council to enroll a faculty member in a training course for a period less than four months. If exceeded, the regulations of scholarships are implemented.

	B. The salary of a faculty member enrolled in a training course shall be paid with all the allowances during the course. If the period of the course is more than 30 days, then the transportation allowance is not paid.
Article (60)	<p>A. The University contributes to the health insurance expenses of a faculty member enrolled in a training course and covers up to 85% of the health insurance expenses, taking into account that the contribution does not exceed 250 JD per month.</p> <p>B. A cash advance is paid to the enrolled member from the account of the medical insurance allocations and the member provides the department of finance with the receipts and documents necessary for settling the advance payment.</p>

### **Chapter 7: Visiting Professors and Full-time Lecturers**

Article (61)	<p>A. A faculty member may be appointed as a visiting professor or an associate visiting professor, or an assistant visiting professor with a rank from a University recognized by GJU. A contract shall be signed with the assigned professor in order for him to teach or to do research in the faculties and educational centers at the University for at least one semester, renewable.</p> <p>B. The visiting faculty members are appointed by contracts that state the work conditions, salary and other conditions agreed upon. When looking into appointing such professors, only the faculty members with a University rank equal to the rank sought can vote.</p>
Article (62)	<p>A. A full-time lecturer in the University must have all the qualifications mentioned in Article (3) from these instructions except in some cases determined by the council.</p> <p>B. Full-time lecturers may be appointed for the purpose of teaching and research in the faculties of the university and its scientific centers who are able to do so, according to the academic degrees they hold.</p> <p>C. The full-time lecturers are appointed through contracts which determine work conditions, salary and other conditions agreed upon.</p> <p>D. Voting for appointing a full-time lecturer depends on the rank he/she would get if selected as a faculty member.</p>



Article (63)	<p>A. A full-time lecturer holding a PhD can be appointed as a faculty member, if he/she complies with the requirements for appointment mentioned in Article (5) of the regulation and only after he has spent a year at least as full time lecturer at the university, and had already published an accredited research during his work at the university. His service and his published researches while being a full-time lecturer at the University are taken into consideration for the purposes of promotion.</p> <p>B. Returnee from scholarship studies holding a master degree is appointed as full time lecturer at the university and transferring him to a faculty member will be looked into after 3 years from his appointment.</p>
Article (64)	Full-time lecturers are evaluated through a special form prepared for this purpose according to the guidelines in Article (35) of these instructions by the head of the department and the faculty Dean at the beginning of the second semester of each academic year.
Article (65)	It is possible to appoint full-time lecturers with degrees and certificates presented to the Council, with a salary determined according to their qualifications, and their appointment as faculty members is decided after authenticating the level of their degrees and certificates.
<b>Chapter 8: Summer Semester</b>	
Article (66)	The period of the summer semester is 8 study weeks including the period of exams and the academic calendar in summer is decided by the Deans Council.
Article (67)	<p>A. The concerned deanships coordinate the process of offering courses in the summer semester, in coordination with the admission and registration department.</p> <p>B. The study schedule during the summer semester should be announced to the student's sufficient time before the beginning of registration for the summer semester.</p> <p>C. The summer semester is optional for the faculty members and students.</p> <p>D. The deanship can cancel sections and courses after being offered according to what it perceives as appropriate and serving the University Interest.</p> <p>E. The president determines the minimum and maximum number of students registering for the offered courses.</p>

	<p>F. Opening additional sections is done only after the class rooms and labs assigned for the sections already opened are full, unless the nature of the course demands otherwise and in this case the written approval of the Dean is required.</p>
Article (68)	<p>A. The credit hours for the offered courses in the summer semester are evaluated in a way that each credit hour is equivalent to 2 lectures per week, each for 50 minutes, for a period of 8 weeks.</p> <p>B. For the purpose of calculating the load of a faculty member, the summer semester is considered equivalent to a half of a regular semester. The president may assign a faculty member to an increase in the teaching load as he finds appropriate.</p>
Article (69)	<p>A. The faculty member assigned to teach in summer semester is granted a reward which equals the salary of two whole months including allowances (except for the transfer allowance), if he/she works a full-time load as stipulated in the regulations. If he/she, however, works less than the full time equivalent, the reward is calculated based on the percentage of the actual load to the full load award and in case of extra load he/she will be paid based on the additional hours.</p> <p>B. The vice presidents are assigned to work during the summer semester without teaching and they are rewarded with a salary of two months (without transportation allowance) in case they worked for their whole vacation.</p> <p>C. The Deans who have a professor rank are assigned 1.5 credit hours of teaching whereas the associate or assistant professors are assigned 3 credit hours. Their award is equal to their salary (except for the transfer allowance) pursuant to the period of their annual holidays, which is eight weeks.</p> <p>D. The vice deans and assistants and the heads of the departments, the exchange officers and anyone with a professorship rank assigned to teach during summer semester with a work load of 3 credit hours, however, associate or assistant or practicing professors are assigned 4.5 credit hours, and they are given a financial reward equal to their salary</p>

	<p>(except for the transfer allowance) in accordance with their annual holidays which is 8 weeks.</p> <p>E. The President assistants, the centers directors, their deputies, their assistants and anyone occupying the same functional level are assigned a workload of 3 to 4.5 credit hours according to a decision from the President.</p> <p>F. The full-time language professors teaching in the summer semester shall be paid for each teaching hour the same as a part-time lecturer, as specified in the faculty regulation of the University provided that the actual teaching hours do not exceed double the credits hours assigned for each subject.</p> <p>G. The President may exempt the deans from teaching during summer under special circumstances and for the interest of the University, and a financial reward equal to their salary (except for the transfer allowance) in accordance with the period of their annual holidays which is 8 weeks, is dispensed.</p>
Article (70)	<p>A. A faculty member appointed at the beginning of the second semester shall be entitled to an additional month salary with the allowances (except for the transfer allowance) in return for working a full-time equivalent in the summer semester. A member assigned or returning from a sabbatical leave or an unpaid leave, mandate, or secondment at the end of the second semester is not entitled to any additional salary for teaching in the summer semester.</p> <p>B. A faculty member, who is hired at the beginning of the second semester and has not been assigned to teach in the summer semester, deserved a salary of five weeks only in the summer semester.</p>
<b>Chapter 9: Additional Load for Faculty Members</b>	
Article (71)	<p>A. The President may assign additional load for faculty members, upon the recommendation of the head of the department and the school's Dean, and after consulting the director of the admission and registration department. The additional credit hours assigned to the faculty member may not exceed six hours, within or outside the University, except for certain cases approved by the President, based on a recommendation from the school's dean.</p>

	<p>B. Taking the provisions of Article (24/B/2) of the regulations into consideration, a certain percentage of the income earned from overtime of the staff member, whether consulting, training or other types of work, except additional teaching outside the university, is allocated to the university. This percentage should comply with the dean's council decision regarding such percentage; except for additional teaching outside the university</p> <p>C. Faculty who are in charge of administrative positions may not do additional teaching inside or outside the university, except in special cases after getting the approval of the president.</p>
Article (72)	<p>A faculty member is entitled to a financial award for additional work if his/her workload in a semester exceeds the following:</p> <p>Professor : (9) credit hours</p> <p>Associate professor, Assistant professor and practicing professor: (12) credit hours</p> <p>Instructor and assistant instructor: (15) credit hours</p> <p>Taking into consideration the reduction of the teaching load mentioned in Clause (C) of Article (41) of these Instructions.</p>
Article (73)	<p>The teaching load consists of:</p> <p>A. The total credit hours for courses taught individually.</p> <p>B. As for the subjects that are taught by more than one member, their burden is distributed among them according to the hours they teach these subjects, and the remuneration is distributed among them on this basis.</p> <p>C. An hour of practical work in the lab is calculated as half credit hour.</p> <p>D. The calculation of load of graduate students supervision is as follows:</p> <p style="padding-left: 40px;">Master (1) credit hour - with a maximum of (3) semesters</p> <p style="padding-left: 40px;">Doctorate (1) credit hour - with a maximum of (5) semesters</p> <p>E. Actual teaching hours for language teachers counts two-thirds of a credit hour.</p>

Article (74)	The council decides on the cases which are not mentioned in these Instructions.
Article (75)	These Instructions shall nullify all the contradicting rules mentioned in any previous instructions or decisions issued by the Deans council at the University or the President, except for previous contracts signed before the issuing date of these regulations; these contracts shall stay applicable until expiration.

**Promotion and Transfer Instructions for Faculty Members at the  
German Jordanian University  
for the Year (2023) Issued in accordance with Articles (32) and (73) of the  
Academic Staff Regulation at the German Jordanian University No. (96) of  
(2009)**

Article 1	<p>A. These instructions are called “<b>Promotion and Transfer Instructions for Faculty Members at the German Jordanian University</b>” for the year (2023) and shall come into force as of the beginning of the academic year 2023/2024.</p> <p>B. Despite what was mentioned in paragraph (A) of this article, a faculty member appointed at the university who started his/her work before 1/9/2023, has the right to apply for promotion in accordance with the Promotion Terms mentioned in the previous instructions (Academic Staff instructions for the year (2014) and its amendments) and for one promotion, provided that he/she submits a promotion application before 1/9/2026, and that the conditions mentioned in these instructions are applied.</p>
<p style="text-align: center;"><b>Article (1/B) has been modified based on the Deans’ Council Decision no. (384/2023/2024) dated 9/9/2024.</b></p> <p style="text-align: center;"><b>The old paragraph:</b></p> <p style="text-align: center;">Despite what was mentioned in paragraph (A) of this article, a faculty member appointed at the university who started his work before 1/9/2023, has the right to apply for promotion in accordance with the provisions of the previous instructions (Academic Staff instructions for the year (2014) and its amendments) and for one promotion, provided that he submits a promotion application before 1/9/2026.</p>	
Article 2	<p>The following words, wherever mentioned in these Instructions, shall have the meanings assigned to them below, unless the context indicates otherwise:</p> <p>The University: The German Jordanian University.</p> <p>The Council: The university Deans’ Council.</p> <p>The President: The University’s President.</p> <p>The School: The school at the university.</p> <p>The Dean: the School’s Dean.</p> <p>The Department: The specialized academic department in the school.</p> <p>The Regulation: The Academic Staff Regulation at the University.</p> <p>The Committee: The Appointment and Promotion Committee at the University formed by a decision of the Council upon the recommendation of the President.</p>

Article 3	<p>Subject to the provisions of Articles (14), (30), (31) and (32) of the Regulation, the following general principles shall be adopted when considering applications for the promotion of faculty members from an academic rank to a higher rank and their transfer from one category to another at the same rank:</p> <ul style="list-style-type: none"> <li>A. Performance effectiveness in research and scientific and creative production.</li> <li>B. Performance effectiveness in teaching and learning production.</li> <li>C. The effectiveness of performance in the service of the university, its activities and the community in its various sectors inside and outside the Kingdom.</li> </ul>								
	<b>Measuring the effectiveness of performance in research and scientific and creative production</b>								
Article 4	<p>For the purposes of measuring performance in research and scientific and creative production of a faculty member, the following words shall have the meanings assigned to them below unless the context indicates otherwise:</p> <table border="1"> <tr> <td>Principal Investigator:</td><td>The researcher whose name is ranked the first on the published scientific research or production or the main designer who has played the main role in creative production in his field of specialization.</td></tr> <tr> <td>First Category Journals:</td><td>Journals classified (Q1) or (Q2) listed in the database (Scopus), or journals classified (Q1) or (Q2) listed in the database (Web of Science/Clarivate) or journals classified (A*) or (A) in the database (ABDC Journal Quality List).</td></tr> <tr> <td>Second Category Journals:</td><td>Journals classified (Q3) or (Q4) listed in the database (Scopus), or journals classified (Q3) or (Q4) listed in the database (Web of Science/Clarivate) or journals classified (B) or (C) in the database (ABDC Journal Quality List).</td></tr> <tr> <td>Third Category Journals:</td><td>Jordanian specialized and refereed journals supported by the Ministry of Higher Education and Scientific Research and domiciled in Jordanian universities other than the first or second category journals.</td></tr> </table>	Principal Investigator:	The researcher whose name is ranked the first on the published scientific research or production or the main designer who has played the main role in creative production in his field of specialization.	First Category Journals:	Journals classified (Q1) or (Q2) listed in the database (Scopus), or journals classified (Q1) or (Q2) listed in the database (Web of Science/Clarivate) or journals classified (A*) or (A) in the database (ABDC Journal Quality List).	Second Category Journals:	Journals classified (Q3) or (Q4) listed in the database (Scopus), or journals classified (Q3) or (Q4) listed in the database (Web of Science/Clarivate) or journals classified (B) or (C) in the database (ABDC Journal Quality List).	Third Category Journals:	Jordanian specialized and refereed journals supported by the Ministry of Higher Education and Scientific Research and domiciled in Jordanian universities other than the first or second category journals.
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	The World Conference:	The International Scientific Refereed Conference.	
	Creative Production:	Outstanding art, architectural or planning work (executed or unexecuted) that has won an international award or first place in a local competition, provided that the applicant attaches an approved document showing his role in this work.	
Article 5	A. Scientific and creative production that may be accepted for promotion or transfer includes the following:  1. Research published or accepted for publication in the First Category, Second Category or Third Category journals. 2. Research derived from students' theses or dissertations published or accepted for publication in First, Second or Third category journals. 3. Creative production that has won an international award and is treated as research published in the first category journals. 4. Creative production that won first place in a local competition. 5. Patents registered in one of the major industrial countries (The Group of Eight G8) and treated as research published in the First Category journals. 6. Research published in the proceedings of international scientific refereed conferences. 7. Case Reports, Technical Brief Articles, Surveys, Scientific Notes, Review, Business Consulting, Legal, Engineering or Medical consultation published or accepted for publication in the First Category, Second Category or Third Category journals. 8. Peer-reviewed authored or translated books issued by non-international publishing houses after their evaluation and recommendation from the Scientific Research Council at the university. As for peer-reviewed authored or translated books published by international publishing houses, they are treated as research published in first category journals upon the recommendation of the Scientific Research Council. 9. The chapters in specialized and refereed books issued by international publishing houses. 10. Visual or design art exhibitions, individual or collective in well-known international museums such as the Bonn Museum, Berlin, the Metropolitan, etc., or in major international galleries such as Tokyo BTAP or major art markets such as the Basel or KIAF market, etc., are treated as first-category published research.  B. It is not permissible to accept more than one work from each type of scientific and creative production mentioned in items (6, 7, 8, 9,10) of paragraph (A) of this Article.		



	C. Any research or scientific or creative production in which the total percentage of similarity exceeds 30% or 15% from one source is not accepted, using the software approved to detect plagiarism at the university.										
Article 6	<p>Each scientific or creative production published or accepted for publication in the journals of the first category, the second category or the third category receives four (4) points and is added to:</p> <p>A. Additional points if the scientific or creative production is published or accepted for publication in the journals of the first and second category as follows:</p> <table border="1"> <tr> <th>Points</th><th>Scopus Quartile Rank / ABDC Journal Quality List</th></tr> <tr> <td>6</td><td>Q1 or A*</td></tr> <tr> <td>4</td><td>Q2 or A</td></tr> <tr> <td>2</td><td>Q3 or B</td></tr> <tr> <td>1</td><td>Q4 or C</td></tr> </table> <p>B. Two (2) additional points if the scientific or creative production is published or accepted for publication in journals listed in the Web of Science/Clarivate database and classified under SCIE, SSCI or AHSCI tables.</p> <p>C. One additional point if the scientific or creative production is shared with at least two researchers who are not working at the university from universities or industrial or research institutions from two different countries.</p>	Points	Scopus Quartile Rank / ABDC Journal Quality List	6	Q1 or A*	4	Q2 or A	2	Q3 or B	1	Q4 or C
Points	Scopus Quartile Rank / ABDC Journal Quality List										
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Article 7	<p>Each scientific or creative production other than research published in the first, second or third category journals receives points as follows:</p> <table border="1"> <tr> <th>Scientific or creative production</th><th>Points</th></tr> <tr> <td>Refereed authored books published by international publishing houses.</td><td>12</td></tr> <tr> <td>Refereed translated books issued by international publishing houses.</td><td>10</td></tr> </table>	Scientific or creative production	Points	Refereed authored books published by international publishing houses.	12	Refereed translated books issued by international publishing houses.	10				
Scientific or creative production	Points										
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	Creative production that won first prize in an international competition.	10
	Creative production winning second prize in an international competition.	8
	Creative production that won the third prize in an international competition.	6
	Creative production that won first place in a local competition.	6
	Refereed authored books issued by non-international publishing houses after being evaluated by the Deanship of Scientific Research at the university.	8
	Refereed translated books issued by non-international publishing houses after being evaluated by the Deanship of Scientific Research at the university.	6
	An authored chapter in a refereed book issued by international publishing houses after being evaluated by the Deanship of Scientific Research at the university.	4
	Patents registered in one of the major industrial countries (The Group of Eight G8).	10
	Scientific production published in the proceedings of an international conference.	6
	Visual or design art exhibitions, individual or collective in well-known international museums such as the Bonn Museum, Berlin, the Metropolitan, etc., or in major international galleries such as Tokyo BTAP or major art markets such as the Basel or KIAF market, etc., are treated as first-category published research.	10
Article 8	The points of scientific or creative production are calculated for the faculty member according to the order in which his name appears on it as follows:	
	<b>Order</b>	<b>Percentage</b>

	Principal Investigator	100%	
	Second researcher	80%	
	Third Researcher	60%	
	Fourth researcher	40%	
	Fifth researcher and after (minimum one point)	20%	
Article 9	Despite what was mentioned in Article (8) of these instructions, and regardless of the order of the researchers shown on the research derived from a master's thesis or doctoral dissertation, the student is considered a principal investigator, and the rest of the researchers are arranged accordingly, for the purposes of applying these instructions.		
Article 10	An additional points are calculated for the faculty member for his performance in research and scientific and creative production in the event of obtaining financial support for research projects supported from outside the university at the rate of two (2) points for every five thousand Jordanian dinars from the share of the research team from the university from the value of the support if he/she is a principle investigator in the research team from the university and by one point for every five thousand Jordanian dinars from the share of the research team from the university from the value of the support divided by the number of participating researchers from the university if he/she is a research associate.		
Measuring the effectiveness of performance in teaching and learning production			
Article 11	<p>A. The teaching performance and learning production points of the faculty member are calculated according to the form approved by the Council for this purpose and as the following:</p> <p style="text-align: center;"><b>Number of points = 0.5 x (weighted average - 50)</b></p> <p>B. The weighted average is calculated for students evaluation participating in courses taught by the faculty member during the last two academic years before applying for promotion or transfer, with no less than four semesters except summer semesters, and the committee may introduce more semesters if the total number of students participating in the evaluation is less than 50 participants, or to recommend the appropriate measure.</p>		

	<p>C. For the purposes of calculating the weighted average in paragraph (B) of this Article, laboratory courses, projects, theses, field training or their equivalent are excluded.</p> <p>D. The Council, based on recommendation by the Committee, may review and develop the measurement methodology of performance in teaching and learning production.</p>				
Article 12	<p>Additional points are calculated for the faculty member for his/her performance in teaching and learning production as follows:</p> <p>A. Ten (10) points for each integrated e-course designed and produced by the asynchronous learning method after being evaluated by the department and school councils of the course and approved by the Center for E-Learning and Academic Performance Improvement at the university and the Council.</p> <p>B. Ten (10) points if he/she is responsible for developing and implementing an academic course that has been linked to an international professional certificate within the continuing professional development track, provided that this is approved by the Council based on a recommendation from the department and the school councils and the study plan committee.</p> <p>C. Two (2) points If he/she participates in the development or application of an academic course that has been linked to an international professional certificate within the continuous professional development track, provided that this is approved by the Council based on a recommendation from the department and the school councils and the study plan committee.</p> <p>D. Two (2) points if an applied dimension is introduced in an academic course such as adopting computer applications, using modern technology, or learning through research, provided that the development is documented in the course plan and approved by the department and the school councils.</p> <p>E. Two (2) points for each training program passed in the field of learning, teaching and academic development, with a maximum of ten (10) points, provided that the program is approved by the E-Learning and Academic Improvement Center at the university.</p>				
<b>Measuring the effectiveness of performance in serving the university and society</b>					
Article 13	<p>University and community service points for faculty members are calculated according to the following:</p> <table border="1"> <thead> <tr> <th>Service Scope</th><th>Points</th></tr> </thead> <tbody> <tr> <td> </td><td> </td></tr> </tbody> </table>	Service Scope	Points		
Service Scope	Points				

	<p>Assistant to the President / Advisor to the President / Deputy Dean / Assistant Dean / Head of Department / Director of the Center / Coordinator of Academic Exchange with Germany / Coordinator of a Dual Study Program / Director of a Department.</p> <p>(To calculate the points the service for the entire assignment period is required)</p>	Three (3) points per semester (except summer)	
	Dean and to calculate the points the service for the entire assignment period is required	Five (5) points per semester (except summer)	
	Organizing an international scientific conference / president of an international scientific conference (approved by the Scientific Research Council).	Five (5) points and a maximum of ten (10) points	
	Chairing an international scientific conference session (approved by the Scientific Research Council).	One point with a maximum of five (5) points	
	Membership of the editorial board of an international scientific journal / membership of national, regional or international bodies or councils	Two (2) points with a maximum of ten (10) points	
	Chairman of the Editorial Board of an international scientific journal / Establishment of a scientific journal for the university (approved by the Scientific Research Council)	Five (5) points and a maximum of ten (10) points	

		Enable the university to obtain financial support for the development of facilities if he/she is the main coordinator of the project at the university or for financial support (approved by the Committee).	One point for every five thousand dinars
		Participation in university events and activities such as the Open Day, the German Week, the Career Day and the University Induction Day (approved by the school Council).	One point with a maximum of five (5) points
		Contribute to supporting innovation and entrepreneurship at the university and strengthening the relationship with industry (approved by the Council of the Deanship of Innovation, Technology Transfer and Entrepreneurship).	One point with a maximum of ten (10) points
		Contribute to strengthening the relationship with universities and industry in Germany (approved by the Council of the Deanship of Innovation, Technology Transfer and Entrepreneurship).	One point with a maximum of ten (10) points
		Contribute to community service through activities, projects or events (approved by the Committee).	One point with a maximum of five (5) points
		Chairman of a committee with measurable performance and outputs, or a member of any of the strategic councils or	One point with a maximum of ten (10) points

		committees at the university except for the councils of departments and schools (approved by the Committee).		
		Assigning specific and specialized tasks by a decision of the President, provided that the tasks entrusted to him in the letter of assignment are accomplished.	The number of points shall be determined by a decision of the President	
	<b>Transfer Conditions</b>			
Article 14	<p>To be considered for transferring a faculty member from a category to a higher category within the academic rank, the following conditions must be met:</p> <ul style="list-style-type: none"> <li>A. To be distinguished in his/her teaching and that the weighted average of the evaluation of students calculated in accordance with Article (11) of these instructions is not less than the weighted average of the university for the last two years minus five percentage points.</li> <li>B. His/her grade in any paragraph of the joint performance report shall not be less than very good and in any item of its paragraphs then good, in accordance with the form approved by the Council for this purpose.</li> </ul>			
Article 15	<p>Subject to the provisions of Article (14) of these Instructions, the transfer of a faculty member from category (B) to category (A) within the rank of Instructor shall meet the following conditions:</p> <ul style="list-style-type: none"> <li>A. Seniority of not less than seven (7) years in category (B) of the rank of Instructor, including at least two years of active service at the university within category (B).</li> <li>B. Achieving the minimum scientific and creative production required for transfer represented by research published or accepted for publication in a journal of the first category or the second category in which he/she the principal investigator.</li> <li>C. In the event that the condition mentioned in paragraph (B) of this Article is not met, two published or accepted for publication research papers in journals of the first or second category may be approved.</li> <li>D. One of the two researches may be replaced by the content of an integrated electronic course designed and produced by the asynchronous learning method after being evaluated by the department and the school councils to which the course belongs and approved by the Center for E-Learning and Academic Performance Improvement at the university and the Council.</li> </ul>			

	<p>E. Obtain at least thirty-five (35) points, including:</p> <ol style="list-style-type: none"> <li>1. At least five (5) points of scientific and creative production.</li> <li>2. At least fifteen (15) points of teaching and learning production.</li> <li>3. At least ten (10) points of university and community service.</li> </ol>
Article 16	<p>Subject to the provisions of Article (14) of these instructions, the transfer of a faculty member from category (B) to category (A) within the rank of practicing professor shall meet the following conditions:</p> <ol style="list-style-type: none"> <li>A. Seniority of not less than five years in category (B) of the rank of practicing professor, including at least two years of actual service at the university within category (B).</li> <li>B. Achieving the minimum scientific and creative production required for transfer represented by research published or accepted for publication in a journal of the first category or the second category in which he/she is the principal investigator. The research may be replaced by securing financial support from industrial bodies or in cooperation with industry to support and develop educational or research facilities or infrastructure at the university with a minimum of 25,000 dinars or securing at least five industry partners for dual study programs.</li> <li>C. Obtain at least thirty-five (35) points, including: <ol style="list-style-type: none"> <li>1. At least fifteen (15) points of teaching and learning production.</li> <li>2. At least fifteen (15) points of university and community service.</li> </ol> </li> </ol>
Article 17	<p>Subject to the provisions of Article (14) of these Instructions, the transfer of a faculty member from category (B) to category (A) within the rank of assistant professor or the rank of associate professor shall meet the following conditions:</p> <ol style="list-style-type: none"> <li>A. Seniority of not less than five (5) years in category (B) of the rank, including at least two years of actual service at the university in the same category in the rank from which he/she was transferred.</li> <li>B. Achieving the minimum scientific and creative production required for transfer represented by two (2) research published or accepted for publication in journals of the first category or the second category, provided that he/she is a principal investigator in one of them.</li> <li>C. Obtain at least fifty (50) points, including: <ol style="list-style-type: none"> <li>1. At least fifteen (15) points of scientific and creative production.</li> <li>2. At least fifteen (15) points of teaching and learning production.</li> <li>3. At least fifteen (15) points of university and community service.</li> </ol> </li> </ol>
<b>Transfer procedures</b>	
Article 18	<ol style="list-style-type: none"> <li>A. A faculty member may apply for transfer from one category to another within the same rank three (3) months before completing the legal period specified in these instructions.</li> <li>B. The same procedures for promotion apply to the transfer, except for external evaluation.</li> </ol>



	<p>C. The due date for the transfer shall be the date of the Council's decision approving the transfer.</p> <p>D. Despite what was mentioned in paragraph (C) of this Article, if the date of the decision precedes the date of completion of the legal period in the category, the due date of transfer shall be the date of completion of the legal period in the category.</p>
Article 19	<p>A. If the Council decides not to approve the transfer from one category to another, the Council shall determine the period that must elapse before submitting a new application, provided that the period shall not be less than six (6) months from the date of issuance of the decision.</p> <p>B. The new application shall be submitted in accordance with the procedures mentioned in these instructions, provided that it includes a new scientific production equivalent to five (5) points for the first time and ten (10) points for the following times, and the applicant who holds the rank of instructor or the rank of practicing professor may replace the new scientific production with a service to the university and society equal to the number of points required.</p>
<b>Promotion Conditions</b>	
Article 20	<p>To be considered for promotion of a faculty member from a rank to a higher rank, the following conditions must be met:</p> <p>A. To be distinguished in his/her teaching and that the weighted average of the evaluation of students calculated in accordance with Article (11) of these instructions is not less than the weighted average of the university for the last two years minus five percentage points.</p> <p>B. His/her grade in any paragraph of the joint performance report shall not be less than very good and in any item of its paragraphs than good, in accordance with the form approved by the Board for this purpose.</p> <p>C. To have within the rank required for promotion a seniority of not less than four years, including at least two years of actual service at the university.</p>
Article 21	<p>Subject to the provisions of Article (20) of these instructions, in order to consider the promotion of a faculty member from the rank of assistant professor to the rank of associate professor, he must obtain at least eighty (80) points, including the following:</p> <p>A. At least thirty (30) points of scientific and creative production and at least five (5) works of scientific and creative production, including at least:</p> <ol style="list-style-type: none"> <li>1. Three (3) research papers in the first category journals (provided that the number of research papers other than creative production is not less than two).</li> <li>2. Three (3) published papers.</li> <li>3. Three (3) papers not derived from students' theses or dissertations.</li> </ol>

	<ol style="list-style-type: none"> <li>4. Three (3) papers in which the applicant is the principal investigator.</li> <li>5. Three (3) papers during his/her service at the university on which the name of the university (Main affiliation) appears.</li> <li>6. Three (3) papers in the applicant's specialization of study, teaching or research, and the rest of the production must be in one of the fields of knowledge related to his/her specialization.</li> </ol> <ol style="list-style-type: none"> <li>B. At least twenty (20) points of teaching and learning production.</li> <li>C. At least twenty (20) points of university and community service.</li> <li>D. Despite what was mentioned in paragraph (A) of this Article, the number of research papers calculated for the purposes of achieving the minimum limit in one journal may not exceed two (2) two.</li> </ol>
Article 22	<p>Subject to the provisions of Article (20) of these instructions, in order to consider the promotion of a faculty member from the rank of associate professor to the rank of professor, he must obtain at least one hundred and fifty (150) points, including the following:</p> <ol style="list-style-type: none"> <li>A. At least seventy (70) points of scientific and creative production and at least eight (8) works of scientific and creative production, including at least: <ol style="list-style-type: none"> <li>1. Five (5) papers in First Category journals (provided that the number of research papers other than creative production is not less than three)</li> <li>2. Five (5) published papers.</li> <li>3. Five (5) papers not derived from students' theses or dissertations.</li> <li>4. Five (5) papers in which the applicant is the principal investigator.</li> <li>5. Five (5) papers during his/her service at the university on which the name of the university (Main affiliation) appears.</li> <li>6. Five (5) papers in the applicant's academic, teaching or research specialization, and the rest of the production should be in one of the fields of knowledge related to his/her specialization.</li> </ol> </li> <li>B. At least twenty-five (25) points of teaching and learning production.</li> <li>C. At least twenty-five (25) points of university and community service.</li> <li>D. At least five (5) points of financial support for a project from outside the university.</li> <li>E. He/she must have supervised or supervise graduate students if his/her department has a graduate program related to his/her specialization, provided that at least three years have passed since the establishment of the program.</li> <li>F. The scientific production submitted by him/her must have been published, accepted for publication, or prepared after the decision of the Council to proceed with the previous promotion procedures.</li> <li>G. Despite what was mentioned in paragraph (A) of this Article, the number of research papers calculated for the purposes of achieving the minimum limit in one journal may not exceed four (4) papers.</li> </ol>

Article 23	<p>If the faculty member applying for promotion provides a distinguished service to the university represented in the establishment and accreditation of an academic school, the establishment of an institute, center, deanship, or academic program, its accreditation, the admission of students in it, or any other distinguished services approved by the Council, the Council may, upon the recommendation of the President, calculate this service instead of one research from the research mentioned in paragraph (A/3) of Articles (22) and (23) of these instructions.</p>
<b>Promotion Procedures</b>	
Article 24	<p>A. The promotion application shall be submitted to the head of the concerned department including three hard copies and an electronic copy of all required forms, reinforcements and files, until the electronic system of promotion applications is officially launched.</p> <p>B. The Promotion request includes:</p> <ol style="list-style-type: none"> <li>1. A statement from the applicant about his philosophy in the fields of research, teaching and service (Philosophy Statement).</li> <li>2. Details of the job service from the Human Resources Department.</li> <li>3. Curriculum vitae.</li> <li>4. The promotion form filled out duly.</li> <li>5. The file of scientific and creative production, including reinforcements and evidence of acceptance for publication of unpublished works.</li> <li>6. An acknowledgment by the applicant that all the scientific and creative production contained in the file is not derived from the applicant's theses or dissertations from which he/she obtained an academic degree.</li> <li>7. Teaching profile and learning production.</li> <li>8. University and community service file.</li> <li>9. A copy of the master's and doctoral theses or dissertations of the applicant (if any).</li> </ol> <p>C. A faculty member may apply for promotion to his/her department six (6) months before completing the legal period required to be spent in the rank from which promotion to a higher rank is required if he/she submits twice the number of points required from scientific and creative production.</p>
Article 25	<p>A. The head of the concerned department shall form a committee of three members who hold the rank as the rank to be promoted to or higher to study the promotion request and issue a recommendation to be presented to the Department Council to issue its recommendation and submit it to the Dean of the school within four weeks at most from the date of submitting the application.</p> <p>B. The concerned Dean of the school shall present the promotion application with the recommendation of the Department Council to the School Council to issue a recommendation thereon, within four weeks</p>

	<p>at most from the date of the recommendation of the Department Council and submit it to the President to complete the procedures.</p> <p>C. If the number of faculty members in the Department Council who hold the rank as the rank to be promoted to or higher is less than three, the head of the department submits the request directly to the Dean to form a tripartite committee consisting of members of the department and school councils who hold the rank to be promoted to or higher to study the application and issue a recommendation to be presented to the School Council and during Four weeks at most from the date of raising the application.</p> <p>D. If the number of faculty members in both the department and school councils who hold the rank to be promoted to or higher is less than three, the Dean submits the request directly to the President to present it to the committee to take the appropriate decision thereon.</p> <p>E. If the periods specified in this Article cannot be observed, the President may, upon the recommendation of the Dean, submit the promotion request to the Committee to take the appropriate decision thereon.</p>
Article 26	<p>A. The concerned Dean of the school and the Head of the Department, regardless of their academic ranks, shall submit a joint report on the performance of the faculty member, according to the form approved by the Council, and shall be submitted to the President concealed for presentation with the request to the Committee.</p> <p>B. The Dean of the School and the Head of Department concerned shall prepare a common list, in accordance with the approved electronic form, of at least fifteen (15) names of evaluators nominated to evaluate the application for promotion from specialists holding the rank of professorship with their details and complete contact details, including e-mail, and the list shall be sent to the President concealed, and the following shall be taken into account in the list of nominated evaluators:</p> <ol style="list-style-type: none"> <li>1. Their scientific and research specialization must be in the same field as the applicant for promotion.</li> <li>2. To be from universities with a prestigious academic level.</li> <li>3. To be from outside Jordan from multiple countries and universities, so that their number from one university does not exceed two and from one country than four.</li> <li>4. They must not be from the universities where the applicant studied or worked for promotion.</li> <li>5. It should not prove a conflict of interest with the applicant for promotion.</li> </ol> <p>C. The president may amend the list by addition or deletion.</p>
Article 27	<p>The president shall present to the Council the Committee's recommendation and detailed report, in addition to the promotion application form, (philosophy statement), joint performance report, department and school</p>

	recommendations, and reports of any other technical committees for consideration by the Council from all aspects and issue its decision for approval to proceed with the completion of the external evaluation procedures or issue its decision not to approve it.
Article 28	<p>A. If the Council decides to approve the completion of the external evaluation procedures, the president shall send the promotion request to three evaluators attached with (philosophy statement) with a statement of the rank nominated for it and any other instructions and forms, and the evaluators must submit their reports according to the approved forms for this purpose within two months at most from the date of their assignment to evaluate the promotion application.</p> <p>B. If the required reports are not received from the evaluators after the end of the period specified in paragraph (A) of this Article, the president shall send the request to new evaluators.</p> <p>C. If the Council decides not to approve the completion of the external evaluation procedures, it shall specify the requirements to be completed and the period that must elapse before submitting a new application, provided that the period is not less than six (6) months from the date of issuance of the decision.</p>
Article 29	The president shall present all the reports of the evaluators after all of them are received to the Council at its next meeting for consideration and the request for promotion together and from all aspects, and then issue the decision by secret vote approving the promotion or not approving it.
Article 30	<p>A. If the Board decides to approve the promotion, the due date of the rank and the calculation of seniority therein shall be from the date of the Council's decision to approve the completion of the external evaluation procedures in accordance with the provisions of Article (28) of these instructions, but if the date of the decision to proceed precedes the date of completion of four years in the current rank, the due date to the rank to which he/she was promoted shall be the date of completion of the four years.</p> <p>B. The due date to the salary and the annual increase due to the rank to which he was promoted shall be the date of the issuance of the Council's decision approving the promotion in accordance with the provisions of Article (29) of these Instructions, but if the date of the decision to approve the promotion precedes the date of completion of four years in the current rank, the due date to the salary of the rank to which he/she was promoted shall be the date of completion of the four years.</p> <p>C. Despite what was mentioned in this Article, upon the promotion of a faculty member, the salary following his salary shall be given according to the salary scale in the category of the rank to which he/she was promoted, and the increase in salary shall not be less than the amount of the annual increase of the rank from which he/she was promoted, provided that no seniority</p>

	shall be calculated for him/her in the rank to which he was promoted as a result.
Article 31	<p>A. If the Council decides not to promote a faculty member, it shall determine the period that must elapse before submitting a new application, provided that the period is not less than six (6) months from the date of issuance of the decision, and he/she must add points to his/her new application as follows:</p> <ol style="list-style-type: none"> <li>1. If the Council decides not to promote him/her from the rank of assistant professor to the rank of associate professor, he/she must add a new scientific production equivalent to ten (10) points for the second time and twenty (20) points for the third time.</li> <li>2. If the Council decides not to promote him/her from the rank of associate professor to the rank of professor, he/she must add a new scientific production equivalent to twenty (20) points for the second time and thirty (30) points for the third time.</li> </ol> <p>B. Any new application for a promotion shall be in accordance with the procedures contained in these Instructions.</p>
<b>General provisions</b>	
Article 32	<p>A. Unpaid Leave does not count as seniority for transfer or promotion purposes.</p> <p>B. A faculty member who is mandated, seconded, or on a sabbatical leave may apply for transfer or promotion during that period, provided that he/she fulfills the conditions, and it will be carried out duly.</p> <p>C. The scientific or creative production carried out by the faculty member during his/her mandate, secondment, or sabbatical leave, is considered acceptable for the purposes of transfer and promotion, provided that the name of the university appears on it.</p> <p>D. A faculty member may not apply for transfer or promotion if he/she is on unpaid leave.</p> <p>E. Transfer or promotion procedures for a faculty member shall be suspended if he/she takes an unpaid leave. Upon his/her return and starting work, the faculty member may submit a request to complete the transfer or promotion procedures or submit a new application.</p> <p>F. The faculty member may withdraw his transfer or promotion application before introduced to the council.</p>
Article 33	A faculty member who has been subjected to a disciplinary penalty, with the exception of a notice penalty, may not apply for transfer or promotion before at least one year has passed from the date of the penalty. If he/she receives the penalty after submitting a request for transfer or promotion, the procedures shall be suspended for a period of one year from the date of the penalty.

Article 34	<p>A. The councils of departments, schools or deans shall issue their decisions regarding transfer or promotion by the majority of the votes of their attending members, except for the applying faculty member, and the voting shall be secret.</p> <p>B. Only those who hold the rank to which transfer, or promotion is requested or higher may vote on requests for transfer or promotion.</p> <p>C. Despite what was mentioned in paragraphs (A) and (B) of this Article, all members of the departments or schools, or deans councils, except for the applying faculty member, attending the meetings of those councils have the right to participate in discussing the requests for transfer or promotion received by them.</p>
Article 35	The applicant for transfer or promotion may not include in his/her application any of the points that were previously calculated for him/her in a previous promotion or under which he/she obtained a degree or academic rank.
Article 36	The Council shall decide on cases not provided for in these instructions.
Article 37	These instructions shall cancel all conflicting provisions contained in any previous instructions or decisions issued by the council or the President.
Article 38	The Council, the Committee, the President, the Concerned Dean, the Concerned Department Head, and the Director of Human Resource Department are responsible for applying these instructions.

## **Foundations for the Preparations of Contracts for Employees at the German Jordanian University**

These bases of reference shall be cited as (Foundations for the Preparation of Contracts of Employees at the German Jordan University) and shall be effective as of the date of the Deans Council's Decision no. 40/2014 dated 10/11/2014.

### **First: Academic Staff Contracts:**

A-	The start and end date of contracts: The Deans Council issues the decision pertaining to the name of the academic staff member, rank, and salary as per the classification ladder followed and based on a recommendation from the Human Resources Department where the maximum contract period is one year ( 12 months) and in accordance with the council's decision.
B-	It is permissible for the contract to exceed one year only in special cases deemed necessary for the benefit of the university.
C-	The contract must have specified start and end dates stated at the end of the contract for example "End of 11/9/2013" where the contract must also include the date of birth.
D-	<p>The start and end dates of contracts for academic staff member shall be as follows:</p> <ol style="list-style-type: none"> <li>1) An academic staff member appointed by the university and is eligible for contract renewal: The start of the contract date shall be effective upon the end of the previous contract date for a period of one year regardless of the start of the next academic year. For example the contract ends on 10/9/2013 where the next contract starts on 11/9/2013 for a period of a maximum of one year.</li> <li>2) An academic staff member who is about to get appointed directly by the university and not recruited from another public university: The start and end date of the contract is linked to the start and end date of the academic year stipulated by the Deans Council of that year.</li> </ol>



	<ol style="list-style-type: none"> <li>3) An academic staff member delegated or on loan from another university shall be appointed without a contract, in which the start and end of his or her appointment is based on the official letter of approval regarding his or her delegation or loan from his or her original university.</li> <li>4) In case an academic staff member starts teaching right after the start of the first academic year, his or her contract shall start as of the start date of his or her work directly and shall end by the end of the academic year regardless whether he or she completes 12 months.</li> <li>5) An academic staff member or full-time lecturer appointed at the beginning of the second semester of the academic year, the start of his or her contract shall be at the beginning of the second semester and shall end at the end of the academic year.</li> <li>6) The vacation for an academic staff member or full-time lecturer who teaches one semester shall be <u>five weeks and must be mentioned in the contract</u>.</li> <li>7) The salary or raises shall be calculated by the Human Resources Department as accustomed and then sent to the Council Affairs Department for a decision to be issued by the Deans Council where the rank and salary are both specified.</li> <li>8) In case an academic staff member or full-time lecturer who completed his or her scholarship dispatch and starts teaching in the summer semester shall not be eligible for a vacation for the period of his or her work in the summer semester and shall be assigned courses for that semester with no financial reward for his overtime.</li> </ol>
<p>Note: Paragraph (4) from Article (D) was amended in accordance with the Deans Council decision no.139/2015 dated 20/4/2015 and is as follows:</p> <p>-The contracts of academic staff members appointed prior to the decision shall remain the same with not changes to the dates in which the will be prepared for one years as accustomed.</p> <p>-The foundations pertaining to the unified contracts shall be implemented to those appointed thereon in which his or her contracts shall start as of the first semester of the academic years of 2015/2016.</p>	
E-	<p>Cases of End of Service:</p> <ol style="list-style-type: none"> <li>1. The unwillingness of the two parties to renew the contract: The end of service date is the end date of the contract where that day is calculated with all its dues where social security is</li> </ol>

	<p>calculated as of the end of the contract date with the inclusion of due vacations.</p> <p>2. The resignations of the second party (academic staff member) before the end of the contract: In this case, the penalty condition and the provisions of the regulation shall be implemented where the date of resignation is not calculated with a salary and the academic staff member is no longer listed in the social security as of the date of resignation. For example if the date of resignation is 1/9/2013, then the salary is paid for the end of 31/8/2013 with no end of service reward.</p> <p>3. If the second party leaves his or her work during the contract period, then the provisions of the contract and regulation shall be implemented.</p>		
F-	<p>The contract must include all rights and duties clearly. Some of the important rights are:</p> <ol style="list-style-type: none"> <li>1) Deserved vacations.</li> <li>2) End of service reward in case of eligibility and methods of calculating it, savings, and other funds.</li> <li>3) The right to receive benefits or not.</li> </ol>		
G-	<p>- Contract Types:</p> <ol style="list-style-type: none"> <li>1) An academic staff member contract appointed based on his or her qualifications and experiences with a base salary and deserved raises as per the salary ladder. Moreover, all his or her rights are completely granted as per the academic commission regulation followed by the university.</li> <li>2) A full-time lecturer contract where all his or her rights and duties are specified as per the contract with an overall salary deducted and specified by the Deans Council. Furthermore, he or she is excluded from benefiting from all the funds, especially the end of service reward fund as followed by all the universities. As for the lectures with an academic rank, they are appointed as full-time lecturer with a base salary (specified according to the rank).</li> <li>3) A partial contract like the ones for German lecturers who teach less than 21 hours are excluded from benefiting from the all the funds, especially the end of service reward fund, and are eligible for social security as per the social security law where those who don't wish to be listed in the social security are therefore appointed on a reward paid to them at the end of the academic semester. Hence, the monthly salary shall be calculated as follows:</li> </ol> <table border="1" data-bbox="523 1975 1375 2016"> <tr> <td>Number of Credit Hours</td><td>Reward Value/Dinar</td></tr> </table>	Number of Credit Hours	Reward Value/Dinar
Number of Credit Hours	Reward Value/Dinar		

			Master's Holders	Bachelor Holders
		21 hours	1000	769
		18 hours	860	662
		15 hours	720	555
		12 hours	580	448
	The payment of these salaries shall be applied to lecturers who are appointed by the German Language Center regardless of the nationality. As for the language teachers, they are paid benefits by a percentage of the number of hours taught by each to the number of hours of a full-time lecturer with a full teaching load.			
H-	<p>The vacations of academic staff members: each academic staff member must fill out a vacation request during the summer semester in order for the Human Resources Department to cross-check the vacations, especially that the academic years for the university are different.</p> <p>The vacations shall be as follows:</p> <ol style="list-style-type: none"><li>1) An academic staff member that teaches in both the first and second semesters of the academic year deserves one week vacation between the semesters and (10) weeks in the summer semester.</li><li>2) An academic staff member who teaches one semester in the academic year deserves (5) weeks of vacation in the summer semester.</li><li>3) In special cases, an academic staff member who teaches one semesters and part of the second semester then his or her vacation is calculated in approximation of teaching two whole semesters.</li><li>4) An academic staff member or a full-time lecturer who has not completed his or her papers is appointed on a reward where his or her service is not calculated for any purpose and will not receive a vacation for that period.</li></ol>			
I-	<p>Benefits: It should be clear in the contract that the following categories shall not benefit from the international program:</p> <ol style="list-style-type: none"><li>1. Germans who receive salaries from DAAD.</li><li>2. Academic staff members over 70 years old.</li><li>3. Academic staff members on scientific research leave and get paid benefits from their original universities.</li></ol>			
Second: Administrate Staff Contracts:				
A-	Contract with a base salary and detailed raises based on qualifications and experiences, in which the provisions of the Employee Regulation at GJU are applied.			

B-	<p>Contract with an overall salary that includes raises in which this contract is a private contract that specifies all the rights and duties of the employee, especially concerning the following:</p> <p>1. Vacations.</p> <p>2. Due end of service reward and other funds.</p>
<b>Third: Professionals:</b>	
	(Such as practicing lawyers registered at the lawyers syndicate) and appointed employees by the projects that are not subject to the Employees Regulation at the university.
<b>Fourth: Overall Administrative Contracts:</b>	
A-	Cancellation of the president's decision regarding the payment of benefits by 7% from the overall salary.
B-	The inclusion of the value of benefits mentioned in paragraph (A) to the overall salaries of employees appointed before upon the renewal of their contracts.
<b>Fifth:</b>	These terms shall be reconsidered, amended and added whenever necessary as per the university's best interest or what the university's president deems appropriate.
<b>Sixth:</b>	The University President shall decide on cases that do not have an article in these terms.
<b>Seventh:</b>	The university president and the director of human resources are responsible for executing these terms.

### **Foundations for Granting Faculty Members not on the Permanent Service Three-Year Contracts**

<b>Article (1)</b>	These criteria shall be named ( <b>Foundations for Granting Academic Staff not on the Permanent Service Three-Year Contracts</b> ) and shall be effective as of the date of its approval by the Deans Council.
<b>Article (2)</b>	The Deans Council has the right based on a recommendation from the department council and an approval from the school's council, and based on the clear and justified recommendations by the concerned department head and school dean to renew the contracts of academic staff members, full time lecturers, and practicing teachers for a period of three years as per the conditions and criteria specified for this purpose.
<b>Article (3)</b>	<p>The academic staff member should have completed a minimum of one whole year from the day of his or her appointment and with a positive evaluation as follows:</p> <p>A- Academic performance evaluation by the concerned department head and school dean as long as the evaluation is not below very good.</p> <p>B- Academic performance evaluation by students during the academic semesters prior to the renewal of contract as long as the evaluation is not below good.</p> <p>C- The presence of scientific work or practical work or applied work attested by the university.</p> <p>D- Participation in the success of technical or applied projects with the industry under the university' umbrella.</p> <p>E- To have good relations with colleagues at the university.</p>
<b>Article (4)</b>	The Deans Council has the right to terminate the contract of an academic staff member before three years of its ending for any reasons; and based on a recommendation from the department council and approval from the school council regarding this matter.
<b>Article (5)</b>	The Deans Council issues the contract forms and forms pertaining to the renewal of contracts for three years based on a recommendation from the department council and approval by the school council.

<b>Article (6)</b>	It is permissible to fine an academic staff member (4000) JOD if he or she terminated the contract or stopped performing his or her tasks during the academic semester or prior to the end of the contract period.
<b>Article (7)</b>	The Deans Council decides in special cases that do not have an article regarding the renewal of academic staff members at the university.
<b>Article (8)</b>	The Foundations shall be considered as reference when preparing the contracts of staff at the German Jordanian University and are followed by the university.
<b>Article (9)</b>	The president, deans, department councils, school councils, human resources department are responsible for executing the provisions of these foundations.

**Instructions for Full-time Lecturers at the German Jordanian University**  
**Modified pursuant to the Deans' Council Decision no. (16/2023/2024) dated 17/10/2023**

Article (1)	These instructions are called ( <b>Instructions for Full-time Lecturers at the German Jordanian University</b> ) for (2023), issued in accordance with article (51) of the Academic Staff Regulation and shall be effective as of the approval of the Deans Council.
Article (2)	<p>The following words and expressions shall have the meanings assigned to unless the context indicates otherwise:</p> <p><b>The University:</b> The German Jordanian University.</p> <p><b>The Council:</b> The Deans Council at the University.</p> <p><b>The Regulation:</b> The Academic Staff Regulation at the University.</p> <p><b>The President:</b> The President of the University.</p> <p><b>The School:</b> Any school at the university.</p> <p><b>Deanship:</b> Any university activity deanship at the university.</p> <p><b>Institute:</b> Any Institute created at the university.</p> <p><b>The Center:</b> Any center at the university.</p> <p><b>The Lecturer:</b> The Full-time lecturer contracted with to work in any school, deanship, institute or center at the university.</p>
Article (3)	A. Schools or Deanships, or Institutes or centers shall provide the president with its need for lecturers, indicating the required majors and qualifications.

	<p>B. The President, upon the placement of the council of the school or the institute or the director of the Center or the dean of the deanship, may contract with lecturers for the purpose of teaching, research or training in them or to carry out any tasks within the scope of its work.</p> <p>C. The regulation of practicing academic work in universities and university colleges and its modifications in addition to article(5) of the regulation, and any other conditions agreed upon, applies on the lecturer.</p>
Article (4)	<p>A. The appointment status of the lecturer shall be as follows:</p> <ol style="list-style-type: none"> <li>1. Lecturer with a detailed contract</li> <li>2. Lecturer with a total contract</li> </ol> <p>B. The lecturer with a detailed contract shall be treated as a faculty member who is similar to him/her in rank at the university, specifically, in terms of salary, bonuses, annual increase, teaching load, and annual, emergency and sick leaves, in accordance with the regulations and instructions.</p> <p>C. The salary and leaves of the lecturer with a total contract shall be determined in accordance with his/her load and duties stipulated in the contract, and based on his/her qualifications.</p> <p>D. The disciplinary procedures stipulated in the regulation and instructions of the academic staff in force at the university shall be applied to the lecturer with a detailed salary or total salary.</p> <p>E. The instructions for employees' incentives from the irregular programs shall apply to the lecturer with a detailed salary or total salary and additional tasks might be assigned to the instructor in return for a remuneration determined by the President.</p>
Article (5)	<p>A. The lecturer shall not be appointed as a member of the academic staff unless the university announces a vacancy in a public and official announcement and he/she applies for it duly.</p>



	<p>B. Despite what is stated in Paragraph (A) of this Article, the Council may contract with lecturers for the purpose of appointment as members of the academic staff, as required by the interest of the University, provided that this is stipulated in the Council's decision.</p>
Article (6)	<p>A. The instructor shall start work at the beginning of the semester as of signing the contract and complete all contracting procedures at the Human Resources Department unless otherwise stated in his/her contract.</p> <p>B. If the lecturer does not commence his/her work within two weeks from the specified date or is unable to complete the procedures and requirements for his/her appointment, the instructor shall be considered an objector to work, and the decision to contract with him/her shall be considered canceled, except in justified cases approved by the President.</p>
Article (7)	<p>A. In special cases determined by the President, a lecturer who served actually three years at the University, may be granted an emergency unpaid leave for a semester for one time throughout his/her service at the University.</p> <p>B. In special cases determined by the President, an emergency leave of no more than fourteen (14) days during the semester may be approved for the lecturer, provided that it shall be deducted from his/her annual leave, or from his/her salary if his/her vacations are insufficient</p>
Article (8)	<p>The lecturer shall be paid overtime work remuneration if assigned during the summer semester as follows:</p> <p>A. The lecturer with a detailed contract, shall be treated as a faculty member.</p> <p>B. The lecturer with a total contract, shall be treated as a part-time lecturer.</p>

Article (9)	<p>A. The president may renew or not renew the lecturer’s contract based on the placement of the School Council and the recommendation of the Department Council, provided that the placement is attached to the annual performance evaluation form that includes information related to his/her achievements, activities and contributions, three months before the expiration date of his/her contract.</p> <p>B. The president may renew or not renew the lecturer’s contract based on the placement of the dean of the deanship, or the dean of the institute, or the director of the center, provided that the placement is attached to the annual performance evaluation form that includes information related to his/her achievements, activities, and contributions, three months before the expiration date of his/her contract.</p>																	
Article (10)	<p>A. The monthly gross salary of the lecturer of the German Language Center is calculated according to his teaching load and based on the decision of the Council issued in this regard as follows:</p> <table><tr><th rowspan="2">Number of teaching hours per week</th><th colspan="2">Gross Salary / JOD</th></tr><tr><th>Master 's degree or higher qualification</th><th>Holds a bachelor's degree</th></tr><tr><td>18 hours</td><td>1000</td><td>769</td></tr><tr><td>15 hours</td><td>860</td><td>662</td></tr><tr><td>12 hours</td><td>720</td><td>555</td></tr><tr><td>9 hours</td><td>580</td><td>448</td></tr></table> <p>B. An annual increase may be granted to the lecturer of the German Language Center contracted with a load of (18 hours) and upon the placement of his/her director and</p>	Number of teaching hours per week	Gross Salary / JOD		Master 's degree or higher qualification	Holds a bachelor's degree	18 hours	1000	769	15 hours	860	662	12 hours	720	555	9 hours	580	448
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	<p>according to the annual performance evaluation, provided that the weighted average of the students' evaluation of the courses studied during the last two semesters is not less than 80% and as follows:</p> <ol style="list-style-type: none"> <li>1. (20) JD for bachelor's degree holders.</li> <li>2. (25) JD for master's degree holders.</li> <li>3. (30) JD dinars for PhD holders.</li> </ol> <p>C. The above-mentioned annual increase is granted a maximum of five consecutive years.</p>
Article (11)	These instructions apply to pre-contracted lecturers if their contracts are renewed after the issuance of these instructions.
Article (12)	<p>A. The Council, the President and the director of the Human Resources Department are responsible for the implementation of these instructions.</p> <p>B. The Council shall decide on cases that are not provided for in these instructions.</p>
Article (13)	These instructions cancel any previous instructions or foundations that conflict with its provisions.

### **Unpaid Leave Regulations for Faculty Members in Public Universities for year 2017**

<b>Article (1)</b>	These regulation shall be named ( <b>Unpaid Leave Regulations for Academic Staff Members at Public Universities for 2017</b> ) and shall be effective as of the date of its publication in the official gazette.
<b>Article (2)</b>	<p>The following words and phrases mentioned in this regulation shall have the meanings assigned to them below if not indicated otherwise:-</p> <p>Law: Jordanian Universities Law.</p> <p>University: Public University.</p> <p>President: President of Particular University.</p> <p>Academic Staff Member: Academic staff member on permanent service at the university as per the provisions of this law.</p>
<b>Article (3)</b>	Despite what was mentioned in any other regulation, the provisions of this regulation shall be applied to the academic staff members at public universities.
<b>Article (4)</b>	<p>A- 1- It is permissible to grant an academic staff member on the permanent service at the university and who has completed his or her actual service with no interruption for a minimum of five years an unpaid vacation for a semester or a year.</p> <p>2-An academic staff member is not granted a second vacations as per the provisions of Article (1) from this paragraph only if the vacation period upon the actual completion of the vacation period granted to him or her.</p> <p>B- Excluded from this fixed condition or the referred to period in paragraph (1) of this Article academic staff members appointed as a minister or president of a public Jordanian university.</p> <p>C- 1- It is prohibited that the number of academic staff members on unpaid vacation during the same time be (30%) from the number of academic staff members appointed in the academic department in which the academic staff member teaches at.</p>

	<p>2-The Deans Council at the university are permitted to exceed the percentage mentioned in item (1) of this paragraph in special and justified cases.</p> <p>D- Priority is for granting vacations according to the provisions of paragraph (1) of this Article for academic staff members on vacations before the coming into force of the provisions of this regulation in which the vacation period is deducted without granting them a salary for the period spent before the implementation of its provisions.</p> <p>E- The unpaid vacation granted to an academic staff member is not considered part of his or her service at the university for the purpose of granting scientific leave, promotion, end of service reward, and saving. Meanwhile, it shall be calculated as seniority in terms of salary if he or she spent it at the university or at a recognized scientific institute at a university level and is attested by the university for this purpose.</p>
<b>Article (5)</b>	Granting an academic staff member an unpaid vacation shall not influence his right in being loaned or delegated as per the provisions of the regulation applied for this purpose by the his university.
<b>Article (6)</b>	It is permissible in certain cases deemed by the president to grant an academic staff member an urgent vacation without a salary for a period that does not exceed one academic year, and is only granted one time during his service at the university
<b>Article (7)</b>	In cases not mentioned in this regulation, the provisions of the previous regulations shall be applied to the academic staff member at his university.
<b>Article (8)</b>	The Higher Education Council shall issue the necessary instructions for executing the provisions of this regulation.

**Administrative Staff Members**  
**Employees Regulation**  
**at the German Jordanian University Regulation No. (95) Of 2009, and its**  
**Amendments**

Article (1)	This Regulation is called “Employees Regulations at the German-Jordanian University of 2009” and it shall come into force from the date of its publication in the Official Gazette.
Article (2)	<p>The following words and phrases wherever mentioned in this Regulation shall have the meanings assigned thereto unless the context indicates otherwise:</p> <p>University: The German-Jordanian University.</p> <p>Council: University Council.</p> <p>President: President of the University.</p> <p>Faculty: A faculty or a deanship within the University.</p> <p>Dean: A faculty dean or the dean of an extracurricular activity within the University.</p> <p>Unit: Organizational unit in the main structure of the administrative or technical or services within the University, which includes two or more departments.</p> <p>Center: Any center established within the University.</p> <p>Department: Part of a unit and encompasses over two divisions or more.</p> <p>Section: Part of a department and encompasses two or more branches.</p> <p>Branch: A part of a section.</p> <p>Director: Director of any unit or center or department at the University</p> <p>Committee: Employees Affairs Committee at the University formed pursuant of the provisions of this Regulation.</p> <p>Employee: A person who is appointed in a classified or non-classified position listed in the University job structure, including an employee appointed by a contract but does not include the one appointed with a daily wage or remuneration.</p>

	<p>Worker: Every person appointed according to the decision of the competent reference for a daily wage.</p> <p><b>Job Positions Table: A chart that includes all jobs positions allocated to faculties, deanships, units, and departments at the University issued by the Council at the beginning of every fiscal year.</b></p> <p><b>Category: A number of jobs with specific ranks, salaries, specifications and responsibilities pursuant to this Regulation.</b></p> <p>Medical Reference: The competent medical committee approved by the University</p>
Article (3)	The provisions of this Regulation shall apply to all employees at the University or in any institute, center, institution, or school affiliated to it.
Article (4)	<p>The employees of the University are categorized as follows:</p> <p>A. Classified staff: They are the ones who are appointed in classified and permanent jobs with outlined titles, categories, levels and salaries within the job structure.</p> <p>B. Unclassified staff: They are the ones appointed with holistic fixed monthly salaries in specific jobs within the job structure.</p> <p>C. Staff with contracts: They are the ones appointed for a fixed term under contracts concluded between them and the University, under the conditions set forth in their contracts in all matters relating to salaries, allowances, vacations, transfer, end of their services and others. They are subject to the provisions of this Regulation as long as it does not contradict with the terms and conditions their employment contracts.</p>
Article (5)	<p>A. The President may assign people to work for specific hours at the University or appoint them with specified daily wages for a specific period, within the allocations for this purpose in the University budget.</p> <p>B. The President may assign people on a temporary basis at the expense of planned projects such as research projects, or trust accounts. Their financial dues are taken from those projects or from the trust accounts. Their services shall end with the end of these projects or their allocations.</p>
Article (6)	<p style="text-align: center;"><b>Job categories</b></p> <p>Job categories at the University are as following:</p>

	<p><b>Category One:</b> It includes leading administrative positions or highly specialized positions. Only employees with a bachelor degree minimum, in addition to the qualifications and experience shall be appointed in or promoted to this category positions. The tasks of this category positions include the following:</p> <ol style="list-style-type: none"> <li>1. Propose the general policy for their units, centers, or departments.</li> <li>2. Prepare plans for the programs, projects and services for their units, centers, or department, and follow-up and supervise their execution.</li> </ol> <p><b>Category Two:</b> It includes job positons which shall conduct specialized work in the field of applied, natural, and human sciences, such as medical, engineering, economic, agricultural, administrative, legal, educational, financial, and accounting professions, or the like, and supervise such works. Only employees with bachelor degrees minimum shall be appointed in this category.</p> <p><b>Category Three:</b> It includes job positions that shall conduct basic work in the administrative clerical, accounting, training and warehouses affairs, procurement, libraries, technical works, crafts, vocational fields, or the like, and supervise such works. Only employees with a minimum of diplomas from community colleges or an equivalent shall be appointed in this category.</p> <p><b>Category Four:</b> It includes job positions whose tasks shall be to conduct assistant vocational craftwork and supervising their execution or performing certain services.</p>
Article (7)	<p>A. The job titles, categories, groups, qualifications, appointment conditions, ranks and salaries shall be determined pursuant to the job classification table issued by the Council.</p> <p>B. The job titles of the fourth category and their description, salaries, and annual raise shall be determined pursuant to instructions issued by the President upon the recommendation of the Committee.</p>
Article (8)	<p style="text-align: center;"><b>Appointing</b></p> <p>Whoever is appointed to any position at the University should meet these conditions:</p> <p>A. Having the Jordanian nationality.</p>



	<p>B. Being eighteen years of age or more according to an official document.</p> <p>C. Having the qualifications and experience required for this position.</p> <p>D. Being free of diseases and physical and mental impairments pursuant to the decision of the medical reference. The specialized reference may hire people who are not fully fit but qualified for the position, and not in conflict with the requirements of general safety.</p> <p>E. Having decent conduct and reputation.</p> <p>F. Not having been convicted of a misdemeanor involving moral turpitude, integrity or public morality or a felony.</p>
Article (9)	<p>A non-Jordanian person may be appointed under a contract if there is no Jordanian who meets the qualifications required for the position, or upon agreements or memoranda of understanding concluded between the Government of the Hashemite Kingdom of Jordan and the Government of the Federal Republic of Germany on the condition that he meets the conditions set forth in paragraphs (b), (c), (d), (e) and (f) of Article (8) of this Regulation, also taking into consideration of appointment the legislations applicable in the Kingdom.</p>
Article (10)	<p>A. A committee named Personnel Affairs Committee headed by the President or one of his deputies, or one of his assistants selected by the President, and the membership of:</p> <ol style="list-style-type: none"> <li>1. Three of the staff of the University appointed by the President, provided that two of them shall be administrative employees of the first category.</li> <li>2. The competent dean or director.</li> </ol> <p>B. 1. The term of the committee shall be two renewable years.</p> <p>2. The President may change any of the members referred to in Clause (1) of paragraph (A) of this Article by appointing a replacement for the remaining period of his membership.</p> <p>C. The committee shall recommend to the competent reference the appointment of the employee, placing him in permanent service, promoting him, modifying his employment condition, and any other issues germane to his job.</p>

	<p>D. The Chair of the committee shall call for a meeting and it shall have a quorum if a majority of its members, including its head, are present. It takes its decisions by absolute majority. If there is tie, the vote of the head shall break it.</p> <p>E. The Director of the Human Resources Department at the University shall be the secretary of the committee who shall prepare the agenda, take the minutes of its meetings and decisions, follow up their execution, and keep its documents and records.</p>
Article (11)	<p>A. The first category employees shall be appointed upon the President's decision, on the basis of the recommendation of the Committee.</p> <p>B. The second and third category employees shall be appointed in their faculties, units, or administrative departments at the University upon the President's decision based on the recommendation of the competent dean or the competent director, on the basis of the recommendation of the Committee.</p> <p>C. The fourth category employees shall be appointed upon the President's decision or whoever is authorized of such power, on the basis of the recommendation of the Committee.</p> <p>D. Workers shall be appointed upon the decision of the President.</p>
Article (12)	<p>A. Each unit, center, or department at the University shall have a director appointed by the President.</p> <p>B. The deputy director, his assistant, the head of the branch and head of the section shall be assigned by a decision from the President upon the recommendation of the competent dean or the relevant director.</p> <p>C. The term of appointment of an employee in a managerial position shall be for a period of no more than three renewal years.</p> <p>D. The President, in special cases and upon his own discretion, may relief any of the occupants of the administrative positions referred to in paragraphs (a), (b), and (c) of this Article from their positions. Whoever has been relieved from his position shall continue to be an employee at the University pursuant to the provisions of these Regulations.</p>
Article (13)	<p>A. Subject to the provisions of paragraph (B) of this Article, an appointed employee shall be on probation for three years. His performance shall</p>

	<p>be evaluated once every six months, pursuant to the form prepared for this purpose, and he shall be tenured in service or dispensed from service before two months at least from the end of the duration of the probation period.</p> <p>B. The employee appointed upon a contract under probation, and the one who was classified two years after his appointment is on probation for no more than one renewable year from the date of his classification. It is mandatory to review his tenure two months before the end of the second year of the probationary period. If he is not tenured, his service is legally considered terminated, on the condition that he must be notified of this two months before the termination of his service.</p> <p>C. The competent reference may end the employee's service at any time during the probation period.</p> <p>D. If an employee is reappointed at the University, he shall undergo probation again pursuant to the provisions of this Article.</p> <p>E. The probation period shall count as actual service for the employee.</p>
Article (14)	<p>When an employee is appointed his years of experience may be counted for him as follows:</p> <p>A. 1. One annual raise for each year of the first five years of service in the field of work in the position in which he is appointed, and which was achieved after obtaining the scientific qualification according which he is appointed, on the condition that this period of experience shall not exceed ten years.</p> <p style="padding-left: 40px;">2. In special justified cases, the entire period of previous experience or any part of it may be counted for employees who are appointed in senior administrative positions by a decision from the Board of Trustees.</p> <p>B. Any previous experience gained before obtaining the minimum qualification required for the position in which the employee was appointed shall not be counted.</p> <p>C. If the rank which the applicant deserves is not available in the job classification table, the employee may be appointed at the highest salary of the immediate lower rank, provided that this is stated in the</p>

	<p>appointment decision. The employee shall get the deserved rank once it becomes vacant or created.</p> <p>D. The experience which is more than 6 months may count as one year.</p> <p>E. In exceptional cases, estimated by the council, the requirement for qualification for the purposes of appointment in professional and technical positions may be looked over, and suffice with the technical qualification, experience, or competence in the field of specialization, on the condition that they are stated pursuant to instructions issued by the Council.</p>																																																
Article (15)	If an employee obtains a new university qualification with the consent of the University in his field of work from a university recognized by the University, it may be, and in the interest of the University, to amend his rank pursuant to the degree and salary upon the President’s decision and the recommendation of the Committee.																																																
Article (16)	Regardless of the provisions of Article (14) of this Regulation, the President, upon the recommendation of the Committee may appoint persons with rare qualifications and experience with holistic salaries according contracts stating their rights and duties.																																																
Article (17)	<p>Salaries and bonuses:</p> <p>The basic salary scale for staff at the University is defined as follows:</p> <table><tr><th rowspan="2">Rank</th><th rowspan="2">Class</th><th colspan="2">Salary</th><th rowspan="2">Annual Increase in Dinars</th></tr><tr><th>From</th><th>To</th></tr><tr><td rowspan="2">First</td><td>A</td><td>359</td><td>494</td><td>9</td></tr><tr><td>B</td><td>279</td><td>315</td><td>9</td></tr><tr><td rowspan="2">Second</td><td>A</td><td>230</td><td>258</td><td>7</td></tr><tr><td>B</td><td>186</td><td>214</td><td>7</td></tr><tr><td rowspan="2">Third</td><td>A</td><td>165</td><td>189</td><td>6</td></tr><tr><td>B</td><td>133</td><td>157</td><td>6</td></tr><tr><td rowspan="2">Fourth</td><td>A</td><td>121</td><td>145</td><td>6</td></tr><tr><td>B</td><td>87</td><td>111</td><td>6</td></tr><tr><td>Fifth</td><td></td><td>65</td><td>85</td><td>5</td></tr></table>	Rank	Class	Salary		Annual Increase in Dinars	From	To	First	A	359	494	9	B	279	315	9	Second	A	230	258	7	B	186	214	7	Third	A	165	189	6	B	133	157	6	Fourth	A	121	145	6	B	87	111	6	Fifth		65	85	5
Rank	Class			Salary			Annual Increase in Dinars																																										
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	B	87	111	6																																													
Fifth		65	85	5																																													

	Sixth		46	62	4	
	Seventh		34	46	3	
<b>Article (17) was amended in Regulation No. (41) of 2013</b>						
Article (18)	<p>A. The employee shall be entitled to an annual raise on due date.</p> <p>B. The promotion of the employee at the University should not result in a decrease in his basic salary in any way.</p>					
Article (19)	<p>A. A monthly bonus for staff assuming administrative responsibilities as follows:</p> <ol style="list-style-type: none"> <li>1. Unit, department or center director. <b>75 dinars.</b></li> <li>2. Deputy Director of the unit, his assistant, director and assistant director of the center. <b>45 dinars</b></li> <li>3. Assistant director of the department and head of the section and head of archives. <b>20 dinars</b></li> <li>4. Head of the administrative branch. <b>10 dinars</b></li> </ol> <p>B. No person may get more than one of bonuses stated in this Article.</p>					
Article (20)	<p>A. The monthly transportation allowance for staff at the University shall be as follows:</p> <ol style="list-style-type: none"> <li>a. unit, department and center director 90 dinars</li> <li>b. employee of the first or second categories 70 dinars</li> <li>c. employee of third or fourth categories 60 dinars</li> <li>d. employee of the fifth or sixth categories 40 dinars</li> <li>e. employee of seventh category 24 dinars</li> </ol> <p>B. Employees working with holistic salaries or with contracts shall be granted a transportation bonuses equal to those determined to their equivalents in terms of rank and salary, according to paragraph (A) of this Article.</p> <p>C. A person may not get more than one of the bonuses stipulated in paragraph (A) of this Article.</p> <p>D. The bonus stipulated in paragraph (A) of this Article shall not be disbursed to any employee for whom the University has allocated a car or has provided him with transportation on a regular basis.</p> <p>E. The bonus shall be stopped for employees during their training courses which exceed thirty days.</p>					

**Article (20) was amended in Regulation No. (41) of 2013**

Article (21)	<p>A. 1. A monthly bonus is awarded for the staff at the University as follows:</p> <table border="0"> <tr> <td>Employee of the first rank</td><td>355 dinars</td></tr> <tr> <td>Employee from the second rank</td><td>280 dinars</td></tr> <tr> <td>Employee of the third rank</td><td>245 dinars</td></tr> <tr> <td>Employee of the fourth rank</td><td>225 dinars</td></tr> <tr> <td>Employee of the fifth rank</td><td>200 dinars</td></tr> <tr> <td>Employee of the sixth rank</td><td>190 dinars</td></tr> <tr> <td>Employee of the seventh rank</td><td>175 dinars</td></tr> </table> <p>2. Employees, other than those mentioned in Clause (1) of this paragraph, who work upon monthly holistic salaries or upon contracts shall be treated according to the ranks and basic salaries of their counterparts, but shall not apply to employees appointed by contracts inclusive of all bonuses.</p> <p>B. A monthly reward for the administrative staff at the University as follows:</p> <ol style="list-style-type: none"> <li>1. 25% of the basic salary for classified employees and employees with contracts, who have not completed two years in service at the University.</li> <li>2. 40% of the basic salary for classified employees and employees with contracts, who have served two years or more at the University.</li> </ol> <p>C. A professional reward is given to employees of non-professional faculty members with bachelor degrees as follows:</p> <ol style="list-style-type: none"> <li>1. 95% of the basic salary for degree holders in engineering, together with an amount of five dinars monthly as specialty bonus.</li> <li>2. 110% of the basic salary for holders of degrees in medicine.</li> <li>3. 60% of the basic salary for holders of degrees in dentistry and pharmaceuticals.</li> <li>4. 35% of the basic salary for the category of nursing and agriculture.</li> </ol> <p>D. It shall not be allowed to combine two bonuses stipulated in paragraphs (B) and (C) of this Article.</p>	Employee of the first rank	355 dinars	Employee from the second rank	280 dinars	Employee of the third rank	245 dinars	Employee of the fourth rank	225 dinars	Employee of the fifth rank	200 dinars	Employee of the sixth rank	190 dinars	Employee of the seventh rank	175 dinars
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Employee of the seventh rank	175 dinars														

**Article (21) was amended in Regulation No. 27 of 2012 and**

in Regulation No. 41 of 2013	
Article (22)	<p>A. The bonus of the German-Jordanian University shall be disbursed to staff for a period of five years commencing the date of enforcing the provisions of this Regulation as follows:</p> <ol style="list-style-type: none"> <li>1. First class 105 dinars</li> <li>2. Second class 85 dinars</li> <li>3. Third class of 70 dinars</li> <li>4. Fourth class 60 dinars</li> <li>5. Fifth class of 40 dinars</li> <li>6. Sixth Class 40 dinars</li> <li>7. Seventh class 30 dinars</li> </ol> <p>B. The allowance stipulated in Paragraph A of this article is not granted to employees who are appointed or re-appointed to the university after the provisions of this amended system come into effect and to those who are sent on scholarships from the university in accordance with the legislation in force.</p> <p>C. Staff with contracts shall be treated on the basis of class and basic salary of their counterparts, but this does not apply to employees hired upon contracts inclusive of all bonuses.</p>
Article (22) was amended from the amended system No. 78 of the year 2015	
Article (23)	<p>A. A monthly family bonus of the 7 dinars for the wife and 2 dinars for each of the first four children shall be given to the University staff.</p> <p>B. If the employee has more than one wife, the bonus shall be given for only for one wife if he has four children. If his children are less than 4, the other wives will get the bonus, as long the total number of the wives and children shall not exceed four.</p> <p>C. The family bonus shall not be given in the following cases:</p> <ol style="list-style-type: none"> <li>1. For the children who have completed eighteen years of age, unless they are still in secondary school or undergraduate programs or with special needs.</li> <li>2. For the wife who is working at or getting paid monthly by a public or a private institution.</li> </ol>

Article (24)	A personal allowance of (45 JD) is rewarded monthly to employees who are paid a basic salary of (145 JD) and higher, and thirty-one dinars to employees who earn a basic salary from (58-144 JD), and twenty-eight dinars to workers who earn a basic of (57 JD) or less.
<b>Article (24) was amended in Regulation No. (41) of 2013</b>	
Article (25)	<p>A. The President may assign any of the University employees to conduct any job therein after the end of the official working hours or during vacations, provided that such assignment shall be according to this Article in return for a financial reward determined by the President.</p> <p>B. 1. The Board of Trustees with the consent of the Council of Higher Education may determine the percentage of fees of irregular programs as incentives for the administrative staff, pursuant to instructions issued by the Council.</p> <p>2. The amount of increase on the total of the salaries resulting from the implementation of the amended Regulation from the incentives which are disbursed pursuant to the provisions of Clause (1) of this Paragraph. If these incentives are enough to cover this increase, the Ministry of Higher Education and Research shall cover the difference from the money allocated for the support of universities.</p>
<b>Article (25) was amended in Regulation No. (27) of 2012 and in Regulation No. (41) of 2013</b>	
Article (26)	The President may grant a financial remuneration to anyone from outside the University assigned to perform some work, or offers a service that requires encouragement and remuneration.
<b>Promotions and Incentives</b>	
Article (27)	<p>A. Subject to the provisions of Article (6) of this Regulation, the promotion of an employee from the second category to the first category should be under the following conditions:</p> <ol style="list-style-type: none"> <li>1. Obtaining a first University degree at least.</li> <li>2. Serving at least five years in the second category at the University.</li> <li>3. Successful participation in a training program in senior management, with the prior approval of the President.</li> </ol>



	<p>4. Receiving an appreciation of Very Good at least on his annual evaluation report for the last two years.</p> <p>B. The promotion of an employee from the third category to the second category should be under the following conditions:</p> <ol style="list-style-type: none"> <li>1. Obtaining a first University degree at least.</li> <li>2. Experience in the field of specialization of no less than five years, with three years at least at the University.</li> <li>3. Successful participation in a training program approved by the University.</li> <li>4. Receiving at least a Good merit on his annual evaluation report for the last two years.</li> </ol>
Article (28)	<p>An employee may be promoted from a rank to a higher rank and from a category to a higher category within the same class pursuant to the salaries scale if the following conditions are met:</p> <p>A. A vacant category in the job positions structure.</p> <p>B. Receiving an appreciation of (Good) at least on his annual evaluation report for the past two years.</p> <p>C. Not receiving any of the sanctions set forth in this Regulations during the past two years except for a warning.</p>
Article (29)	<p>An employee may be promoted pursuant to appointment procedures set forth in this Regulation.</p>
Article (30)	<p>The President may grant the distinguished employee an incentive in salary equal to an annual increase of one that does not result in the increase to be promoted, the employee shall not be given more than one incentive in the degree, granted to him when it is entitled to the annual increase in accordance with the special instructions issued by the Council.</p>
Article (31)	<p><b>Transfer, mandate, proxy and secondment</b></p> <p>A. A director shall be transferred from one position to another by the of the President's decision.</p> <p>B. The director's deputies and assistants shall be transferred from one position to another within the same unit, center, or department by the President decision upon the recommendation of the immediately higher provost, but if the transfer is outside the unit, department, or center. The decision shall be issued by the President upon the consent of both provosts of the employee.</p>

	<p>C. An employee may be transferred from any faculty, unit, center, or department to another at the University by the President decision upon a joint recommendation of the competent provosts of both faculties, units, centers, or departments.</p> <p>D. The transfer may not affect the employee's class, rank, or salary he has achieved in any of the cases set forth in this Article in any way.</p>
Article (32)	<p style="text-align: center;"><b>Mandate</b></p> <p>A. The President may, upon the recommendation of the dean or related director, mandate an employee to carry out another job inside the University for a period of no more than three years renewable year by year. Only after three years from the end of the previous mandate of this employee can he be mandated again to another job.</p> <p>B. The President may, upon the recommendation of the competent dean or director, mandate an employee to carry out another job tasks outside the University for a period of three years maximum, on the condition that this employee has serviced at the University for five consecutive years, and has been tenured in service.</p> <p>C. Regardless of what is set forth in paragraph (B) of this Article, the Deans Council may, upon the recommendation of the President and after consulting the competent provost, may mandate any employee to carry out another job outside the University for a period of three years maximum.</p>
Article (33)	<p>The mandated employee within the University shall receive his salary and bonuses of position he is seconded from. If he is mandated outside the University, the host institution shall bear his salary and bonuses, unless there is an agreement between the University and that institution that states otherwise. The period of mandate shall be part of the employee's actual service at the University for the purposes of promotion, seniority, and end of service benefits and savings, on the condition that the employee continues to pay his contribution to the savings fund.</p>
Article (34)	<p><b>Proxy</b></p> <p>If any job position becomes vacant or the occupant is absent for any reason, the competent provost may assign another employee to do the work and tasks of that position by proxy.</p>

Article (35)	<p><b>Secondment</b></p> <p>A. The President may, after consulting with the competent dean or director, second any employee of first and second categories to work outside the University, provided that he is tenured and has spent five consecutive years in the actual service, and that the secondment period does not exceed three years.</p> <p>B. Secondment period shall be considered part of the employee's actual service at the University for the purposes of promotion, seniority, remuneration and savings, provided that the employee continues to pay his contribution to the savings fund during the period of his secondment.</p> <p>C. The same employee may only be seconded again after the lapse of at least five years from the end of the previous secondment.</p> <p>D. The University shall not bear any salaries or bonuses during the secondment period of an employee.</p>
Article (36)	<p>The University may borrow any employee to work in it from ministries, departments or governmental institutions. The provisions of Article (11) of this Regulation shall be applied to him.</p>
Article (37)	<p><b>Leaves</b></p> <p>A. An employee shall be entitled to the following annual leaves:</p> <ol style="list-style-type: none"> <li>1. (30) Days if he is an employee of the first and second categories.</li> <li>2. (21) Days if he is an employees of the other categories.</li> </ol> <p>B. The employee shall be granted an annual leave commencing the first of January after the date of assignment, provided that the employee is granted leave relative to the period between officially commencing work and the beginning of the following year; however, leaves may not be combined for more than two consecutive years.</p> <p>C. The employee shall be granted a full annual leave; however, it may be divided depending on work circumstances. Furthermore, holidays and weekends are counted as a part of the leave if occurring the taken leave, and the employee shall be entitled to his salary and all the bonuses for the period of the annual leave.</p> <p>D. The leave for language instructors at centers and instructors at schools affiliated to the University shall be determined pursuant to instructions issued by the Council.</p> <p>E. The President may assign an employee to work during his annual leave, if the University interest requires that against a reward, provided that the assignment period shall not exceed two thirds of the annual leave.</p>

Article (38)	If the service of an employee ends in other than dismissal from or loss of his job, he shall be paid the salary and the bonuses for the period of the annual leave he is entitled to at the end of his service.
Article (39)	<p>Leaves are granted pursuant to the following:</p> <p>A. By the decision of the President for first category employees.</p> <p>B. By the decision of the dean and the relevant director for the employees of the other categories and daily paid employees, upon the recommendation of the immediate supervisor.</p>
Article (40)	<p>A. The President, upon the recommendation of the competent provost, may grant a tenured employee who has spent at least five consecutive years of service, an unpaid leave for a year renewable for three years maximum, and this employee shall only be granted another leave after 5 years from the date of returning to work from the previous leave.</p> <p>B. An unpaid leave granted to any employee is not considered as part of his service under any circumstances including promotion, seniority, savings and annual raise.</p>
Article (41)	<p>A. The relevant dean or director may grant an employee who has consumed his annual leave an emergency paid leave that does not exceed five days once per year.</p> <p>B. The relevant dean or director may grant an employee who has consumed his annual leave an emergency unpaid leave that does not exceed twenty-one days once per year.</p> <p>C. The unpaid leave stipulated in paragraph (B) of this Article shall be considered accepted service for rewards, savings, promotion or annual raise purposes.</p> <p>D. The President, in cases he deems appropriate, may grant an employee an unpaid leave for a period of no more than three months. This leave shall not be considered as part of the accepted services for rewards, savings, promotion, or annual raise purposes. However, the President may grant an unpaid leave for no more than three months. His leave may not be counted for the purpose of reward, savings, promotion, and annual leave. However, and upon the approval of the President, the employee may still keep his participation in social security and saving fund, yet he must pay his and the University's contribution dues monthly.</p>
Article (42)	The President may, upon the recommendation of the dean or the competent director, grant the employee a leave with a period of maximum twenty-one

	days for Hajj (Pilgrimage), provided that such leave may be granted only once during the period of his service at the University.
Article (43)	When granting the usual annual leave or an unpaid leave, the interest of work shall be taken into consideration, and the employee shall not leave work before attaining a prior approval for his leave.
Article (44)	An employee delegated on a scholarship, is on a long sick leave, or on secondment shall not be entitled to an annual leave for that period.
Article (45)	Sick leaves and their granting conditions shall be determined by instructions issued by the Council.
Article (46)	<p><b>Duties of employees:</b></p> <p>An employee should perform his assigned missions and duties, and he must also abide by the provisions of laws, regulations, instructions and decisions applicable at the University. Furthermore, he should:</p> <ul style="list-style-type: none"> <li>A. Individually perform the requirements of the job and must accordingly devote all the working hours to them. It is possible to assign him additional working hours, even on the days of official holidays if required.</li> <li>B. Be polite and have good manners with his superiors, subordinates, and colleagues, in addition to faculty members, students, and citizens.</li> <li>C. Fulfill his duties with accuracy, quickness, enthusiasm, adequacy, and integrity. He should also carry out the requests of his superiors and follow the administrative hierarchy in his work correspondence.</li> <li>D. Preserve the interest of the University, its assets, and money, and not waive any of its rights, and report to his superior any breach or negligence or any other procedure or behavior that may harm the interest of the University.</li> <li>E. Provide suggestions useful to improving work methods at the University and raising the performance level therein.</li> <li>F. Enhance his efficiency, knowledge, practical and behavioral capabilities and abilities. He should also be attentive to the laws, regulations and instructions germane to his job.</li> </ul>
Article (47)	<p>The employee shall be prohibited from doing any of the following actions:</p> <ul style="list-style-type: none"> <li>A. Leaving or stopping work without permission from his superior.</li> </ul>

	<p>B. Disclosing any data or information deemed confidential and classified, or keeping in his possession an official stamp, any document or official paper, or copies or photocopies of them.</p> <p>C. Performing any actions in any way deemed harmful to the University or its employees.</p> <p>D. Exploiting his position and authorities for personal gain or benefits, or accepting gifts or tips from anyone who has a financial connection business with the University.</p> <p>E. Participating in any partisan, political, sectarian or regional activity inside or outside the campus of the University during any activity held by the University or it is participating in.</p> <p>F. Conducting any sort of business outside the scope of work at the University without the President's written approval.</p>
Article (48)	<p><b>Performance Evaluation and Annual Reports</b></p> <p>A. The performance of an employee shall be evaluated for all purposes stated in this Regulation, including promotion and encouraging incentives by virtue of a special form approved by the Council.</p> <p>B. The general performance of the employee shall be evaluated pursuant to the following scale (excellent, very good, good, satisfactory, poor) provided that the appreciation shall be justified.</p> <p>C. Taking into consideration the administration hierarchy, the competent director or dean prepares the report about an employee with figures and writing and shows it to the employee if the evaluation is below (Very Good), a case in which the employee may appeal the evaluation within fifteen days from the second day he receives it. His immediate dean or director shall transmit the appeal to his superior for the appropriate decision.</p>
Article (49)	<p>The annual reports of employees shall be prepared each year in November, and copies shall be sent to the Human Resource Department.</p>
Article (50)	<p>A. Taking into consideration the powers stipulated in Article (53) of this Regulation, the following sanctions shall be imposed on employees:</p> <ol style="list-style-type: none"> <li>1. A notice for an employee receiving satisfactory appreciation.</li> <li>2. A first warning for an employee receiving poor rate appreciation.</li> </ol>

	<p>3. A final warning for an employee receiving two consecutive poor appreciations.</p> <p>B. The service of an employee receiving three consecutive reports with poor appreciation is automatically legally terminated even if the employee is tenured at the University pursuant to a decision by the appointing director.</p>
Article (51)	An annual report of an employee may not be withdrawn or modified after being sent to the Human Resource Department at the University.
<b>Disciplinary Procedures and Sanctions</b>	
Article (52)	<p>A. If an employee violates any of the laws, regulations, instructions or decisions of the University, behaves in a way that is prejudice or hinders the responsibilities and powers assigned to him, offends the work ethics, breaches his work duties, or if he commits any of the actions mentioned in Article (47) of this Regulation, he shall be subject to any of the following disciplinary sanctions:</p> <ol style="list-style-type: none"> <li>1. A notice</li> <li>2. A warning (first, second and final)</li> <li>3. Deduction of no more than half of his primary salary for one month.</li> <li>4. Ceasing the annual raise for one year maximum.</li> <li>5. Scaling down the salary.</li> <li>6. Scaling down the rank.</li> <li>7. Laying the employee off and paying him all of his financial merits.</li> <li>8. Dismissing him and depriving him from the remuneration and compensation, or the University's share for saving, or both.</li> </ol> <p>B. No more than one of the sanctions stipulated in paragraph (A) of this Article shall be imposed on an employee for more the one committed behavioral offense.</p> <p>C. In the event of recurrence of an offence, the toughest sanction shall be imposed on the employee.</p>
Article (53)	The disciplinary sanctions stipulated in paragraph (A) of Article (52) of this Regulation are imposed, when an employee commits a behavioral offense, pursuant to the following powers:

	<p>A. The head of the unit can apply the sanctions in clauses (1) and (2) of paragraph (A) to the employees in his unit.</p> <p>B. The competent director or dean may, according to the case, impose the sanctions stipulated in clauses (1), (2) and (3) of paragraph (A) on the employees in his unit or school.</p> <p>C. The President may, pursuant to the placement of the competent director, impose the sanctions stipulated in the clauses (1-7) of paragraph (A) to all the employees at the University. The President may also refer an employee to the primary disciplinary board if he believes that the committed offense requires the services termination or the dismissal of that employee. The primary or appellate discipline board may apply the sanctions stipulated in Article (52) of this Regulation.</p>
Article (54)	<p>A. Two disciplinary boards shall be formed at the University, one is primary and the other is appellative, and each consists of a head and two members assigned by the President for the period of one renewable year, and each board shall hold its meetings upon the request of its head.</p> <p>B. The President may appoint one reserve member or more for any of the two boards to substitute for an original absent member.</p>
Article (55)	<p>If an offense or violation of job duties and tasks is attributed to an employee, the President may form an investigation committee of three University employees before sending him to the primary disciplinary board. The head of this committee is to defend its investigation report before of the disciplinary board.</p>
Article (56)	<p>Each of the disciplinary boards shall hold its meeting upon the request of its head and the presence of all of its members The procedures of the meeting remain confidential, and its decisions shall be taken by the majority.</p>
Article (57)	<p>A. The employee referred to the disciplinary board is informed in writing of his offense to his University or residence address, at least seven days before the day assigned to look into his offense, and he may respond in writing to what he is attributed to him during this period.</p> <p>B. The employee referred to the disciplinary board has the right to study all of the papers in his offense file, attend all of his hearing sessions in person, and choose a substitute to attend the hearings to defend him.</p>



	C. The primary disciplinary board shall meet to investigate the offense referred to it within two weeks from the date of the referral.
Article (58)	The primary disciplinary board may invite witnesses or experts, and hear their testimonies under the legal oath, and it may investigate the offense including personal physical inspection or the aid of experts, so as to issue the decision deemed appropriate for this offence.
Article (59)	If the employee who is referred to the primary disciplinary board is absent without an excuse accepted by the Council, the disciplinary sanction shall be taken in absentia.
Article (60)	<p>A. If a decision to terminate the services or dismiss an employee is issued by the primary disciplinary board, the employee has the right to appeal it to the appellative disciplinary board within fifteen days from the date of informing him of the decision, and the appeal shall be submitted in a writing and handed to the President's office against an official receipt.</p> <p>B. The appellative disciplinary board shall convene within fifteen days from the date of submitting the appeal to look into it and issue its decision. The board shall give the employee the opportunity to defend himself and present his evidence either in person or through a proxy and the University may choose its own representative before the board and provide it with testimonies and evidence.</p>
Article (61)	It is not permissible to look into the promotion of the employee who is referred to the primary disciplinary board or accept his resignation until the final decision is issued.
Article (62)	<p>A. If the President, or the head of the primary disciplinary board, or any committee investigating any disciplinary offense believe that the offense under investigation involves a criminal offense, the President shall refer it to the competent attorney general for the proper legal procedures, and the disciplinary procedures shall be suspended until the final verdict in the criminal offense is reached.</p> <p>B. Even if the verdict in the criminal offense is that the employee is not guilty of or innocent from the criminal charges against him, disciplinary procedures against him may be carried out pursuant to this Regulation.</p> <p>C. If the employee is referred for investigation or to the primary disciplinary board or any judicial body, the President may suspend the</p>

	<p>employee from work during the investigation or trial period and hold his salary and bonuses fully or partially until a final verdict is reached. The resignation of the employee in this case may not be accepted until the final verdict on the disciplinary or judicial charges against him is reached.</p>
Article (63)	<p>A. If the final decision of the disciplinary board or judicial verdict clears employee referred to any of these two bodies from the behavioral offense the accusation, he shall be entitled to his full salary with the bonuses for the period of his suspension.</p> <p>B. However, if any of the two bodies stipulated in paragraph (A) of this Article convicts the employee and sentence him to a disciplinary sanction other than the terminating of his service or dismissing from his job, he shall be entitled to his full salary plus the bonuses for the period of his suspension from work no more than six months, if it does, however, he shall be entitled to half of his salary and half the bonuses for the period surpassing the six months.</p> <p>C. If the decision was to terminate the services of the employee or dismiss him from his job, he is not entitled to any of his salaries or bonuses commencing the date of referring him to the disciplinary board, district attorney or the court for trial for the behavioral violation he commits or the offense which he is accused of provided that he shall not be required to return any of the money he earned from his salary or bonuses during the period of suspension pursuant to the provisions of paragraph (C) of Article (62) of this Regulation.</p>
Article (64)	<p>The President, or whomever he authorizes, reports all of the notifications concerning the disciplinary procedures stipulated in this regulation and the final verdicts issued pursuant to the disciplinary offences to whom they may concern in writing.</p>
Article (65)	<p>The Council issues the required instructions to keep all of the papers concerning all the disciplinary procedures stipulated in this Regulation.</p>
Article (66)	<p><b>Service Termination</b></p> <p>The service of an employee is terminated in the following cases:</p> <p>A. Accepting his resignation.</p>

	<p>B. Reaching the age of sixty for a male employee and the age of fifty five for a female employee. The Council may, pursuant to the placement of the President on basis of the recommendation of the dean or the competent director, extend the service year by year provided that it does not exceed five years.</p> <p>C. The inability to continue working at the University for Medical Reasons, pursuant to a report from a medical reference.</p> <p>D. Losing the Jordanian nationality.</p> <p>E. Losing the job.</p> <p>F. Laying off the employee.</p> <p>G. Dismissing the employee from his job.</p> <p>H. Losing a condition of the appointment conditions stipulated in this Regulation.</p> <p>I. Death. The University pays his salary and bonuses for the month in which he passed away, in addition to the salary and bonuses of another month.</p>
Article (67)	<p>A. The resignation of an employee shall be submitted in writing. It is accepted or refused by the concerned appointing reference during thirty days commencing the date of filing it, and if there is no response, the resignation is considered to be legally accepted.</p> <p>B. The employee shall continue working until receiving a written statement of the acceptance of his resignation. If he leaves work before being informed of the acceptance of his resignation or the end of the period stipulated in paragraph (A) of this Article, he is deemed to have legally lost his job.</p>
Article (68)	<p>A. The employee is deemed to have lost his job if he is absent from work for a consecutive period of ten days without a legal leave or a legitimate excuse, and he does not inform his direct boss of his absence by any available means.</p> <p>B. The decision that an employee has lost his job is issued by the competent appointing party, and the decision takes effect commencing the first day the employee was absent from work.</p> <p>C. The employee who is deemed to have lost his job has the right to object to the decision within fifteen days from the date of the decision to the director who issued the decision, together with the reasons of his objection. If the competent director is convinced of his objection, the decision is cancelled and the employee returns to his job.</p>

	D. An employee who has lost his job may only be reassigned after at least three years of losing his job and getting a decision from the competent director of reappointment him.
Article (69)	The employee shall be dismissed by the decision of the competent appointing party if he receives within five consecutive years three different sanctions from the those stipulated in clauses (2), (3), (4), (5) and (6) in paragraph (A) of Article (52) of this Regulation.
Article (70)	<p>A. The employee shall be dismissed in any of the following cases:</p> <ol style="list-style-type: none"> <li>1. By a decision from the disciplinary or appellate board.</li> <li>2. By a decision of the competent director, assigning his equivalent in rank and salary, if his sanction was by downscaling his rank then he committed a behavioral offense which requires another downscaling of his degree or laying him off.</li> <li>3. If he is sentenced by a specialized court guilty of a crime which offends honor such as bribe, theft, robbery, forgery, misuse of trust, a false testimony and any other crime which offends general ethics, or sentenced to go to jail by a specialized court for a period of more than six months for committing any crime. The employee is considered in any of the cases stipulated in this Clause dismissed from service from the date of issuing the verdict.</li> </ol> <p>B. An employee who is dismissed from the University may not be reappointed.</p>
Article (71)	The employee whose service is terminated for any reason should pay back any of his financial obligations to the University, and return all property in his custody before leaving work.
<b>General Provisions</b>	

Article (72)	The President shall determine the work hours for the workers at the University.
Article (73)	The organizational structure of the University is determined by the Council pursuant to the placement of the President.
Article (74)	The President shall issue the structure concerning the employees pursuant to the job formation table.
Article (75)	No employee is entitled to any bonuses or recompenses no matter of their amount type, or name, or percentage other than what is determined to be disbursed for certain categories of these employees before the provisions of this Regulation coming into force, other than the bonuses and allowances stipulated in this Regulation.
Article (76)	The Council shall issue the required instructions to execute the provisions of this Regulation, provided that they do not contradict or violate its provisions.
Article (77)	Any decision issued by the Board of Trustees or Higher Education Council, as a case requires, which is related to the bonuses and rewards stipulated in this Regulation shall be cancelled. Any other provision mentioned in any other regulation, or a decision by the Board of Trustees or Higher Education Council related to salaries and bonuses for faculty member and employees at the University shall not be applicable.

**Employees Executive Instructions  
at the German Jordanian University issued by the University Council  
Pursuant to Article (76) of the Employees Regulations at the German  
Jordanian University No. (95) Of (2009)  
Amended**

Article (1)	These Instructions shall be called “The Amended Executive Instructions for The Employees Regulations at the German Jordanian University” and are read with the Executive Instructions of the Employees Regulations at the German Jordanian University issued by the University Council pursuant to Article (76) of the Employees Regulations at the German Jordanian University No. (95) Of (2009), as amended, and it shall come into force as of 17/3/2013.
<b>Article (1) was amended pursuant to the Decision of the University Council No. 29/2013 on 3/12/2013 in its Session No. 8/2013</b>	
Article (2)	In these Instructions, the definitions mentioned in Article (2) of the Employees Regulations at the German Jordanian University shall be adopted.
Article (3)	<p>A. A person to be appointed at the university shall not begin work until completing all the appointment procedures and the issuing of the appointment decision.</p> <p>B. The employee shall be officially informed of his appointment in writing and of the necessity to begin work by email or on the address written on his application. If he/she does not begin work within two weeks, the decision of appointment shall be cancelled unless he/she has an acceptable excuse, and under all circumstances the employee shall be considered refrain if he does not start work within a month of being appointed and the immediate director should notify the human resources department when the employee starts work.</p> <p>C. The President of the University may postpone an employee commencement of work for a period of two months from the date of the appointment decision in case of the inability of the candidate to begin work for reasons approved by the President.</p>

Article (4)	<p>Subject to the provisions of the two Articles (6,7) of the Employees Regulation at the University, the jobs at the University shall be divided into the following categories:</p> <table border="1" data-bbox="432 412 1378 1236"> <thead> <tr> <th data-bbox="432 412 624 465">Category</th><th data-bbox="624 412 1378 465">The job</th></tr> </thead> <tbody> <tr> <td data-bbox="432 465 624 689"><b>First</b></td><td data-bbox="624 465 1378 689"> <b>1) Assistants and consultants to the President of the non-faculty members.</b>  <b>2) Heads of units, centers, departments and the like and their assistants.</b> </td></tr> <tr> <td data-bbox="432 689 624 860"><b>Second</b></td><td data-bbox="624 689 1378 860"> <b>1) Heads of sections and "diwans"</b>  <b>2) Administrators, accountants, skilled workers and technicians.</b> </td></tr> <tr> <td data-bbox="432 860 624 1084"><b>Third</b></td><td data-bbox="624 860 1378 1084"> <b>Workers in the fields of administration, clerking , accounting and training, warehouse and supply affairs, libraries, technical, crafts and vocational works or the like and supervising such works.</b> </td></tr> <tr> <td data-bbox="432 1084 624 1236"><b>Fourth</b></td><td data-bbox="624 1084 1378 1236"> <b>Technical, craft and vocational assistants, or the like, and those supervising their execution and the performance of specific services.</b> </td></tr> </tbody> </table>	Category	The job	<b>First</b>	<b>1) Assistants and consultants to the President of the non-faculty members.</b> <b>2) Heads of units, centers, departments and the like and their assistants.</b>	<b>Second</b>	<b>1) Heads of sections and "diwans"</b> <b>2) Administrators, accountants, skilled workers and technicians.</b>	<b>Third</b>	<b>Workers in the fields of administration, clerking , accounting and training, warehouse and supply affairs, libraries, technical, crafts and vocational works or the like and supervising such works.</b>	<b>Fourth</b>	<b>Technical, craft and vocational assistants, or the like, and those supervising their execution and the performance of specific services.</b>
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Article (5)	<p>A. The President of the University can assign people pursuant to a recommendation from the concerned dean or director to work at the university for specific hours in return for a financial remuneration determined by the President, or appointing them with a daily pay for a specific period, to perform a specific task.</p> <p>B. The President may hire employees upon a recommendation from the concerned dean or director with a daily pay or a monthly remuneration for a specific period within the temporary projects allocations such as scientific research projects or on the expense of provisional trust funds. Their services shall be terminated with the end of the purpose for which they are hired or when the allocations for this purpose are all spent.</p> <p>C. The provisions of the Labor Law shall apply to workers with daily pay or a monthly remuneration, as for what is applicable to the employees of the university concerning social security.</p>										

Article (6)	<p>Subject to the provisions of Article (5) of the Employees Regulation at the University, assigning part-time work at the University is pursuant to the following:</p> <ol style="list-style-type: none"> <li>1. The decision of the President and the recommendation of the competent dean/ director.</li> <li>2. The working hours and the amount of the remuneration to be granted are determined with the assigning decision.</li> <li>3. The financial remunerations granted for the people assigned part-time work shall rely on the actual work hours and their educational qualifications.</li> <li>4. If the circumstances require assigning people who do not have the educational qualifications but have the technical and occupational expertise, then they are granted a remuneration, which is determined by the President.</li> <li>5. The maximum limit of assigned hours is (25) hours per week.</li> <li>6. In some special cases, assigning experts and specialists to work part-time is required; these are entitled to a gross monthly remunerations determined by the President for their work.</li> <li>7. Before assigning part-time work, it is required to ensure the availability of financial allocations in the budget of the University.</li> </ol>
Article (7)	<p>Subject to the provisions of Article (14) of the employees Regulation at the University:</p> <ol style="list-style-type: none"> <li>A. The expertise required in the field of work should be duly verified.</li> <li>B. The objection of the employee to the appointment decision concerning the category, degree and salary shall be considered if he files his objection within 90 days from the appointment date.</li> <li>C. Subject to paragraph (B) of this Article, if the objection for counting the years of expertise or modifying the salary is submitted after the period of 90 days mentioned in paragraph (B), it will not be considered.</li> <li>D. The information on an employee application for a job shall be adopted, and he may not add any documents after being appointed which might alter the initial appointment decision.</li> </ol>



	E. Changing the appointment position of an employee at the University may not result in a reduction of his basic salary under any circumstances. For this purpose, all expertise the employee gained at the University shall be considered as an actual service at the University.												
Article (8)	Subject to Article (16) of the Employees Regulation, an annual raise may be granted for those who are appointed with package contracts pursuant to the decision of the President upon the recommendation of the committee.												
Article (9)	The salary of the employee shall be counted after issuing the appointment decision by the competent reference, starting from the day the employee begins work pursuant to a written letter from the immediate director.												
Article (10)	<p>A. Subject to Article (15) of the employees Regulation, if the employee obtains a new educational qualification, his status shall be modified by granting him one annual raise or more to his basic salary pursuant to the obtained qualifications, in accordance with to the following:</p> <p><b>1. Bachelor degree - two annual raises.</b></p> <p><b>2. Master degree or higher specialization - three annual raises.</b></p> <p><b>3. PhD - four annual raises.</b></p> <p>B. The employees committee shall consider the cases not mentioned in paragraph (A) of this Article.</p> <p>C. Amendments of paragraphs (A) and (B) shall not affect the due date of the annual raise.</p>												
Article (11)	<p>A. Subject to Article (17) of the Employees Regulations at the University, the holders of the experiences and qualifications shown below shall be appointed pursuant to the following scale of salary:</p> <p><b>1. Administrators and Technicians</b></p> <table><tr><td>The certificate</td><td>Appointment Degree</td><td>Primary Salary</td></tr><tr><td>High school (Tawjihi)</td><td>Sixth</td><td>46</td></tr><tr><td>The certificate of a community college without a comprehensive exam</td><td>Sixth</td><td>54</td></tr><tr><td>A two-year diploma after high school with a comprehensive exam</td><td>Fifth</td><td>65</td></tr></table>	The certificate	Appointment Degree	Primary Salary	High school (Tawjihi)	Sixth	46	The certificate of a community college without a comprehensive exam	Sixth	54	A two-year diploma after high school with a comprehensive exam	Fifth	65
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A two-year diploma after high school with a comprehensive exam	Fifth	65											

	A three-year diploma after high school	Fifth	75
	A bachelor degree through affiliation	Fifth	75
	A bachelor degree through a regular program	Fourth (B)	87
	Diploma after the bachelor degree	Fourth (B)	93
	A master degree through affiliation	Fourth (B)	93
	A master degree through a regular program	Fourth (B)	99
	PhD	Second (B)	186
	<b>2. Professionals</b>		
	The Certificate	Appointment Degree	Primary Salary
	A nurse assistant, the period of study is eighteen months after high school	Sixth	62
	A three-year diploma in nursing after high school	Fifth	80
	A bachelor degree in architecture/ nursing/ pharmacy/ dentistry	Fourth (B)	99
	A higher diploma after a bachelor degree in architecture/ nursing/ pharmacy/ dentistry	Fourth (B)	105
	A master degree in architecture/ nursing/ pharmacy/ dentistry	Fourth (B)	111
	A bachelor degree in medicine	Fourth (B)	111
	A diploma after a bachelor degree in medicine	Fourth (A)	121
	A master degree in medicine	Fourth (A)	121
	<b>3. Craftsmen</b>		

	Job Title/ Expertise	Appointment type	Primary Salary	
	A public driver fourth category/ a motorcycle driver/ a tractor driver	Contract or lump sum	65	
	A driver of a shipping vehicle with two axis fifth category	Contract or lump sum	75	
	All car driver	Contract or lump sum	85	
	A vocational diploma without an official exams (Tawjihi) certificate or secondary competency vocational certificate or he possesses five years of experience without an educational qualification.	Contract or lump sum	54	
	A two-year diploma without an official exams (Tawjihi) certificate plus five years' experience or industrial high school certificate plus five years of experience or ten years of experience without an educational qualification.	Contract or lump sum	62	
	A two-year diploma without an official exams (Tawjihi) certificate plus ten years' experience or industrial high school certificate plus ten years of experience or fifteen years of experience without an educational qualification.	Contract or lump sum	75	
	A craftsmen whose experience exceeds fifteen years	Contract or lump sum	Decided by the committee	
	A guard	Contract or lump sum	46	
	A retired guard	Contract or lump sum	54	

	Telephone exchange operator with an experience of at least three years	Contract or lump sum	46	
	A craftsman assistant	Contract or lump sum	46	
	Worker as office boy/ or worker in photocopying	Contract or lump sum	40	
	Other job titles	Contract or lump sum	Decided by the committee	
B. Daily wages are determined pursuant to the following salary scale:				
	Appointment Type	Daily wage		
		Dinar	Fils	
Workers supervisor	On daily basis	9	550	
Guard	On daily basis	9	550	
Worker as office boys/or in photocopying	On daily basis	8	340	
Craftsmen	On daily basis	9	797	
For any other job title, the daily salary shall be counted pursuant to the following equation:  A monthly gross salary times twelve divided by three hundred and sixty five.				
Article (11) was modified by the University Council Decision No. 29/2013 on 3/12/2013 in its Session No. 8/2013				
Article (12)	The change of employment from one status to another is pursuant to the following conditions:  <b>A. General Conditions:</b>  1. Having a good conduct and behavior.  2. Not being sentenced to any disciplinary penalties except for receiving a notice during the last two years, and in case the			

	<p>employee receives a penalty, then the provisions of Article (31) of these instructions shall apply.</p> <ol style="list-style-type: none"> <li>3. Having an evaluation not less than very good for the last two years of working at the University.</li> <li>4. The existence of a job vacancy in the administrative formation schedule.</li> </ol> <p><b>B. Special Conditions:</b></p> <ol style="list-style-type: none"> <li>1. To change the appointment from a daily wage to an annual contract, it is required that the employee spends at least one year in service with a daily wage, and he should be literate.</li> <li>2. To change the appointment from a contract to a job with a fixed salary for an employee appointed in any of the fourth category jobs, it is required that the employee has spent at least two years working at the University with a contract.</li> <li>3. To change the appointment from an annual contract to the classified degree, it is required that the employee has spent at least two years in actual service at the University.</li> </ol>
Article (13)	<p>An employee shall be appointed to an administrative position for a period of three years, renewable, and in case he is exempted from his administrative position, he shall continue his work as an employee at the University and he shall be appointed at the category he deserves pursuant to his qualifications and the conditions of that category.</p>
Article (14)	<p>Subject to the two Articles of (18/A) and (21/A/2) of the employees regulations, employees with a lump sum salary or contract are granted their annual raise each year. In case their basic salary reaches its maximum pursuant to their degree or category, the employee shall not be eligible for transferring to a higher degree or category, however he shall be granted an annual raise pursuant to the degree, and he shall be granted all the allowances available for the degree that his salary falls under.</p>
<b>Promotion and Incentives</b>	

Article (15)	<p>A. A classified employee shall be promoted or transferred from one category to the other pursuant to a decision by the President upon the recommendation of the committee.</p> <p>B. Transfer or promotion recommendations for an employee shall be submitted by his immediate director to the appropriate competent authority.</p> <p>C. The employee shall be entitled to his annual raise in its determined date unless there is a decision to withhold it.</p>
Article (16)	<p>A. An outstanding employee shall be granted the incentive allowance mentioned in Article (30) of the employees' Regulation pursuant to the following:</p> <ol style="list-style-type: none"> <li>1. The general evaluation should not be less than excellent in the annual report of the employee for the past two years.</li> <li>2. Having an actual consecutive service at the university for no less than five years.</li> <li>3. Not being sentenced to any penalty in the last five years.</li> <li>4. Has conducted work and activities upon his own initiative, or at the request of his directors (details should be attached) pursuant to a form prepared for such purposes by the Human Resources.</li> </ol> <p>B. In case the employee is granted one incentive allowance in a certain degree, he shall be given another incentive allowance in the new degree only after four years.</p> <p>C. The President shall form at the beginning of the academic year a special committee called ( The Committee of Incentive Allowances for the Employees) which is headed by one of his vice presidents or assistants and the <b>membership of:</b></p> <ul style="list-style-type: none"> <li>▪ <b>The director of the financial department.</b></li> <li>▪ <b>The director of the human resources department.</b></li> <li>▪ <b>The director of the internal auditing department.</b></li> <li>▪ <b>The concerned dean/director of the employee.</b></li> </ul> <p>D. The committee looks into the recommendations passed to it by the President and chooses the outstanding employee who deserves such an allowance.</p>

	E. The committee shall submit its recommendations to the President for issuing the appropriate decision.
<b>Placement in Permanent Service</b>	
Article (17)	Subject to article (13) of the employees Regulation, it shall be required for the placement in permanent service at the university that the employee has earned at least a good evaluation in the past two years of his service at the university.
<b><u>Leaves</u></b>	
<b>First : Annual and Daily Leaves</b>	
Article (18)	<p>Annual leaves and daily leaves are granted according to the following procedures and principles:</p> <p>a. The leave application shall be submitted at least one day in advance according to the form prepared for this purpose.</p> <p>B. In cases determined by the dean or director, leave may be granted upon request.</p> <p>C. Subject to Paragraph (B) of this Article, the employee may not leave his job or enjoy his leave before it is approved.</p> <p>D. Leaves are monitored in a special register with the dean or director, and a copy is sent to the human resources department at the university with a monthly statement and report of vacations and leave.</p> <p>E. The employee is allowed to have a leave, provided that the departure period does not exceed three hours per day, and the total departures do not exceed fifteen hours during the month. Departure hours shall be deducted from his leave balance on the basis of every eight hours equal one working day.</p> <p>F. Departures of more than three continuous hours in one day are counted as a full day leave and deducted from the annual leave. In all cases, a leave permit is not granted to the employee except after attending his workplace and submitting the request, then he can leave except for urgent cases estimated by his direct supervisor.</p>

	<p>G. If the employee's total leaving hours exceeds fifteen hours per month, each departure, regardless of the duration, is counted as a working day.</p> <p>H. The University President issues principles for attendance and absence.</p>
<p>Paragraph E of Article 18 was amended and paragraphs G and H were added by University Council Decision No. 7/2014/2015 on 3/17/2015.</p>	
<p><b>Second: ( Sick Leaves)</b></p>	
Article (19)	<p>The President shall form a committee of experts and specialists whose task is to consider the sick leaves referred to it by the President. This committee shall be considered as the reliable medical reference at the University.</p>
Article (20)	<p>Subject to Article (45) of the employees Regulation, the sick leaves shall be granted according to the following:</p> <p>A. The employee shall be entitled to separate sick leaves that shall not exceed ten days per year in its total, upon the recommendation of a doctor recognized by the university and the approval of the dean/competent director. Such leaves shall not be deducted from the annual leave of the employee.</p> <p>B. If the period of the separate leaves exceeds ten days per year, the extra period shall be deducted from the annual leave which the employee is entitled to for that year. If the employee exhausts his annual leaves, then it shall be deducted from his salary.</p> <p>C. A sick leave shall be granted to an employee for a period of seven or more days provided that it should not exceed a month pursuant to a report by the recognized medical reference only once per year. This leave shall not be deducted from the annual leaves.</p> <p>D. If the period of the consecutive sick leaves mentioned in (C) of this Article exceeds thirty days, then the extra period shall be deducted from the annual leaves which the employee is entitled to for that year, and if he exhausts his annual leaves, it shall be deducted from his salary.</p> <p>E. If the employee does not recover within thirty days from the date of his sick leave, then his sick leave shall be determined for the period, which the recognized medical reference believes necessary.</p> <p>F. The medical reference should determine in its reports the period sufficient for the employee to recover and if he decides on reexamining</p>



	the employee after the end of that period, then the employee may not be allowed to get back to work until the medical reference decides on that after reexamining.
Article (21)	<p>A sick employee who is classified or who has a fixed salary shall be paid for a sick leave which exceeds a consecutive month the following:</p> <ul style="list-style-type: none"> <li>A. A full salary with all the allowances for the first four months.</li> <li>B. Half a salary with half the allowances for the following four months.</li> <li>C. The employee shall be re-examined by the medical reference after the lapse of eight months from the beginning of his sickness, and if the result shows that the employee shall be cured within another four months, he shall be paid quarter of his salary with the allowances during such period.</li> <li>D. If the sick employee is not recovered within twelve months from the start of his sickness according to the preceding paragraphs (A, B, C), then his services shall be terminated by the reference authority responsible for appointments.</li> <li>E. The annual sick leave stipulated in this Article shall be considered as a part of the actual service of the employee for the purpose of calculating the remuneration of the end of service, saving, seniority and others.</li> </ul>
Article (22)	<ul style="list-style-type: none"> <li>A. An employee appointed with a contract and got a sick leave which exceeds one month earns the following: <ul style="list-style-type: none"> <li>1. The full salary and allowances of the first two months.</li> <li>2. Half the salary and allowances of the following two months.</li> <li>3. If the employee is not recovered within four months from the start of his sick leave, then he shall be referred to the medical committee, and the competent medical reference shall have the right to grant him a sick leave with a maximum period of two months without a salary and allowances, and if he has not recovered afterwards his contract shall be terminated by law.</li> </ul> </li> <li>B. The annual sick leave stipulated in this Article shall be considered as a part of the actual service of the employee for the purpose of calculating the remuneration of the end of service, seniority and other remunerations.</li> </ul>
Article (23)	If the medical reference decides that the employee got his disease while performing his job or because of it without any negligence on his side, then

	<p>he shall be granted a sick leave with a full salary and all of the allowances for the full period needed for recovery provided that it should not exceed a full year. If he is not recovered during the year then his service shall be terminated by the reference authorized for appointments.</p>
Article (24)	<p>A. If the employee gets sick while he is on an official mission outside the Kingdom or while being out of the Kingdom with a legal excuse, then he shall be granted a sick leave which should not exceed ten days pursuant to a report from one doctor. In this case, the employee must inform his dean/ director of his sickness and provide him/her with his medical report. This leave shall be dealt with pursuant to Article (20/A) of these Instructions.</p> <p>B. If the period of sickness exceeded ten days, the employee should get a medical report signed by two doctors or a hospital. He must also inform his department of his situation and provide it with the medical reports as soon as possible in order to review them with the competent medical reference and decide if to accept or reject them, provided that he visits the medical reference once he returns to the Kingdom.</p>
Article (25)	<p>A. A pregnant employee shall be entitled to a maternity leave before and after giving birth for a period of seventy days with a full salary and all of the allowances she deserves pursuant to a reliable medical report from the competent reference.</p> <p>B. The maternity leave shall not affect the entitlement of the employee to her annual leave.</p> <p>C. After the end of the maternity leave, the employee shall be entitled to one hour per day to breastfeed her newborn which shall be paid for. The employee shall determine in coordination with her director and with the approval of the dean/ competent authority the time of that hour, which lasts for a year starting from the date of the end of the maternity leave. Under all circumstances, the employee may not compile or rotate those hours.</p> <p>D. Under all circumstances, the employee shall have the right to take an unpaid leave for this purpose for a period or periods of time that don't exceed a year starting from the date of the end of her maternity leave.</p>

	<p>These leaves, however, shall not be calculated as part of her service for the purpose of remunerations, saving, promotion and annual raise.</p> <p>E. The employee is entitled to take paternity leave with full salary and allowances for a period of three working days and within thirty days from the date of notification of the wife's birth.</p>
<p><b>Article (25) of these instructions was amended by adding paragraph (E) in the University Council decision no. (27/2022/2023) dated on 3/9/2023</b></p>	
Article (26)	<p>The employees by contracts shall be subject to the rules of leaves mentioned in these instructions, and they shall be treated the same way as their equals concerning salary unless indicated otherwise in their contracts.</p>
<p style="text-align: center;"><b><u>Overtime Work</u></b></p>	
Article (27)	<p>A. Subject to Article (25) of the Employees Regulations:</p> <ol style="list-style-type: none"> <li>1. Overtime work means that the employee shall be assigned extra working hours in addition to his official working hours or during official holidays.</li> <li>2. The employee shall be assigned to overtime pursuant to the decision of the President relying on the recommendation of the dean or competent director before starting overtime work</li> <li>3. The maximum limit of overtime is forty hours per month, and that excludes overtime on the expense of other institutions.</li> <li>4. Every overtime hour shall be counted for one and a quarter hour if it occurs after the employee official working hours, and each overtime hour shall be counted for one and a half hour on the days of holidays and official holidays.</li> <li>5. The fee of an overtime hour shall be counted pursuant to the total salary of the employee assigned to overtime according to the following equation:  <math display="block">\text{Overtime payment} = (\text{the total salary of the employee} \times \text{the number of overtime hours}) / \text{two hundred and forty hours}</math> </li> <li>6. The employee shall not be entitled to a remuneration or an allowance for overtime for the same work he is assigned to.</li> <li>7. If the employee is assigned to teach or train within his official working hours in return for a financial remuneration, then the hours</li> </ol>

	<p>he taught are deducted from his annual leaves. If his annual leaves are not enough, he shall be granted only half of the remuneration he is entitled to. The remuneration shall be granted pursuant to each teaching hour according to the following:</p> <ul style="list-style-type: none"> <li>▪ Holders of a bachelor: 10 Dinars</li> <li>▪ Holders of a master: 12 Dinars</li> <li>▪ Holders of a PhD: 15 Dinars</li> </ul> <p>8. The President may assign any of the workers at the university extra tasks in addition to the work they are designated to within their job, in return for a financial remuneration determined by the President.</p> <p>B. The President shall determine the payment for overtime to be as administrative hours. The administrative overtime shall be appropriated in the human resource department pursuant to a letter by the dean/ director provided that it shall be reinforced with a prior assigning by the President or his delegate.</p>
<p style="color: red;">Article (27) has been amended pursuant to the Decision of the University Council No. 29/2013 on 3/12/2013 in session No. 8/2013</p>	
<p><b><u>Disciplinary Procedures and Penalties</u></b></p>	
Article (28)	The disciplinary penalties stipulated in the Regulation of the employees at the University may only be enforced after interrogating the employee or after forming an investigating committee as required by the situation, provided that seniority shall be taken into account when forming the committee.
Article (29)	For the purpose of enforcing the salary reduction penalty on an employee who committed a disciplinary offense, the sum of maximum two annual raises shall be deducted from his basic salary.
Article (30)	For the purpose of enforcing lowering the rank (degree) penalty on an employee who committed a disciplinary offense, his rank (degree) is lowered to the corresponding category and year in the lower rank (degree).

Article (31)	Subject to Article (61) of the employee Regulation, and in case the disciplinary penalties referred to the employee are withdrawn, because the employee is found not-guilty, the employee shall be transferred or promoted starting from the date he is entitled to.
Article (32)	All the documents related to the disciplinary procedures stipulated in the Regulation of the employees' at the University shall be kept at the human resource department at the University.
<b><u>General Provisions</u></b>	
Article (33)	The President shall decide on cases that are not mentioned in these Instructions or for any complications that may result from applying them.
Article (34)	These Instructions shall delete all of the contradicting provisions mentioned in previous Instructions or decisions.
Article (35)	The President, the committee, the deans and the directors shall be responsible for applying the provisions of these Instructions.

## **Scholarships**

### **Regulations of Scientific Scholarships in the German Jordanian University Regulation No. 98 of 2009**

Article (1)	This Regulation shall be called “Regulations for Scientific Scholarships in the German Jordanian University of 2009” and shall come into force once it is published in the official Gazette.
Article (2)	<p>The following words and phrases, wherever they appear in this Regulation, shall have the designated meanings below unless the context requires otherwise:</p> <p>University : The German Jordanian University</p> <p>President: The President of the University</p> <p>Council: The Deans Council of the University</p> <p>Dean: The dean of the school</p> <p>Chairman: The department chair where an employee works.</p> <p>Scholarship Holder : A person who is granted a scientific scholarship by the University.</p> <p>Scientific scholarship: A scholarship that is for one semester or more in the purpose of obtaining a scientific degree or a diploma in the area of specialization, or participating in a training course for four continuous months or more in order to gain particular knowledge or a skill that is beneficial for the scholarship holder in his work.</p> <p>Organization: The university or the institute where the scholarship holder is sent to.</p>
Article (3)	The provisions of this Regulation applies to the scholarship holder whether he is an employee at the University or he is committed to work at the

	University, and also whether he was sponsored by the University or by others for the benefit of the University.
Article (4)	<p>The following are the requirements for scientific scholarship candidates:</p> <p>A. The candidate must have Jordanian nationality.</p> <p>B. The candidate should have appropriate health condition according to a certificate from the medical committee approved by the University.</p> <p>C. The candidate should retain full civil capacity with no charge of any misconduct or violating honor or felony against public morals and norms.</p> <p>D. The candidate should possess the required educational qualifications and meets the preset conditions of the scientific scholarship offered by the university.</p> <p>E. To resign from the university for the purpose of the scholarship if he/she will be receiving a scientific degree from the scholarship.</p> <p>F. He/she should have a bachelor degree or a master degree with a minimum average of “very good”.</p> <p>G. The age of the Bachelor degree holder may not exceed 33 and 35 for the Master degree holders.</p>
Article (5)	<p>The procedures for granting a scholarship are as follows:</p> <ol style="list-style-type: none"> <li>1. If the scholarship candidate is a teaching staff, a lecturer or a teaching assistant, the council would decide on the scholarship as recommended by the school council which is based on the recommendation of the academic department council.</li> <li>2. If the scholarship candidate works as an administrative or technical staff at the University, the council would decide on the scholarship as recommended by the employee’s affair committee based upon the recommendation of the school committee and the director of the concerned department.</li> </ol>
Article (6)	<p>The scholarship decision must clarify the following points:</p> <ol style="list-style-type: none"> <li>1. The area of specialization.</li> <li>2. Scholarship duration.</li> <li>3. The scientific degree or certificate or the training that is to be earned from the scholarship.</li> <li>4. The organization where the scholarship is granted, and which must be recognized by the university.</li> </ol>

	5. Any other issues the council decides on as needed for the sake of the university.
Article (7)	<p>A. The scholarship duration required to get a scientific degree is as follows:</p> <ol style="list-style-type: none"> <li>1. Three years for the scholarship holders with Master degree to get a PhD degree.</li> <li>2. Four years for the scholarship holders with Bachelor degree to get a PhD degree.</li> <li>3. Two years for the scholarship holders with a Bachelor degree to get a Master degree.</li> </ol> <p>B. The duration of the scholarship as mentioned in paragraph (A) is renewed yearly. Nevertheless, it may not exceed the scholarship duration which can be extended to no more than a year if the university in which the scholarship holder is studying justifies this extension based on reasonable ground and with the council approval.</p> <p>C. While taking what is mentioned in paragraph (A) of this Article into consideration, the council must determine the scholarship duration in its decision if the field of specialization required a longer duration than what is set.</p>
Article (8) Arabic 120?	<p>A. The scholarship holder is obliged to sign a contract with the Notary pledging to serve at the university for double the scholarship duration, a part of the year is counted as a year for the purpose of service at the University. The contract is to be organized with enough copies, for the university and the scholarship holder or his/her guarantor(s).</p> <p>B. The scholarship holder must provide the university with one of the following guarantees based on what the council decides as recommended by the President:</p> <ol style="list-style-type: none"> <li>1. Provide a guarantee from the Notary with two solvent guarantors who guarantee jointly and severally that the scholarship holder would abide by all the terms that he/she has pledged to. Both guarantors must be Traders or industrialists registered in the chamber of commerce or chamber of industry with excellent, first or second levels. They must also provide a certified solvency as required with a minimum of JD 50,000 (JD fifty thousand) and should be owners of real estate with the same value. The real estate of each guarantor shall be mortgaged for the benefit of the University as a first-degree mortgage to insure the scholarship expenses.</li> </ol>



	<ol style="list-style-type: none"> <li>2. Provide a bank guarantee in favor of the University from one of the Jordanian banks covering the scholarship allowances and the commitment duration, adding to it 50% of the value of the scholarship.</li> <li>3. Provide a guarantee from the Notary from a solvent guarantor. The scholarship holder or his/her guarantor must provide a real estate worth the costs, which shall be first degree mortgaged in favor of the University at the competent department. The University shall be also provided with a certificate of registration (koshan) from the Director of the Department of Land and Survey where the real estate is located, such certificate shall include the estimated value of the real estate according to the official records of the Department of Lands and Survey, and shall be duly attested.</li> <li>4. In exceptional and justifiable cases, the council may decrease the value of the mortgage or the guarantee to comply with the duration of the scholarship and the expenses that the University will defray.</li> </ol>
Article (9)	<ol style="list-style-type: none"> <li>A. If the scholarship holder did not pledge to the undertaken terms according to the regulation , he/she along with his/her guarantor or guarantors must cooperate to pay back all what was spent on the scholarship holder in addition to 50% of the whole cost. Such expenses include: salary, allowances, travel expenses, study fees, living costs that are mentioned in Article (10). In addition to all allocations that were spent on the scholarship holder or were spent because of him/her during the scholarship whether those expenses were spent by the university or by any other source that is directed to the university, 50% of the total of these expenses will be added.</li> <li>B. The scholarship holder and his guarantors are committed to the University decision regarding the expenses, as the case may be. This decision may not be objected to or demurred in any way.</li> </ol>
Article (10)	<ol style="list-style-type: none"> <li>A. The scholarship holder shall be paid the following : <ol style="list-style-type: none"> <li>1. Travel fees (two way ticket, economy class) for him and his spouse along with four children under the age of eighteen to the location of the scholarship only once during the duration of the scholarship.</li> </ol> </li> </ol>

	<p>2. Tuition fees as set by the university where he is sent to.</p> <p>3. Monthly payment set by the instructions set by the council to cover all living expenses and all tuition fees and supplies including: books and other study requirements.</p> <p>4. Health insurance fees coverage for the scholarship holder , spouse and children mentioned in Clause (1) of this paragraph , provided that the insurance fees are set by the council instructions.</p> <p>5. Any other tuition fees the council finds necessary to fulfill the scholarship requirements by virtue of verified documents from the university where he/she is studying.</p> <p>B. The payments to the scholarship holder of a training course should be specified by the council instructions regarding this matter.</p>
Article (11)	Supposing the funding of all the scholarship expenses that are mentioned in Article (10) of this Regulation came from a source other than the University, the University is still the one considered the payer. In case the funding was less than what was agreed on, then the University shall bear the difference.
Article (12)	The scholarship holder and his/her guarantors are jointly and severally liable about loyalty and fulfilling all the commitments they are responsible of to the University as described in the contract, no matter who the funder is.
Article (13)	<p>A. The scholarship holder is prohibited from getting any paid job or to receive a salary during the duration of the scholarship unless the job is connected to his field of specialty and does not obstruct his/her studies. The scholarship holder must inform the President whether the job is in the university he/she is studying in or outside of it and an approval letter from the President regarding this matter is obligatory.</p> <p>B. If the scholarship holder got married during the scholarship duration, his/her status changes to “married scholarship holder” from the beginning of the next academic year following the marriage. If both spouses are scholarship holders at the University, they are treated as single scholarship holders.</p>
Article (14)	A. The scholarship holder is committed to the scholarship duration as agreed on and is also committed to all the scholarship requirements such as: studying, research, or any training that are included in the scholarship and

	<p>must abide by the rules, regulations and the instructions of the university he is studying in.</p> <p>B. The Dean or the Chairman follows up on the scholarship holder matters , who should submit to the University information and documents about progress in his/her studies and his/her compliance to the scholarship regulations and instructions applied at the university.</p>
Article (15)	<p>The scholarship holder may not change the university where he/she is studying, the subject of the study or training defined in his scholarship, or the degree that will be granted from the scholarship without the council approval. If any of these changes accrued, the obligation towards fulfilling the scholarship contract and the guarantee contract remain the same for the scholarship holder and his guarantors.</p>
Article (16)	<p>A. The scholarship holder has no more than one month after graduating to return to the kingdom and in the first two weeks of his/her return the scholarship holder must provide the President with a written request to work at the University.</p> <p>B. If the decision of appointing the scholarship holder who is not an employee at the University did not come out in the first six months of the job application, the scholarship holder and his/her guarantor or guarantors are detached from all commitments that are due as required by this regulation.</p>
Article (17)	<p>The council may decide on cancelling the scholarship in any of the following situations:</p> <p>A. If the results of the scholarship holder proved regressing or failing which prevents him/her from completing his/her studies.</p> <p>B. If the university decides to expel the scholarship holder and the president approves it.</p> <p>C. If the duration exceeded the scholarship duration.</p> <p>D. If the scholarship holder pauses his/her enrollment for a semester or more without an acceptable reason by the council.</p>

	<p>E. If the scholarship holder did not oblige to any of the contract terms that was signed with the University.</p> <p>F. If the scholarship holder was charged with a final and imperative misdemeanor against ethics and honor or was charged with a felony from a competent court inside or outside of the Kingdom.</p> <p>G. If provided with proof that the scholarship holder offended the kingdom by any action whatsoever.</p>
Article (18)	<p>If the scholarship holder while working at the University after the scholarship has ended breaches any of the contract terms , he/she or his/her guarantor or guarantors must pay, jointly and severally a percentage of the salary, the allowances and any other expenses that the University incurred. This percentage is calculated based on the remaining period that the scholarship holder must work at the University as agreed in the contract with 50% added to the whole cost especially in these two cases:</p> <ol style="list-style-type: none"> <li>1. If the scholarship holder ended his work for disciplinary reasons while the contract is still active in accordance to the University's regulations and instructions.</li> <li>2. If the scholarship holder resigned from the University earlier than what was agreed on in the contract, even if the resignation was accepted.</li> </ol>
Article (19)	<p>A. If the scholarship is terminated because of any of the mentioned reasons in Article (17) of this Regulation, the scholarship holder or his/her guarantor or guarantors are responsible of paying all the expenses that the University incurred on the scholarship plus 50% of the total amount without the need to inform the scholarship holder or to provide him/her with extra time.</p> <p>B. The council may take any of the following actions when the scholarship is terminated for reasons other than the ones mentioned in Article 17 of this Regulation:</p> <ol style="list-style-type: none"> <li>1. Ask of the scholarship holder to pay all expenses as mentioned in Paragraph (A) of this Article.</li> <li>2. Allow him/her to continue his/her studies at the University at his own expense until the end of the study duration set in the contract. He/she</li> </ol>

	<p>is required to pay back all expenses paid whether it was paid by the university or any other source through the University as mentioned in Article (10) of this regulation added to it 50% of the whole cost.</p> <p>3. The scholarship holder is required to serve at the University double the time his scholarship was paid by the university.</p> <p>C. Based on the President recommendation, the council may delay (for a reasonable period of time) the payments after the cancellation of the scholarship and the scholarship holder continues studying on his/her own expense.</p>
Article (20)	<p>If the scholarship holder or his/her guarantor or guarantors are by any chance obliged to repay all expenses to the University based on the provisions of this regulation and were found incapable of the payments in one batch, the council may allow to pay it back by installment given that the full amount is paid before double the period of the scholarship duration has passed.</p>
Article (21)	<p>The scholarship holder can be exempted from all payments or any part of it and from any obligations that apply to this regulation if his/her health condition is not adequate enough to fulfill the service he/she is committed to at the University. In this case, medical reports from the recognized medical committee of the University must be provided. The council may still refuse of approve the exemption without the need to give any reasons. If the scholarship holder passes away, he/she is automatically relieved from all the payments.</p>
Article (22)	<p>The scholarship holder commitment to work at the university may not be postponed unless in exceptional situations that the council approves and considers for the sake of the university.</p>
Article (23)	<p>It is up to the council to decide on any matter that is not mentioned in this regulation.</p>
Article (24)	<p>It is up to the council to issue the needed instructions for the application of these provisions including the financial provisions of this regulation.</p>

**Instructions for Scientific Scholarships at the German Jordanian University**  
**for the year 2024, Modified by the Deans' Council decision no. (260/2023/2024) dated 21/5/2024 in accordance with Article (24) from the Scientific Scholarships Regulation at the German Jordanian University No. (98) for the year (2009)**

<b>Article (1):</b>	<p>A. These instructions shall be called "Instructions for Scientific Missions at the German Jordanian University" and shall come into force as of the date of their issuance.</p> <p>B. These instructions apply to scholarship holders whose scholarship period began after (1/3/2024).</p>
<b>Article (2):</b>	<p>The following words and expressions, wherever mentioned in these Instructions, shall have the meanings assigned to them below, unless the context indicates otherwise:</p> <p>The University: German Jordanian University.</p> <p>The President: The President of the University.</p> <p>The Council: The Deans' Council at the University.</p> <p>The Committee: The Scientific Scholarships Committee at the University formed by a decision of the Deans' Council upon the recommendation of the President.</p> <p>Dean: The concerned Dean of the School.</p> <p>Director: The director of the department in which the employee works.</p> <p>Scholarship holder: The person sent by the university on a scientific scholarship.</p> <p>Scientific Scholarship: A scholarship whose duration is one semester or more for the purpose of obtaining a degree or diploma in the field of specialization or participating in a training course of four consecutive months or more, to gain a specific knowledge or skill in the field of work of the scholarship holder.</p>
<b>Article (3):</b>	<p>A. A committee called the "Scientific Scholarships Committee" shall be formed at the university by a decision of the Deans' Council and upon the recommendation of the President.</p> <p>B. The task of the Committee shall be to recommend to the Council all matters related to scholarships and Scholarships' holders.</p> <p>C. Nomination for scholarships is made in accordance with the general policy of scholarships and the actual need of the university and the German Dimension in it, and in line with its strategic plan, through announcing on the university's website</p>

	and/or in local newspapers, and the comparison between candidates is made according to the procedure and form approved by the Council.
<b>Article (4):</b>	Subject to the provisions of Article (4/g) of the Scientific Scholarships regulation, the age of the scholarship candidate must not exceed 33 years for a bachelor's degree holder, and 35 years for a master's degree holder when submitting the application.
<b>Article (5):</b>	<p>Subject to the provisions of Article (4) of the Scientific Scholarships Regulation, the candidate for the scholarship must, prior to the issuance of the Council's decision to send him/her, pass an exam in one of the foreign languages below at a level not less than (B2) or its equivalent, and not more than two years ago, as follows:</p> <ul style="list-style-type: none"> <li>A. TOEFL (Internet-based TOEFL) <i>iBT</i> with a minimum score of (94), or equivalent.</li> <li>B. (IELTS) with a minimum score of (6.5), or equivalent.</li> <li>C. A minimum of (B2) certificate issued by any of (TestDaF, OSD, DSD, DSH, Goethe) in the German language and according to the requirements of German universities.</li> <li>D. Examination of any other foreign language related to the scholarship approved by the Council.</li> </ul>
<b>Article (6):</b>	Subject to the provisions of Article (7) of the Regulation, the Council may consider the doctoral scholarship or grant obtained by the scholarship holder as a continuation of the master's scholarship in the event that the scholarship holder does not complete the period of his/her commitment to the master's scholarship upon a placement from the Department Council and the School Council and a recommendation from the Committee.
<b>Article (7):</b>	With consideration of the provisions of Article (7) of the regulation, the guarantee for a Master scholarship is calculated based on two years, and the guarantee for the PhD degree is calculated based on a duration of five years for a bachelor degree holder and four years for a master degree holder.
<b>Article (8):</b>	A. Subject to the provisions of Article (10) of the Regulation, the financial allocations for a scholarship holder for a degree outside

	Jordan shall be determined by the University, or by any entity that will undertake the expenditure thereon, or jointly between them, as follows:																
	1) The travel fees of his/her spouse and four of his/her children under eighteen years of age to the scholarship headquarters back and forth in economy class, and only once during the duration of his/her scholarship.																
	2) Tuition fees imposed by the scholarship side.																
	3) A lump sum monthly amount to cover the cost of living and the prices of books and any other study supplies, depending on the country of study as follows:																
	<table><tr><th>Country</th><th>Lump sum monthly amount for single people</th><th>Lump sum monthly amount for married people</th></tr><tr><td>Germany</td><td>1500 EUR</td><td>1900 EUR</td></tr><tr><td>America</td><td>1700 USD</td><td>2100 USD</td></tr><tr><td>United Kingdom</td><td>£1300</td><td>£1600</td></tr><tr><td>Other countries</td><td>To be determined by a decision from the Council</td><td>To be determined by a decision from the Council</td></tr></table>	Country	Lump sum monthly amount for single people	Lump sum monthly amount for married people	Germany	1500 EUR	1900 EUR	America	1700 USD	2100 USD	United Kingdom	£1300	£1600	Other countries	To be determined by a decision from the Council	To be determined by a decision from the Council	
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Germany	1500 EUR	1900 EUR															
America	1700 USD	2100 USD															
United Kingdom	£1300	£1600															
Other countries	To be determined by a decision from the Council	To be determined by a decision from the Council															
	4) Allocation with an annual ceiling to cover the cost of health insurance in the event that the cost of health insurance is not included in the tuition fees or covered by another side in the country of study for the single scholarship holder or the married scholarship holder, his/her wife and children covered by the provisions of paragraph (A/1) of this article, regardless of the difference in currency rates as follows:																
	<table><tr><th>Cover cap for married scholarship holder</th><th>Cover cap for single scholarship holder</th></tr><tr><td>2200 Jordanian Dinars annually</td><td>1100 Jordanian Dinars annually</td></tr></table>	Cover cap for married scholarship holder	Cover cap for single scholarship holder	2200 Jordanian Dinars annually	1100 Jordanian Dinars annually												
Cover cap for married scholarship holder	Cover cap for single scholarship holder																
2200 Jordanian Dinars annually	1100 Jordanian Dinars annually																
	B. The Committee may recalculate, reduce or stop the above amounts in the event that the fees of the scholarship holder include covering the costs of health insurance, housing, transportation, or other costs related to the study of the scholarship holder, and in all cases the ceilings of the amounts specified above may not be exceeded.																
	C. All amounts mentioned in item (4) of paragraph (A) of this article above must be supported by original documents and receipts, provided that the scholarship holder submits them to the university and makes a settlement and financial clearance with the university within a maximum period of six months from the date of his/her return from the scholarship.																
	D. The period of scholarship and the disbursement of the monthly allowances mentioned in item (3) of paragraph (A) of this Article shall																



	<p>commence from the date of his/her actual enrollment in the study and provided that he/she is physically present in the country of scholarship.</p> <p>E. The period of scholarship shall expire and the disbursement of the above allocations shall cease from the date on which the scholarship holder obtains the academic degree to which he/she was sent to obtain and which is recorded in the transcript or upon the expiry of the scholarship period referred to in Article (7) of the Regulation or the termination of the scholarship in accordance with the provisions of Article (17) of the regulation, whichever is earlier.</p>
<b>Article (9):</b>	<p>Subject to Article (10) of the Regulation, the financial allocations for the scholarship holder to a degree inside Jordan, whether paid by the University or any other side, or jointly between them, shall be determined as follows:</p> <p>A. Tuition fees imposed by the scholarship side.</p> <p>B. A lump sum of JOD (700) per month regardless of marital status to cover the cost of living and the prices of books and any other study supplies.</p> <p>A. Any other expenses related to his/her study and approved by the Council upon the placement of the Committee.</p>
<b>Article (10):</b>	<p>Subject to the provisions of Article (7/b) of the Scientific Scholarships Regulation:</p> <p>A. The scholarship is renewed annually within the period specified for the scholarship by a decision of the Council, a placement from the committee and recommendations of the concerned department and school councils, based on the academic performance report, and the transcript for that year - if any -.</p> <p>A. For the purposes of renewing the scholarship annually, the Human Resources Department sends the "scholarship renewal form to the concerned dean at least two months before the date of renewal to proceed with the procedure, and the dean, after requesting a report from the supervisor of the scholarship holder, completes the report in all its aspects and returns it to the Human Resources Department to be presented to the committee and the Council to take the appropriate decision.</p>
<b>Article (11):</b>	<p>Subject to the provisions of Article (13/b) of the Regulation, in order to amend the allocations for the single scholarship holder to the allowances of a married scholarship holder, it is required to amend the value of the guarantee and mortgage to cover the increase in the</p>

	allowances of the married scholarship holder plus 50%, and the university may recalculate the allowances to which the scholarship holder is entitled in the event of a change in his/her marital status.
<b>Article (12):</b>	<p>Subject to Article (22) of the Law, the scholarship holder's commitment to work at the University may not be postponed after the expiry of his scholarship period except for the purposes of completing his studies for the degree to which he was sent or in exceptional cases required by the interest of the University and approved by the Council as follows:</p> <ol style="list-style-type: none"> <li>1. For a maximum period of one year for the scholarship holder who was sent to the master's degree.</li> <li>2. For a maximum of two years for the scholarship holder who was sent for a doctorate degree or for both master's and doctoral degrees.</li> <li>3. The university should not bear any expenses for the postponement period.</li> </ol>
<b>Article (13):</b>	<p>Subject to the provisions of Article (16) of the Regulation:</p> <p>A. The scholarship holder returning from the scholarship must submit a written request to the president to work at the university within two weeks from the date of his/her return, accompanied by the certificate, transcript or records or and evidence issued by the scholarship side proving that he/she has completed the academic degree to which he/she was sent or the equivalency (for non-Jordanian certificates) issued by the concerned authority.</p> <p>B. The scholarship holder returning from the scholarship for the master's degree shall be appointed as a full-time lecturer with the salary of a teacher and shall consider converting his/her appointment to a faculty member with the rank of teacher after three years have elapsed since his appointment, in accordance with the provisions of Article (7) of the Academic Staff Regulation.</p> <p>C. The scholarship holder returning from the scholarship for the doctoral degree shall be appointed as a faculty member with the rank of assistant professor if he/she completes all the documents for obtaining a doctorate degree and holds a non-temporary equivalency (for non-Jordanian certificates) issued by the competent authority.</p> <p>D. The council may appoint the scholarship holder returning from the scholarship for the doctoral degree as a full-time lecturer with the salary of an assistant professor if he/she does not complete all the documents and equivalency (for non-Jordanian certificates) required, provided that he/she submits a statement issued by the scholarship side proving his/her completion of the doctorate degree, and he/she is given a period of four months to complete the required documents and the incentives for extraordinary programs are not paid to him/her until after he/she duly brings those documents, and the Council then considers</p>

	<p>converting his appointment from a full-time lecturer to a faculty member.</p> <p>A. The Council may extend the period mentioned in paragraph (D) of this article as required by the interest of the university.</p> <p>B. If the scholarship holder refuses or is unable to provide the university with the documents and equivalency required for the degree to which he/she was sent for a period of more than one year, the Council may cancel his appointment and consider it a violation of the conditions of the scholarship, and the scholarship holder and his/her sponsors shall be required to pay the amounts incurred as a result in accordance with the provisions of the legislation in force at the university.</p> <p>C. The period of fulfillment of the obligation for the scholarship holder returning from the scholarship shall commence from the date of starting work on the semester he/she is assigned to a teaching quorum.</p>
<b>Article (14):</b>	<p>Subject to Article (20) of the regulation and any decisions issued by the Council of Ministers in this regard, if the scholarship holder or his/her sponsors, as the case may be, become obligated to refund the expenses to the University in accordance with the provisions of the Law:</p> <p>A. The Council may approve a financial settlement by instalments of the amounts due for a period not exceeding twice the period of scholarship, and such period shall commence from the date of expiry or termination of the scholarship, whichever is earlier, provided that the scholarship holder or any of his/her sponsors submits a written request to that effect.</p> <p>B. The university retains all guarantees and mortgages under the scholarship contract as they are until the full amounts incurred are collected.</p> <p>C. In the event that the scholarship holder or any of his/her sponsors fails to pay two consecutive installments, the financial settlement shall be canceled and the university may proceed with the implementation and complete the legal procedures to collect the full amounts incurred.</p>
<b>Article (15):</b>	<p>The Council shall decide on the recommendation of the Committee in cases to which no text is contained in these instructions.</p>
<b>Article (16):</b>	<p>The Council, the President, the Dean, the Director of Human Resources and the Director of the Financial Department are responsible for implementing the provisions of these instructions.</p>

## **Scientific Research and Graduate Studies**

### **Graduate Studies Regulation at the German Jordanian University Regulation No. 57 of 2008**

Article (1)	This is called “Regulations for Graduate Studies at the German Jordanian University of 2008” and it is implemented once published in the Official Gazette.
Article (2)	<p>Unless the context indicates otherwise, the following words and phrases shall have the designated meanings below :</p> <p>University: The German Jordanian University</p> <p>Deanship: The deanship of Graduate Studies at the University</p> <p>Dean: Dean of Graduate Studies at the University</p> <p>Faculty: The faculty of the department that provides Graduate studies programs.</p> <p>Department: The academic department that provides the programs for Graduate Studies.</p> <p>Council: Council of Graduate Studies at the University</p>

	Study plan: The study plan accredited by the Deans Council.
Article (3)	<p>The Deanship contributes in achieving the University goals and the strategic view including the following:</p> <ul style="list-style-type: none"> <li>A. Development of knowledge and humanitarian skills.</li> <li>B. Development and support of the capabilities of the Graduate Studies students in perusing methods for scientific research in different majors specially in applied scientific research while encouraging innovation and creativity.</li> <li>C. Preparation of qualified and trained competences to meet with the needs of the society.</li> </ul>
Article (4)	<p>A. A Council shall be established in the University under the title of “Council of Graduate Studies” headed by the Dean and with the membership of each of the following :</p> <ol style="list-style-type: none"> <li>1. A representative from each faculty that provides programs for Graduate Studies. This representative will be chosen by the Deans Council with the recommendations of the Dean, after consultations with the appointed faculty dean for a renewable period of one year.</li> <li>2. Two of the teaching staff members chosen by the Deans council for a renewable period of one year.</li> </ol>

	B. With the recommendation of the University Council, the University President may add two extra experienced and specialized members from the local community to the Council.
Article (5)	Programs for Graduate Studies are established to serve different majors and fields for Master degree and doctorate degree based on the decision of the Graduate Studies Council upon recommendations of the Deans Council decision
Article (6)	<p>The Council has the following tasks and authorities:</p> <ul style="list-style-type: none"> <li>A. Formation of the instruction projects that organize the matters for Graduate Studies in preparation for its issuing.</li> <li>B. Establishing consistency in the Graduate Studies plans between different faculties</li> <li>C. Recommending the formation of new programs for Graduate Studies to the Deans council based on the recommendation of the Faculty council with suggestions from the department council.</li> <li>D. Recommending the number of the yearly accepted Graduate Studies students in each department to the Deans council with the recommendations of the faculty council with suggestions from the department council.</li> </ul>
Article (7)	<p>The Dean has the following tasks and authorities:</p> <ul style="list-style-type: none"> <li>A. Managing all matters of the deanship.</li> <li>B. Organizing the Graduate Studies matters and coordinating with the other faculty deans.</li> <li>C. Applying the regulations and the instructions regarding Graduate Studies.</li> <li>D. Providing the University President with a report at the end of each academic year regarding the matters of Graduate Studies and the school's activities in the University.</li> </ul>
Article (8)	A. The council of the faculty that offers programs for Graduate Studies in its curriculum needs to establish a "Graduate Studies Committee"

	<p>headed by the Faculty dean with the membership of each of the following :</p> <ol style="list-style-type: none"> <li>1. Chairs of the departments that offer Graduate Studies.</li> <li>2. Two of the teaching staff chosen by the Deans council for one year which is renewable.</li> </ol> <p>B. The council of the department that offers programs for Graduate Studies in its curriculum needs to establish a “Graduate Studies Committee” headed by the Department chair and with the membership of four of the Department teaching staff members.</p>
Article (9)	The Deans council issues the necessary instructions to apply the provisions of this Regulation.

**Instructions for Scientific Scholarships at the German Jordanian University**  
**for the year 2024, modified by the Deans' Council decision no. (260/2023/2024) dated 21/5/2024 in accordance with Article (24) from the Scientific Scholarships Regulation at the German Jordanian University No. (98) for the year (2009)**

<b>Article (1):</b>	<p>C. These instructions shall be called "Instructions for Scientific Missions at the German Jordanian University" and shall come into force as of the date of their issuance.</p> <p>D. These instructions apply to scholarship holders whose scholarship period began after (1/3/2024).</p>
<b>Article (2):</b>	<p>The following words and expressions, wherever mentioned in these Instructions, shall have the meanings assigned to them below, unless the context indicates otherwise:</p> <p>The University: German Jordanian University.</p> <p>The President: The President of the University.</p> <p>The Council: The Deans' Council at the University.</p> <p>The Committee: The Scientific Scholarships Committee at the University formed by a decision of the Deans' Council upon the recommendation of the President.</p> <p>Dean: The concerned Dean of the School.</p> <p>Director: The director of the department in which the employee works.</p> <p>Scholarship holder: The person sent by the university on a scientific scholarship.</p> <p>Scientific Scholarship: A scholarship whose duration is one semester or more for the purpose of obtaining a degree or diploma in the field of specialization or participating in a training course of four consecutive months or more, to gain a specific knowledge or skill in the field of work of the scholarship holder.</p>
<b>Article (3):</b>	<p>D. A committee called the "Scientific Scholarships Committee" shall be formed at the university by a decision of the Deans' Council and upon the recommendation of the President.</p> <p>E. The task of the Committee shall be to recommend to the Council all matters related to scholarships and Scholarships' holders.</p> <p>F. Nomination for scholarships is made in accordance with the general policy of scholarships and the actual need of the university and the German Dimension in it, and in line with its strategic plan, through announcing on the university's website and/or in local</p>



	newspapers, and the comparison between candidates is made according to the procedure and form approved by the Council.
<b>Article (4):</b>	Subject to the provisions of Article (4/g) of the Scientific Scholarships regulation, the age of the scholarship candidate must not exceed 33 years for a bachelor's degree holder, and 35 years for a master's degree holder when submitting the application.
<b>Article (5):</b>	<p>Subject to the provisions of Article (4) of the Scientific Scholarships Regulation, the candidate for the scholarship must, prior to the issuance of the Council's decision to send him/her, pass an exam in one of the foreign languages below at a level not less than (B2) or its equivalent, and not more than two years ago, as follows:</p> <ul style="list-style-type: none"> <li>E. TOEFL (Internet-based TOEFL) <i>iBT</i> with a minimum score of (94), or equivalent.</li> <li>F. (IELTS) with a minimum score of (6.5), or equivalent.</li> <li>G. A minimum of (B2) certificate issued by any of (TestDaF, OSD, DSD, DSH , Goethe) in the German language and according to the requirements of German universities.</li> <li>H. Examination of any other foreign language related to the scholarship approved by the Council.</li> </ul>
<b>Article (6):</b>	Subject to the provisions of Article (7) of the Regulation, the Council may consider the doctoral scholarship or grant obtained by the scholarship holder as a continuation of the master's scholarship in the event that the scholarship holder does not complete the period of his/her commitment to the master's scholarship upon a placement from the Department Council and the School Council and a recommendation from the Committee.
<b>Article (7):</b>	With consideration of the provisions of Article (7) of the regulation, the guarantee for a Master scholarship is calculated based on two years, and the guarantee for the PhD degree is calculated based on a duration of five years for a bachelor degree holder and four years for a master degree holder.
<b>Article (8):</b>	A. Subject to the provisions of Article (10) of the Regulation, the financial allocations for a scholarship holder for a degree outside Jordan shall be determined by the University, or by any entity that will undertake the expenditure thereon, or jointly between them, as follows:

1) The travel fees of his/her spouse and four of his/her children under eighteen years of age to the scholarship headquarters back and forth in economy class, and only once during the duration of his/her scholarship.

2) Tuition fees imposed by the scholarship side.

3) A lump sum monthly amount to cover the cost of living and the prices of books and any other study supplies, depending on the country of study as follows:

Country	Lump sum monthly amount for single people	Lump sum monthly amount for married
Germany	1500 EUR	1900 EUR
America	1700 USD	2100 USD
United Kingdom	£1300	£1600
Other countries	To be determined by a decision from the Council	To be determined by a decision from the Council

4) Allocation with an annual ceiling to cover the cost of health insurance in the event that the cost of health insurance is not included in the tuition fees or covered by another side in the country of study for the single scholarship holder or the married scholarship holder, his/her wife and children covered by the provisions of paragraph (A/1) of this article, regardless of the difference in currency rates as follows:

Cover cap for married scholarship holder	Cover cap for single scholarship holder
2200 Jordanian Dinars annually	1100 Jordanian Dinars annually

B. The Committee may recalculate, reduce or stop the above amounts in the event that the fees of the scholarship holder include covering the costs of health insurance, housing, transportation, or other costs related to the study of the scholarship holder, and in all cases the ceilings of the amounts specified above may not be exceeded.

C. All amounts mentioned in item (4) of paragraph (A) of this article above must be supported by original documents and receipts, provided that the scholarship holder submits them to the university and makes a settlement and financial clearance with the university within a maximum period of six months from the date of his/her return from the scholarship.

D. The period of scholarship and the disbursement of the monthly allowances mentioned in item (3) of paragraph (A) of this Article shall commence from the date of his/her actual enrollment in the study and provided that he/she is physically present in the country of scholarship.

	<p>E. The period of scholarship shall expire and the disbursement of the above allocations shall cease from the date on which the scholarship holder obtains the academic degree to which he/she was sent to obtain and which is recorded in the transcript or upon the expiry of the scholarship period referred to in Article (7) of the Regulation or the termination of the scholarship in accordance with the provisions of Article (17) of the regulation, whichever is earlier.</p>
<b>Article (9):</b>	<p>Subject to Article (10) of the Regulation, the financial allocations for the scholarship holder to a degree inside Jordan, whether paid by the University or any other side, or jointly between them, shall be determined as follows:</p> <p>A. Tuition fees imposed by the scholarship side.</p> <p>B. A lump sum of JOD (700) per month regardless of marital status to cover the cost of living and the prices of books and any other study supplies.</p> <p>B. Any other expenses related to his/her study and approved by the Council upon the placement of the Committee.</p>
<b>Article (10):</b>	<p>Subject to the provisions of Article (7/b) of the Scientific Scholarships Regulation:</p> <p>A. The scholarship is renewed annually within the period specified for the scholarship by a decision of the Council, a placement from the committee and recommendations of the concerned department and school councils, based on the academic performance report, and the transcript for that year - if any -.</p> <p>B. For the purposes of renewing the scholarship annually, the Human Resources Department sends the "scholarship renewal form to the concerned dean at least two months before the date of renewal to proceed with the procedure, and the dean, after requesting a report from the supervisor of the scholarship holder, completes the report in all its aspects and returns it to the Human Resources Department to be presented to the committee and the Council to take the appropriate decision.</p>
<b>Article (11):</b>	<p>Subject to the provisions of Article (13/b) of the Regulation, in order to amend the allocations for the single scholarship holder to the allowances of a married scholarship holder, it is required to amend the value of the guarantee and mortgage to cover the increase in the allowances of the married scholarship holder plus 50%, and the university may recalculate the allowances to which the scholarship holder is entitled in the event of a change in his/her marital status.</p>

<b>Article (12):</b>	<p>Subject to Article (22) of the Law, the scholarship holder's commitment to work at the University may not be postponed after the expiry of his scholarship period except for the purposes of completing his studies for the degree to which he was sent or in exceptional cases required by the interest of the University and approved by the Council as follows:</p> <ol style="list-style-type: none"> <li>1. For a maximum period of one year for the scholarship holder who was sent to the master's degree.</li> <li>2. For a maximum of two years for the scholarship holder who was sent for a doctorate degree or for both master's and doctoral degrees.</li> <li>3. The university should not bear any expenses for the postponement period.</li> </ol>
<b>Article (13):</b>	<p>Subject to the provisions of Article (16) of the Regulation:</p> <p>A. The scholarship holder returning from the scholarship must submit a written request to the president to work at the university within two weeks from the date of his/her return, accompanied by the certificate, transcript or records or and evidence issued by the scholarship side proving that he/she has completed the academic degree to which he/she was sent or the equivalency (for non-Jordanian certificates) issued by the concerned authority.</p> <p>B. The scholarship holder returning from the scholarship for the master's degree shall be appointed as a full-time lecturer with the salary of a teacher and shall consider converting his/her appointment to a faculty member with the rank of teacher after three years have elapsed since his appointment, in accordance with the provisions of Article (7) of the Academic Staff Regulation.</p> <p>C. The scholarship holder returning from the scholarship for the doctoral degree shall be appointed as a faculty member with the rank of assistant professor if he/she completes all the documents for obtaining a doctorate degree and holds a non-temporary equivalency (for non-Jordanian certificates) issued by the competent authority.</p> <p>D. The council may appoint the scholarship holder returning from the scholarship for the doctoral degree as a full-time lecturer with the salary of an assistant professor if he/she does not complete all the documents and equivalency (for non-Jordanian certificates) required, provided that he/she submits a statement issued by the scholarship side proving his/her completion of the doctorate degree, and he/she is given a period of four months to complete the required documents and the incentives for extraordinary programs are not paid to him/her until after he/she duly brings those documents, and the Council then considers converting his appointment from a full-time lecturer to a faculty member.</p> <p>D. The Council may extend the period mentioned in paragraph (D) of this article as required by the interest of the university.</p>

	<p>E. If the scholarship holder refuses or is unable to provide the university with the documents and equivalency required for the degree to which he/she was sent for a period of more than one year, the Council may cancel his appointment and consider it a violation of the conditions of the scholarship, and the scholarship holder and his/her sponsors shall be required to pay the amounts incurred as a result in accordance with the provisions of the legislation in force at the university.</p> <p>F. The period of fulfillment of the obligation for the scholarship holder returning from the scholarship shall commence from the date of starting work on the semester he/she is assigned to a teaching quorum.</p>
<b>Article (14):</b>	<p>Subject to Article (20) of the regulation and any decisions issued by the Council of Ministers in this regard, if the scholarship holder or his/her sponsors, as the case may be, become obligated to refund the expenses to the University in accordance with the provisions of the Law:</p> <p>A. The Council may approve a financial settlement by instalments of the amounts due for a period not exceeding twice the period of scholarship, and such period shall commence from the date of expiry or termination of the scholarship, whichever is earlier, provided that the scholarship holder or any of his/her sponsors submits a written request to that effect.</p> <p>B. The university retains all guarantees and mortgages under the scholarship contract as they are until the full amounts incurred are collected.</p> <p>C. In the event that the scholarship holder or any of his/her sponsors fails to pay two consecutive installments, the financial settlement shall be canceled and the university may proceed with the implementation and complete the legal procedures to collect the full amounts incurred.</p>
<b>Article (15):</b>	<p>The Council shall decide on the recommendation of the Committee in cases to which no text is contained in these instructions.</p>
<b>Article (16):</b>	<p>The Council, the President, the Dean, the Director of Human Resources and the Director of the Financial Department are responsible for implementing the provisions of these instructions.</p>

**Graduate Studies Deanship Instructions**  
**Issued in accordance with Article (9) of the Regulations of Graduate**  
**Studies at the German Jordan University**  
**No. 57 of 2008**

Article (1)	These instructions are called “The Instructions of the Graduate Studies Deanship at the German Jordanian University.”
Article (2)	<p>Unless the context indicate otherwise, the following words and phrases wherever mentioned in these Instructions shall have the designated meanings below:</p> <p>University : The German Jordanian University</p> <p>Dean: The Dean of Graduate Studies at the University</p> <p>Deanship: The Deanship of Graduate Studies at the University</p> <p>Department: The academic department in which the student intends to study in.</p> <p>Council: Council of Graduate Studies at the University</p> <p>Faculty Committee: The Committee of Graduate Studies at the appointed faculty.</p> <p>Department Committee : The committee of Graduate Studies at the Department</p> <p>Study Plan: The study plan accredited by the Deans council.</p>
Article (3)	<p>The Deanship contributes in achieving the University goals and the strategic view, and aims to achieve these particular goals:</p> <ol style="list-style-type: none"> <li>1. Developing graduate studies at the University, expanding its base, and enhancing its quality.</li> <li>2. Increasing human knowledge through research in the master theses and PhD dissertations.</li> <li>3. Organizing and controlling the programs of Graduate Studies at the University while providing follow ups and evaluation.</li> <li>4. Giving the chance for interaction between students of Graduate Studies from different majors through providing a number of shared educational programs between different departments at the University.</li> <li>5. Giving attention to local and Arab countries applied problems and to fundamental research.</li> </ol>

	<ol style="list-style-type: none"> <li>6. Contributing in meeting the increasing needs of education institutes for higher education graduates locally and in the Arab region.</li> <li>7. Suggesting the executive instructions for Graduate Studies including the requirements for getting a Diploma, a Master, or a Doctorate degree</li> <li>8. Coordinating with the University scientific research Deanship regarding programs for Graduate Studies and the University approved research projects</li> </ol>
Article (4)	<p>The Dean shall be responsible of managing educational administrative and financial matters of the Deanship. This means that the Dean has all rights and authorities to ensure the progress of the workflow in the Deanship as long as it does not interfere with University provisions law and its regulations. The Dean shall be officially responsible of the following tasks :</p> <ol style="list-style-type: none"> <li>1. Managing the matters of Graduate Studies and coordinating with deans of the different Schools.</li> <li>2. Following up with the implementation and application of the instructions and the regulations regarding graduate studies at the University.</li> <li>3. Supporting the University relations with other institutes interested in graduate studies and scientific research inside and outside of the kingdom.</li> <li>4. Providing the President of the University with a report regarding the Faculty matters and activities at the end of each academic year.</li> </ol>
Article (5)	<p>The formation of the Council is based on the decision of the President with the recommendations of the Dean. The Council is headed by the Dean and it includes the following members:</p> <ol style="list-style-type: none"> <li>1. A representative from each school that offers programs for Graduate Studies. Each representative is chosen by the Dean after consultations with the Faculty dean for one year, renewable.</li> <li>2. Two of the teaching staff chosen by the Deans council for one year, renewable.</li> <li>3. Based on the recommendations of the Dean, the University President may add two extra specialized and experienced members from the local community to the Council.</li> </ol>

Article (6)	<p>The Council is in charge of the responsibilities and the authorities mentioned in the University's law and the regulations issued by it, especially the following :</p> <ul style="list-style-type: none"> <li>▪ Setting a plan for the expansion of starting Graduate Studies programs and developing it in order to meet with development plans.</li> <li>▪ Providing constant control of the Graduate Studies programs in the University.</li> <li>▪ Recommending the establishment, merging or cancelation of Graduate Studies through new regulations recommended by the faculties committees and the committees of the faculty departments.</li> <li>▪ Approving study plans for the programs and the terms for granting scientific degrees and certificates.</li> <li>▪ Suggesting instructions for granting certificates for diploma, master and doctorate degrees and all that contributes in organizing the Graduate Studies process at the University.</li> <li>▪ Suggesting the students-acceptance conditions to the Graduate Studies programs and determining their number based on the recommendations of different departments.</li> <li>▪ Approving the assigned supervisors for educational thesis and forming the examination committee and appointing its dates based on the recommendation of the concerned faculty committees and the recommendation of the department committees.</li> <li>▪ Determining the number of scholarships for Graduate Studies students in each major and the specified terms for each scholarship and approving it as recommended by the departments and the faculties committees.</li> <li>▪ Making recommendations for granting scientific degrees and certificates to the Deans council.</li> <li>▪ Preparing for the annual Budget proposal for the Deanship.</li> <li>▪ Considering any other matter suggested by the Dean.</li> </ul>
Article (7)	<p>A. As recommended by the Faculty council, the Committee is formed as follows:</p> <ol style="list-style-type: none"> <li>1. The faculty dean as chairman And the following members:</li> <li>2. Heads of departments offering Graduate Studies programs</li> </ol>



	<ol style="list-style-type: none"> <li>3. Two members of the Academic staff with the title of Professor or associate professor. If these were not available, an assistant professor may be chosen as recommended by the department Council.</li> <li>4. The Faculty dean has the mandate to assign one of his/her deputies to the council.</li> </ol> <p>B. The authorities entitled to the Faculty committee include :</p> <ol style="list-style-type: none"> <li>1. Supervising the matters of Graduate Studies in the faculty</li> <li>2. Going through the recommendations of the Graduate Studies committee of the departments and recommending it to the Council, regarding the following matters: <ul style="list-style-type: none"> <li>▪ Establishing new programs for Graduate Studies</li> <li>▪ Study plans</li> <li>▪ Determine the number of accepted students and recommending the annual student to be admitted.</li> <li>▪ Assigning the supervisors and the co-supervisors and the members of the Examination committees.</li> <li>▪ University thesis proposals.</li> <li>▪ Setting the date for thesis examinations.</li> <li>▪ Organizing the matters related to the comprehensive exam.</li> <li>▪ Scholarships.</li> </ul> </li> </ol>
Article (8)	<p>A. The department committee is formed in the faculties by the concerned Faculty dean decision as follows:</p> <ol style="list-style-type: none"> <li>1. The department head as chairman And the following members:</li> <li>2. Four professors or associate professors, the committee may add teaching staff with the degree of assistant professor as recommended by the Department council.</li> </ol> <p>B. The department committee has the following authorities:</p> <ol style="list-style-type: none"> <li>1. Providing guidance plans showing the required and the elective subjects in consistency with the student's choices regarding research and courses as required by the applied study plan.</li> <li>2. Assigning the new students to the supervisors</li> <li>3. Supervising the matters of Graduate Studies in the department</li> </ol>

	<p>4. Providing recommendations and submitting it to the faculty committee regarding the following:</p> <ul style="list-style-type: none"> <li>▪ Establishing new programs for Graduate Studies</li> <li>▪ Study plans</li> <li>▪ Number of the new students and recommending the annual acceptance of new student.</li> <li>▪ Assigning the supervisors and the co-supervisors and the members of the examination committees.</li> <li>▪ The university thesis proposal.</li> <li>▪ Setting the date for Examinations.</li> <li>▪ Organizing the matters of the comprehensive exam.</li> <li>▪ Scholarships</li> </ul>
Article (9)	The University President, the deans, along with the head of admission and registration are all responsible for executing these instructions.
Article (10)	The instructions for granting Master degree are implemented so long its provisions do not conflict with the provisions of these instructions.
Article (11)	The Deans council decides on other matters that are not mentioned in these instructions.

**The bylaws of Leaves and Time-Offs for Graduate Students with Teaching Assistance Grants or Research Assistance Grants at the German Jordanian University**

Article 1	These bylaws are called <b>“The bylaws of Leaves and Work-Offs for Graduate Students with Teaching Assistance Grants or Research Assistance Grants at the German Jordanian University”</b> and shall come into force from the date of their approval by the Deans’ Council on //.
Article 2	Semester leaves are granted to graduate students who have received teaching assistance grants or research assistance grants according to the approved paper or electronic form, provided prior coordination with the student's direct director and considering the continuity of work and the interest of the university.
Article 3	<p>Duration of Semester Leaves:</p> <p>A. The student is entitled to a semester leave as follows:</p> <ol style="list-style-type: none"> <li>1. Five working days for the first semester for grant recipients in the same semester and is taken during the period between the beginning of the first week of the academic year to the end of the twentieth (20) week of the academic year.</li> <li>2. Five working days for the second semester for grant recipients in the same semester and is taken during the period between the beginning of the twenty-first (21) week of the academic year to the end of the fortieth week (40) of the academic year.</li> <li>3. Five working days for the summer semester for grant recipients in the same semester and is taken during the period between the beginning of the forty-first (41) week of the academic year to the end of the academic year.</li> </ol> <p>B. The semester leave is granted in one lump sum and may be granted in parts if working conditions allow, and the student is entitled to his/her full reward for the duration of the semester leave.</p> <p>C. Leave shall not be granted during the study days except in urgent cases estimated by his/her direct director.</p> <p>D. It is not permissible to credit, rotate or collect leaves for more than two consecutive semesters.</p> <p>E. Leaves may not be replaced by a cash allowance.</p> <p>F. The student is not entitled to emergency leave or unpaid leave.</p>

	G. The student may not leave work and enjoy the leave before obtaining the written consent of the leave duly.
Article 4	<p>Sick Leaves:</p> <p>A. The student may be granted sick leaves not exceeding a total of five (5) days in the semester upon the recommendation of a doctor approved by the university and the approval of his/her direct director, and this leave is not deducted from the student's semester leave.</p> <p>B. If the period of sick leave exceeds five (5) days in the semester, the excess period shall be deducted from the semester leave due to the student for that semester, and if he/she finishes his semester leave, it shall be deducted from his remuneration.</p>
Article 5	<p>Personal time-offs:</p> <p>A. The student is allowed to take a time-off, provided that the period of time-off does not exceed three hours per day, and the total time-offs do not exceed fifteen (15) hours during the month, and the time-off hours are deducted from his leave balance on the basis of every eight (8) hours equivalent to a working day.</p> <p>B. Time-offs of more than three consecutive hours shall be counted as a full day leave and deducted from the semester leave, and in all cases the student's time-off permission shall not be granted until after attending his/her place of work, submitting the application, and then leaving, except for urgent cases estimated by his direct director.</p> <p>C. If the total hours of time-off of the student exceed fifteen (15) hours in one month, each time-off regardless of the duration shall be counted as a working day.</p>
Article 6	The direct director of the student and the human resources manager are responsible for the application of the provisions of these bylaws.
Article 7	The Dean of Graduate Studies may decide on any matter not expressly stipulated in these bylaws.

**Scientific Research Regulations  
at the German Jordanian University  
Issued pursuant to paragraph (F) of Article (25) of the Public Jordanian  
Universities Law No. (42) of 2001**

Article (1)	This regulation is called (Regulations for Scientific Research at the German Jordanian University of 2008) and is implemented once it is published in the Official Gazette.
Article (2)	<p>Unless the context indicates otherwise, the following words and phrases wherever mentioned in this Regulation shall have the designated meanings below:</p> <p>University: The German Jordanian University.</p> <p>President: The President of the German Jordanian University.</p> <p>Scientific Research: Any scientific effort that serves human knowledge.</p> <p>Council: The council of scientific research that is established for this regulation.</p> <p>Dean: The Dean of scientific research at the University</p>
Article (3)	<p>A. The University shall organize, encourage and support the matters of scientific research through all financial, moral and human means as required by this regulation.</p> <p>B. Priority in support is given to applied scientific research and to development-related scientific research</p>
Article (4)	<p>A. A council with the name of “Scientific Research Council” is to be established at the University headed by the Dean and with the following members:</p> <ol style="list-style-type: none"> <li>1. Three of the teaching staff with the rank of a professor and other three members with a rank no less than associate professor are to be chosen to be members in the council by the Deans council with the recommendation of the President based on the recommendations of the Dean for two years renewable.</li> </ol>

	<p>2. Two experienced and opinioned members from outside the University and are in contact with scientific research, chosen by the Deans council with the recommendation of the President which relies on the recommendations of the Dean for one year and is renewable only once.</p> <p>B. The Council chooses one of its members as vice chair for the council chairman to fill in when absent.</p>
Article (5)	<p>The Council shall undertake the following tasks and authorities:</p> <p>A. Applying the scientific research policy at the University in addition to organizing its matters and providing support and encouragement.</p> <p>B. Tightening the relations of the researcher at the University with other Institutes of the public and private sectors especially with the productive and industrial sectors.</p> <p>C. Giving approval to projects for scientific research and giving priority to joint projects with the productive and the industrial sectors.</p> <p>D. Looking into giving authorization of translated and examined transcripts after correction and recommending the support of its publishing.</p> <p>E. Suggesting the right incentives for outstanding researchers of the teaching staff in the University and providing the President with these incentives for approval.</p> <p>F. Discussing annual budget for scientific research and recommending it to the Deans council.</p> <p>G. Following up the activities of the Deanship of Scientific Research and discussing the annual report presented by the Dean.</p> <p>H. Discussing any other matters regarding scientific research pointed out by the Dean including searching for other funding resources for scientific research.</p>
Article (6)	<p>A. The Council is to meet when called by the Chairman or by the Vice chairman if the chairman is absent. The meeting is considered legal with the attendance of the majority including the chair or the vice chair. Any decisions made in the meeting are issued by the votes of the majority of the members.</p>

	<p>B. The council may invite one person or more that shows interest in scientific research to participate in the sessions but shall not be able to participate in any voting of any decisions.</p> <p>C. The council sets the required basis to organize the sessions.</p>
Article (7)	<p>The Dean has the following tasks and authorities:</p> <p>A. Following up with council decisions and the execution of its decisions and suggestions.</p> <p>B. Following up with the scientific research activities inside and outside the University and collecting all data regarding the matter.</p> <p>C. Preparing the annual budget proposal for scientific research and present it to the council.</p>
Article (8)	<p>A committee under the title of “scientific research committee” shall be established in every faculty and its departments in the University, as decided by the Faculty council or the department council as appropriate. Each committee handles the matters of scientific research according to its mandate.</p>
Article (9)	<p>With the approval of the Council of Higher Education, the University may publish scientific journals according to the general national policy for scientific research in the Kingdom.</p>
Article (10)	<p>The council shall issue the required instructions to execute the provisions of this Regulation.</p>
Article (11)	<p>Pursuant to the provisions of this Regulation, the issued instructions and decisions that are worked by in the University before the enforcement of this Regulation remain valid until it is canceled or replaced by other.</p>

## Instructions for supporting Scientific Research at the German Jordanian University for the year 2022

<b>Article 1</b>	These instructions are called (Instructions for supporting Scientific Research at the German Jordanian University for the year 2022) issued under Article No. (10) of the Scientific Research regulations at the German Jordanian University No. 56 for the year (2008) and pursuant to Deans Council decision No. (180/2021/2022) dated 13/4/2022
<b>Article 2</b>	<p>The following terms and expressions, wherever mentioned in these instructions shall have the meanings assigned hereunder, unless the context states otherwise:</p> <p>University: German Jordanian University.</p> <p>The President: The President of the University.</p> <p>School: Any School at the German Jordanian University.</p> <p>Dean: Dean of Scientific Research.</p> <p>Deanship: The Deanship of Scientific Research.</p> <p>Principal Researcher: A university faculty member who submits a research project and leads its implementation.</p> <p>Researcher: A faculty member who participates in the implementation of a research project.</p> <p>The Council: The Scientific Research Council</p> <p>Committee: The scientific research committee in the school or department</p>
<b>First: Research and projects support</b>	
<b>Article 3</b>	<p>The university supports scientific research in the following ways:</p> <ul style="list-style-type: none"> <li>A. Cluster grant</li> <li>B. Seed grant</li> <li>C. Complementary grant</li> <li>D. Supplementary grant</li> <li>E. Bridging grant</li> <li>F. Student project grant</li> <li>G. Research assistant grant</li> <li>H. Matching grant</li> </ul>
<b>Article (3) of these instructions was modified by adding paragraph (H) by the Dean's Council Decision no. (218/2023/2024) dated 2/4/2024</b>	
<b>Article 4</b>	<p>The financial support for scientific research at the university consists of two main sources:</p> <ul style="list-style-type: none"> <li>A. What the university allocates in its budget for the purposes of scientific research.</li> <li>B. Funding from outside the university for the purposes of scientific research that is duly approved.</li> </ul>
<b>Article 5</b>	<ul style="list-style-type: none"> <li>A. The allocations for scientific research are credited to the deanship's budget at the start of preparing the annual budget of the university, and it is certified when it is approved duly, and the council can make transfers within a single article or recommend transfers based on Article 11 of the university's financial regulations if necessary.</li> <li>B. The council may transfer from one item to another in the budget of any scientific research ways mentioned in these instructions.</li> </ul>



<b>Article 6</b>	All requests to support scientific research activities are submitted by the department head to the committee, which issues the appropriate guidance regarding it and submits it to the Deanship.
<b>Article 7</b>	<p>A. The council studies the requests that are received, and it may ask researchers to make a brief presentation and answer any inquiry or question, and the council may request the advice of experts in the research field to be supported.</p> <p>B. The Council recommends to the president the support of projects that achieve the university's objectives.</p>
<b>Article 8</b>	Support for scientific research should not include any financial rewards for researchers.
<b>Cluster grant</b>	
<b>Article 9</b>	<p>Cluster grant aims to:</p> <p>A. Enhancing cooperation between faculty members in the field of joint scientific research, which contributes to achieving the university's strategic scientific research plan objectives.</p> <p>B. Building a research facility in a research field capable of growth and development in a specific field of knowledge.</p> <p>C. Supporting projects that are compatible with national priorities and can contribute to making a scientific or technical shift at the national level.</p> <p>D. The Deanship publishes a specific annual invitation to apply for cluster grant.</p> <p>E. A maximum of two cluster researches are supported annually.</p>
<b>Article 10</b>	<p>Conditions to be met for Cluster Grant:</p> <p>A. That the project plan aims to reach innovative applied results.</p> <p>B. The advanced research team should include at least three researchers from the faculty members at the university.</p> <p>C. That the project includes a partnership with an official international, scientific, research or industrial body.</p> <p>D. The objectives of the cluster research are to be accomplished within three years.</p>
<b>Article 11</b>	<p>Applications for cluster grant are evaluated, and a comparison is made between them by a committee formed by the council upon the recommendation of the dean, provided that it takes the opinions of specialized external arbitrators, and according to the following bases:</p> <p>A. Clarity of the research facility's development strategy and its continuity.</p> <p>B. Possibility to apply for external support.</p> <p>C. Diversity of specializations of the research team members.</p> <p>D. Partnership with official, scientific, research or industrial German institutions.</p>
<b>Article 12</b>	<p>Cluster grant progress mechanism:</p> <p>A. The principal researcher shall submit an application to the Deanship on a special form prepared for this purpose, and the evaluation and comparison committee shall refer the results to the council.</p> <p>B. The principal researcher submits annual reports on the progress of the work.</p>

	C. The final report is submitted at the end of the project period, including the project results and final recommendations.
<b>Article 13</b>	<p>A. The maximum support limit for one cluster research is 250 thousand JD, distributed over three years with a maximum, so that the value in one year does not exceed 150 thousand JD, and the council can raise these ceilings by no more than 25% in special and justified cases.</p> <p>B. The following year's budget is approved after receiving the evaluation results for the previous year's achievements.</p> <p>C. Support will be suspended if the annual report is not submitted on time.</p>
<b>Article 14</b>	<p>Disbursement of cluster grant:</p> <p>A. Research assistants' wages.</p> <p>B. Costs of technical services and analysis of samples and data.</p> <p>C. Prices of references, software, and equipment.</p> <p>D. Prices of supplies and consumables.</p> <p>E. Manufacturing fees and sample preparation costs.</p> <p>F. Local transportation expenses.</p> <p>G. External transportation expenses approved by the council.</p> <p>H. With the approval of the council, the project budget may be transferred from one item to another of the items mentioned above.</p>
<b>Seed grant</b>	
<b>Article 15</b>	<p>A. Seed grant aims to open new research channels for researchers at the university, provided that there is a possibility to obtain granting for these channels from external parties to support the continuity of research.</p> <p>B. The deanship publishes an invitation every semester for applications for seed grant.</p> <p>C. Applications for seed grant are evaluated and compared by a committee formed by the Council upon the recommendation of the dean.</p> <p>D. The maximum period for seed research is three years.</p> <p>E. Previous seed grant recipients may not apply for support again.</p>
<b>Article 16</b>	<p>Seed grant progress mechanism:</p> <p>A. The principal researcher shall submit an application to the deanship on a special form prepared for this purpose, and the evaluation and comparison committee shall refer the results to the council.</p> <p>B. The principal researcher submits annual reports on the progress of the work.</p> <p>C. The final report is submitted at the end of the project period, including the project results and final recommendations.</p>
<b>Article 17</b>	A. The maximum support limit for one seed grant is 30 thousand JD, distributed over three years with a maximum, and the council can raise these ceilings by no more than 10% in special and justified cases.

	<p>B. The following year's budget is approved after receiving the evaluation results for the previous year's achievements.</p> <p>C. Support will be suspended if the annual report is not submitted on time.</p>
<b>Article 18</b>	<p>Disbursement of seed grant:</p> <p>A. Research assistants' wages.</p> <p>B. Costs of technical services and analysis of samples and data.</p> <p>C. Prices of references, software, and equipment.</p> <p>D. Prices of supplies and consumables</p> <p>E. Manufacturing fees and sample preparation costs.</p> <p>F. Local transportation expenses.</p> <p>G. With the approval of the council, the project budget may be transferred from one item to another of the items mentioned above.</p>
<b>Complementary grant</b>	
<b>Article 19</b>	<p>Complementary grant aims to fulfill obligations for projects supported by external parties, and the maximum value of the support is 10% of the university's share in the project according to the following procedures:</p> <p>A. It is preferable to obtain complementary support before signing the agreement with the external donor.</p> <p>B. The complementary grant request shall be submitted by the principal researcher at the university, along with a copy of the proposal under which the external support was obtained.</p> <p>C. Support is suspended in the event of failure to complete the external project.</p> <p>D. The council shall evaluate, compare, and accept or reject any complementary research.</p> <p>E. The principal researcher submits annual reports on the progress of the work.</p> <p>F. The final report is submitted at the end of the project period, including the project results and final recommendations.</p>
<b>Supplementary grant</b>	
<b>Article 20</b>	<p>A. Supplementary grant aims to enable researchers of the completion of completed external research projects, with a maximum value of 3000 JD, for a period not exceeding six months.</p> <p>B. The council shall evaluate, compare, and accept or reject any supplementary research.</p> <p>C. The principal researcher submits annual reports on the progress of the work.</p> <p>D. The final report is submitted at the end of the project term, including the project results and final recommendations.</p>
<b>Bridging grant</b>	
<b>Article 21</b>	<p>Bridging grant aims to support external projects during periods of interruption of external support and is granted to researchers according to the following procedures:</p> <p>A. The maximum value of the support is 3000 JD for a period not exceeding six months</p> <p>B. The value of the support is regranted after the resumption of external support.</p> <p>C. The council shall evaluate, compare, and accept or reject any bridging research.</p> <p>D. The principal researcher submits annual reports on the progress of the work.</p>

	E. The final report is submitted at the end of the project period, including the project results and final recommendations.
<b>Students project grant</b>	
<b>Article 22</b>	<p>Student project grants aims to support undergraduate students' graduation projects and graduate students' theses and dissertations, and they are awarded according to the following procedures:</p> <p>A. The value of the support is a maximum of 1000 JD at the bachelor's stage and for a period not exceeding one year for project.</p> <p>B. The value of the support is a maximum of 3000 JD at postgraduate stage and for a period not exceeding two years for project.</p> <p>C. The number of projects supported under the supervision of a faculty member is a maximum of two projects annually.</p> <p>D. The council shall evaluate, compare and accept or reject any of the students project grant.</p> <p>Students project grant progress mechanism:</p> <p>A. The student, in cooperation with the supervising faculty member, fills out the form prepared for this purpose.</p> <p>B. The faculty member supervising the project submits the form to the committee through the department head.</p> <p>C. The supervisor is responsible for the procedures and management of the project for its proper implementation.</p> <p>D. The principal researcher submits annual reports on the progress of the work.</p> <p>E. The final report is submitted at the end of the project period, including the project results and final recommendations.</p>
<b>Research assistant grant</b>	
<b>Article 23</b>	<p>Research assistant grant aims to grant a research assistant in research projects, and is awarded according to the following procedures:</p> <p>A. The Deanship publishes an annual invitation to submit requests for research assistant grant.</p> <p>B. The request for support is submitted by the principal researcher, including a research project with clear objectives that outlines the tasks of the research assistant in it.</p> <p>C. The Principal researcher defines the required research assistant qualifications and justifications for his assignment.</p> <p>D. The research assistant is contracted with an annual contract or a monthly reward in accordance with the regulations and instructions in force at the university.</p> <p>E. The research assistant is required to be a full-time employee.</p> <p>F. It is not permissible to give research assistant grant for the university staff.</p>

	<p>G. In case the research assistant withdraws from the project, the principal investigator has the right to submit an alternative request, subject to the approval of the Council.</p> <p>H. The council shall evaluate, compare, and accept or reject any research assistant grant.</p> <p>I. The principal researcher may apply again for research assistant grant, in this case it is subject to evaluation and preference by the council.</p> <p>J. The principal researcher submits annual reports on the progress of the work.</p> <p>K. J. The final report is submitted at the end of the project period, including the project results and final recommendations.</p>
<p><b>Article (23) of these instructions was modified by adding paragraph (G) by the Dean's Council Decision no. (217/2023/2024) dated 2/4/2024</b></p>	
<b>Article 24</b>	<p>Research assistant grant provides extra (2000) JOD to be disbursed as bellow</p> <p>A. Technical services, samples analysis, and data cost</p> <p>B. Bibliographies, Software, equipment cost, Devices</p> <p>C. Supplies and consumables costs.</p> <p>D. Manufacturing fees and sample preparation costs</p> <p>E. 3D printing costs.</p> <p>F. Any other expenses approved by the council.</p>
<p><b>Article (24) of these instructions was added by the Deans' Council Decision no. (217/2023/2024) dated 2/4/2024</b></p>	
<b>Matching Grant</b>	
<b>Article 25</b>	<p>The matching fund is designed to encourage participatory scientific research to heighten the effect of research fields' priority matching strategic areas in the university. The grant aims to open new research channels with local outsourced, or international parties so that their support matches at least the university support in the same value.</p> <p>A. The project must include a strategic partnership with international or official local scientific or industrial partnership.</p> <p>B. The searcher should provide the other party commitment in the grant for the same project with the same amount.</p> <p>C. The financial support is up to 20000 JOD.</p> <p>D. The maximum for the matching grant period is two years.</p> <p>E. The grants provided from the university should be spent in the universities service and assets should be placed in the university.</p>
<b>Article 26</b>	Matching grant application mechanism:

	<p>A. The researcher applies in a special form for it, and the evaluation committee will provide the Scientific research council with the results.</p> <p>B. The researcher provides yearly progress reports.</p> <p>C. The final report should be provided by the end of the second year including the project result and final recommendations.</p>
<b>Article 27</b>	<p>Disbursement of the matching grant:</p> <p>A. Research assistants' salary.</p> <p>B. Technical services, samples analysis, and data cost.</p> <p>C. Bibliographies, Software, equipment cost.</p> <p>D. Supplies and consumables costs.</p> <p>E. Manufacturing fees and sample preparation costs.</p> <p>F. Devices (must be placed at GJU).</p> <p>G. Local and international transportation cost.</p> <p>H. Any other expenses approved by the council.</p> <p>I. The council have the right to approve budget transfer between articles listed above.</p>
<b>Matching Grant was added by the Deans' Council Decision no. (218/2023/2024) dated 2/4/2024</b>	
<b>Second: General provisions</b>	
<b>Article 28</b>	The principal researcher disburses from the scientific research support allocations approved by the president of the university within the budget approved in the research project through an application approved by the dean in accordance with the regulations and instructions.
<b>Article 29</b>	<p>Subject to the provisions of articles (5 and 6) of the executive instructions for the employees regulations in force at the German Jordanian University:</p> <p>A. The president may, upon a placement from the dean and a recommendation from the principal researcher, appoint research assistants or post-doctoral researchers from outside the university on the research project with daily wages or a fixed reward for a limited period within the allocations for one or more scientific research projects.</p> <p>B. The assignment decision shall specify the tasks, the assignment period, the number of hours, the amount of the reward to be disbursed in return for that, and any other requirements. The services of those assigned to the research project shall end upon the expiry of the tasks they were entrusted with, the expiry of the period of their assignment, or the end of the allocations allocated for this purpose.</p> <p>C. The financial rewards for those assigned to the research project are calculated on the basis of the actual assignment hours and according to their academic qualifications, provided that the daily hours do not exceed eight hours and with a ceiling of 20 days per month, as follows:</p>

	<ol style="list-style-type: none"> <li>1. 7 dinars per hour for a postdoc.</li> <li>2. 5 dinars per hour for a research assistant holding a master's degree.</li> <li>3. 4 dinars per hour for a research assistant holding a bachelor's degree.</li> </ol> <p>D. Subject to the provisions of Article (27) of the Executive Instructions for employees regulations in force at the German Jordanian University, the president may, upon a placement from the Dean and a recommendation from the principal researcher, assign any of the university's employees to work as a research assistant with daily wages or a fixed reward for a limited period within the allocations for scientific research projects, and the instructions and bylaws of the overtime work at the university shall be applied on them.</p>
<b>Article 30</b>	<p>Suspension or reinstatement of the support provided to the researcher shall be by a decision of the president based on the recommendation of the council in the following cases:</p> <ol style="list-style-type: none"> <li>A. Failure to implement the research in its stages as stated in the research project form without a justification accepted by the council.</li> <li>B. If it is proven that any amount has been spent in ways that violate the provisions of the established research project budget.</li> </ol>
<b>Article 31</b>	<ol style="list-style-type: none"> <li>A. The materials, supplies, fixtures, equipment, information containers, software and any other assets purchased from the scientific research support allocations shall be owned by the university.</li> <li>B. The researcher may use any of the materials, supplies, fixtures, equipment, information containers, software and any other assets available at the university in coordination with the head of the relevant academic department.</li> <li>C. The materials, supplies, fixtures, equipment, information containers, software and any other assets of general and multiple use that were purchased for the purposes of scientific research are subject to the administration of the Deanship according to bylaws approved by the Council.</li> </ol>
<b>Article 32</b>	<ol style="list-style-type: none"> <li>A. The principal researcher may apply for an advance payment to the dean to purchase consumables or software, conduct analyzes or laboratory tests or to pay manufacturing fees, or sample preparation costs, or purchase equipment that is not available at the university, provided that it has been approved in the research proposal, in accordance with the financial regulations in force at the university.</li> <li>B. The principal researcher, through the authorized persons, may request procurement within the budget of the research project in accordance with the applicable governmental procurement regulations and instructions.</li> </ol>
<b>Article 33</b>	<p>In all cases of support, the principal researcher has the right to publish the results of his research in the manner he deems appropriate, provided that he clearly indicates the university's support for the research and the project number in all research papers resulting from the implementation of the supported projects.</p>
<b>Article 34</b>	<ol style="list-style-type: none"> <li>A. The principal researcher may not apply for any kind of scientific research support again until after the publication of at least one scientific paper resulting from cluster, seed, complementary or research assistant grants previously obtained.</li> <li>B. The principal researcher may not apply for cluster, seed, complementary or research assistant grants in concurrent, except in special cases approved by the council.</li> </ol>

<b>Article 35</b>	The council, upon the recommendation of the dean, can apologize providing any support if sufficient financial allocations are not available.
<b>Article 36</b>	The dean submits an annual report to the council on the state of scientific research at the university for approval and submission to the president.
<b>Article 37</b>	Anyone who has received a scientific grant must give a scientific lecture in coordination with the deanship, showing the research outputs before submitting the final report to the deanship.
<b>Article (37) of these instructions was added by the Deans' Decision no. (218/2023/2024) dated 2/4/2024</b>	
<b>Article 38</b>	The dean presents to the council any violations related to scientific research in order to recommend the appropriate action to the president.
<b>Article 39</b>	The dean and the council are responsible for implementing the provisions of these instructions.
<b>Article 40</b>	<p>A. The dean provides his recommendation to the council to decide on any case not provided for in these instructions.</p> <p>B. These instructions are effective from the date of their approval by the Dean's Council, and the previous instructions issued by the Dean's Council in its session no. (3/2009) dated (9/2/2009), decision no. (15/2009) are considered null and void.</p>



# **Instructions for Granting Incentives for Scientific Research and Creative Work**

**at the German Jordanian University for the Year (2023) and shall come into force from the date of the Deans' Council no. (285/2022/2023) dated 7/8/2023**

<b>Article 1</b>	These instructions are called (Instructions for Granting Incentives for Scientific Research and Creative Work for Faculty Members at the German Jordanian University for the Year (2023) issued under article No. (10) of the Regulations for Scientific Research at the German Jordanian University No. (56) of (2008) and article No. (45/C) of the Academic Staff Regulation at the German Jordanian University no. (96) of 2009 and shall come into force from the date of the Deans' Council decision no. (285/2022/2023) dated 7/8/2023
<b>Article 2</b>	<p>The following terms and expressions, wherever mentioned in these instructions, shall have the meanings assigned hereunder unless the context states otherwise:</p> <p>University: The German Jordanian University</p> <p>The President: The President of the University</p> <p>School: Any School at the German Jordanian University</p> <p>Dean: Dean of Scientific Research</p> <p>Deanship: The Deanship of Scientific Research</p> <p>Researcher: An academic staff member or full-time lecturer or visiting professors or language teachers, or teaching and research assistant who applies for scientific production or creative work.</p> <p>Principle Researcher: A university faculty member who's name appears first at the scientific production.</p> <p>The Council: The Scientific Research Council.</p> <p>Incentives: any Scientific Research or Creative work incentives the researcher deserves according to the provisions of these instructions.</p>
<b>Article 3</b>	<p>A. Incentives are disbursed from the scientific research allocations in the university budget upon the recommendation of the dean in order to encourage and stimulate scientific research activities and creative work at the university.</p> <p>B. Incentives include the following types:</p>

	<ol style="list-style-type: none"> <li>1. Incentives for scientific publishing</li> <li>2. Translation Incentives</li> <li>3. Authoring Incentives</li> <li>4. Patent incentives</li> <li>5. Incentives for international competitions and prizes</li> <li>6. Incentives for attracting research projects and subsidized equipment.</li> <li>7. Incentives for spending sabbatical leave at a world-renowned universities, distinguished international research centers, or well-known industrial or technological centers .</li> </ol>
<b>First: Incentives for scientific publishing</b>	
<b>Article 4</b>	<p>To grant scientific publication incentives for published research, the following are required:</p> <ol style="list-style-type: none"> <li>A. The research should be published in a journal included in the (Scopus) database and has a Percentile Rank and a (CiteScore) Impact.</li> <li>B. The researcher's Affiliation for the German Jordanian University must be installed on it.</li> <li>C. The similarity scan should not exceed 30% using plagiarism programs recognized by the council.</li> <li>D. The research should be linked to one of the sustainable development goals for the United Nations (title or keywords or, summary or, conclusion observations) according to UN 17 Sustainable Development Goals (SDGs)</li> <li>E. The following are excluded from publication incentives: Reports, short communications, case studies, technical briefs, clinical studies, survey studies, and tutorials included in the (Scopus) database.</li> </ol>
<b>Article 5</b>	<p>The value of scientific publishing incentives is calculated based on two verified criteria whose numerical values are taken from the Scopus database on the date of publication:</p> <ol style="list-style-type: none"> <li>A. Percentile Rank</li> <li>B. (CiteScore) Impact</li> </ol> <p>According to the following equation:</p> <p>[Incentives= 1500×percentile rank+ 150×CiteScore]</p>

	<p>C. The maximum value of publication incentives is 3,000 Jordanian dinars, and incentives that are less than 50 Jordanian dinars for one researcher are withheld.</p> <p>D. If the research was published in cooperation with an international university or international research Centre the percentage of 10% will be increased to the incentives allocated value.</p>
<b>Article 6</b>	<p>If a researcher from the academic staff provides published research from a Conference Proceedings listed in Scopus database &amp; was a principal researcher , 200 Jordanian dinar is disbursed in cash, provided that the research appears in the Scopus database.</p>
<b>Article 7</b>	<p>If a researcher from the academic staff published a research in an (Open Access) Journal rated (Q1,Q2) &amp; listed in Scopus database, the university will disburse publishing fees unless covered from any other party, the fees will be deducted from the publishing incentives for researches in the university by maximum (100%) from the incentives value ,the remaining incentives shall be disbursed on the researchers according to Article (8) of these instructions.</p>
<b>Article 8</b>	<p>A. Researcher should receive only 70% of the incentives of scientific publishing when working solo.</p> <p>B. In the case of publishing as joint researchers, publication incentives are distributed to researchers as shares, so that the share of each researcher is two-thirds of the value of the share of the researcher who precedes him in order.</p> <p>C. Despite what is stated in paragraph (B) From this article, researchers from the university may agree in a written manner on their incentives. to be rearranged among them.</p> <p>D. The incentives aren't disbursed to researchers from outside the university.</p>
<b>Article 9</b>	<p>An additional amount equivalent to 50% of his/her share of incentives will be allocated to the principal researcher who is a faculty member at the university in a trust account in his/her name, and it will be disbursed from it in accordance with Article (11) of these instructions.</p>
<b>Article 10</b>	<p>Despite what is stated in article (8) from these instructions, in the event that the published research was extracted from a graduation project or of a graduate student thesis at the university:</p> <p>A. the university student's share shall be 40% of the value of the publishing incentives with a maximum 500 Jordanian dinars a student</p>

	<p>B. The supervisor's share shall be 60% from the publishing incentives, and if a co-supervisor exists the incentives will be divided between the supervisor and the co-supervisor as stated in paragraph B article (8).</p>
<b>Article 11</b>	<p>A. The methods for disbursing the researcher's trust balance from faculty members, from what is credited as part of scientific publishing incentives are determined according to Article (7/b) as follows:</p> <ol style="list-style-type: none"> <li>1. Purchasing devices, consumables, supplies, software, or data for scientific research purposes during the first fiscal year following the year of crediting.</li> <li>2. Remuneration for research assistants during three fiscal years.</li> <li>3. Fees for laboratory analyses for scientific research purposes during three fiscal years.</li> <li>4. Purchasing the academic load only for the first and second semesters for the purposes of scientific research, not exceeding 3 credit hours and without any overtime load according to the bylaws in force at the university during the first fiscal year following the crediting year.</li> <li>5. Extended publication fees.</li> <li>6. Any other aspects of disbursement during the first fiscal year following the year of crediting shall be approved by the Council and submitted to the Council six months before the end of the first year.</li> </ol> <p>B. The amounts allocated to the trust account will rotate for a period not exceeding three fiscal years following the year of their crediting, and may not be extended under any circumstances.</p> <p>C. The balances that the researcher did not spend in accordance with Paragraph (A) of this article are not entitled to be claimed by the researcher, and they are transferred to the university's revenue account in the following cases:</p> <ol style="list-style-type: none"> <li>1. The balance has passed the period stipulated in Paragraph (B) of this Article.</li> <li>2. In the event that the researcher's service at the university ends for any of the reasons stipulated in the Academic Staff in force at the university.</li> </ol>

**Article (11) from these instructions where amended based on the Deans' Council Decision no (300/2022/2023) dated 31/8/2023**

### **Second: Translation Incentives**

<b>Article 12</b>	<p>A. Translation incentives are granted for translating scientific or literary books into Arabic or German, upon the recommendation of the Council after consulting the opinions of three specialized international arbitrators selected by the Council, provided that the researcher obtains the Council's prior approval to proceed with the translation project.</p> <p>B. The value of the incentives is calculated at the rate of one Jordanian dinar for each page of the original book and not exceeding the amount of 2000 Jordanian dinars for each book, paid in cash to the researcher.</p> <p>C. In the event that there is more than one participating translator on the translated book, the translation incentives are divided by their number and paid to researchers only.</p> <p>D. The university bears the cost of printing the first 1,000 copies in a publishing house approved by the council, at a cost not exceeding 1,000 Jordanian dinars.</p>
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### **Third: Authoring Incentives**

<b>Article 13</b>	<p>A. Authoring incentives are granted in the amount of 3,000 Jordanian dinars, which is paid in cash for each book written and published in a publishing house classified among the top 10 international publishing houses, provided that the book is not derived from conference proceedings, published research, master's or doctoral theses.</p> <p>B. In the event that there is more than one co-author, authoring incentives are divided by their number and are given to researchers only.</p>
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### **Fourth: Patent Incentives**

<b>Article 14</b>	<p>Patent incentives are granted at a value of 3,000 Jordanian dinars for each patent, and paid in cash for the researcher according to the university's ownership percentage in the patent according to the following conditions:</p> <p>A. The university should be one of the patent owners.</p> <p>B. The university should not be the funder of the costs of patent registration.</p> <p>C. The patent must be registered globally, like America, Europe, WIPO.</p>
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	D. In the event that there is more than one inventor, the patent incentives are divided according to the percentages of inventors specified in the registration application and are given to researchers only.
<b>Fifth: Incentives for international competitions and prizes</b>	
<b>Article 15</b>	<p>Incentives for international competitions and prizes are granted when a researcher wins one of the first places in international competitions and prizes, and cash is disbursed as follows:</p> <p>A. 1500 Jordanian dinars when winning the first place</p> <p>B. 1000 Jordanian dinars when winning the second place</p> <p>C. 500 Jordanian dinars when winning the third place</p> <p>D. Students are treated like a researcher</p> <p>E. In the event that the researcher or researchers are part of a winning team, the value of the incentives for international competitions and prizes is divided by the number of team members and it is distributed equally to researchers only.</p>
<b>Sixth: Incentives for attracting research projects and supported equipment</b>	
<b>Article 16</b>	<p>A. Incentives for attracting research projects and supported equipment are granted to the researcher in the amount of 10% of the university's share in the research project or from the value of supporting new equipment for the university's laboratories and from outside, provided that the value of the incentives does not exceed 3,000 Jordanian dinars and is disbursed in cash.</p> <p>B. In the event that there is a (researcher's reward) in the budget of the research project, it shall be deducted from the value of the incentives for attracting research projects and supported equipment.</p> <p>C. In the event that there is more than one researcher on the research project, the value of the incentives to attract the supported projects and equipment shall be divided equally between them.</p> <p>D. Incentives to attract research projects and supported equipment are not disbursed for any project until it is closed and its objectives are achieved.</p> <p>E. Projects that are not affiliated with the Deanship are excluded from the provisions of these instructions.</p>
<b>Seventh: Incentives for sabbatical leave in famous international universities, distinguished international research centers, or well-known industrial or technological centers</b>	

<b>Article 17</b>	<p>Taking into account what is stated in Article (45) from the Academic Staff Regulation, by a decision from the Deans' Council, the researcher from faculty members may be granted monthly incentives a a reward not exceeding 100% of his/her salary and bonuses in the event that he/she spends his/her sabbatical leave in famous international universities, distinguished international research centers, or well-known industrial or technological centers outside the Kingdom, provided that when applying it should be from one of the following:</p> <ul style="list-style-type: none"> <li>A. In the top 25 universities in the world according to Times Higher Education ranking.</li> <li>B. In the top 5 universities in Germany according to the Times Higher Education ranking.</li> <li>C. In the top 10 international research centers in the field of researcher specialization ranked by Scimago Institutions Ranking.</li> <li>D. In the top 5 German research centers in the field of researcher specialization ranked by Scimago Institutions Ranking.</li> </ul>
<b>Article 18</b>	<p>In order to obtain the sabbatical leave incentives referred to in Article (17) of these instructions, the following are required:</p> <ul style="list-style-type: none"> <li>A. faculty member applies for sabbatical incentives to the Deanship of Scientific Research.</li> <li>B. The researcher undertakes to publish two papers in journals of the first category in the field of the sabbatical leave research project showing (affiliation) the name of the university and the host on them, provided that the publishing is done within a period not exceeding one year from the end of the sabbatical leave and the scientific research accepted for publication is treated as published scientific research.</li> </ul>
<b>Article 19</b>	Sabbatical leave incentives may be granted for two consecutive years.
<b>Article 20</b>	If the researcher does not comply with the conditions stipulated in the regulations and instructions, the total value of the sabbatical leave incentives will be refunded.
	<b>General provisions</b>
<b>Article 21</b>	<p>General conditions shall be applied on the Incentives Requests:</p> <ul style="list-style-type: none"> <li>A. The applicant must be working at the university or in a sabbatical leave or on an unpaid leave or emergency leave or secondment or mandate in the date of submitting the scientific incentives request, and graduate students are excluded.</li> </ul>

	<p>B. The name of the university should be mentioned on the scientific product according to the approved name and the address and the researcher affiliation for the German Jordanian University are installed on it according to the following:</p> <p style="text-align: center;">German Jordanian University, Amman, 11180 Jordan</p> <p>C. The researcher must be registered on the Scopus database and have the address of the German Jordanian University.</p> <p>D. The support should be mentioned in the scientific product under (Acknowledgment) if it is derived from a project supported by the university.</p>
<b>Article 22</b>	<p>The mechanism for applying for incentives:</p> <p>The request for the payment of incentives is submitted to the Deanship of Scientific Research by the first researcher only, and in the event that the first researcher is from outside the university, the request is submitted by the first researcher from the university whose name appears on the scientific production or the creative work, and it must include:</p> <p>A. A soft copy of the scientific product, creative work, or award.</p> <p>B. The application form for incentives approved by the Deanship of Scientific Research.</p>
<b>Article 23</b>	<p>A. These instructions apply to scientific research or creative work submitted and sent for publication after the date of approval of the decision on 8/14/2023.</p> <p>B. Any previous instructions or bylaws for these instructions shall apply to scientific research or creative work submitted and sent for publication before the date of August,14, 2023.</p> <p>C. The University President and the Dean of Scientific Research are responsible for implementing these instructions.</p>
<b>Article 24</b>	<p>The Deans Council decides on cases with no provisions in these instructions.</p>



**Instructions for Scientific Research Work for Faculty Members in the  
Summer Semester at the German Jordanian University**

<b>Article (1):</b>	These instructions are called ( <b>Instructions for Scientific Research Work for Faculty Members in the Summer Semester at the German Jordanian University</b> ), issued by the Scientific Research Council in Article (10) of the Scientific Research Regulation at the German Jordanian University in accordance with the Deans' Council Decision no. (213/2023/2024) dated 27/3/2024.and they shall come into force as of the date of their issuance.
<b>Article (2):</b>	<p>The following expressions, wherever mentioned in these Instructions, shall have the meanings assigned to each of them, unless the context indicates otherwise:</p> <p><b>The University:</b> The German Jordanian University.</p> <p><b>The President:</b> The President of the University.</p> <p><b>Council:</b> The Scientific Research Council.</p> <p><b>The Dean:</b> The Dean of Scientific Research.</p> <p><b>School:</b> The school to which the faculty member belongs.</p> <p><b>Department:</b> The department to which the faculty member belongs.</p> <p><b>Research Work:</b> It is work assigned to a faculty member at a university, scientific institute or research center outside Jordan during the summer semester.</p> <p><b>Faculty Member:</b> A faculty member at the university who is entitled to his/her full leave during the summer semester and who is applying for research work.</p> <p><b>Host Entity:</b> University, scientific institute, scientific research center, company or other approved by the Council, in which the faculty member will spend the period of research work.</p> <p><b>Co-Researcher:</b> A faculty member or full-time associated researcher with the host entity who will collaborate with the faculty member in the completion of research work.</p>
<b>Article (3):</b>	<p>A. A faculty member in charge of research work may cooperate with a co-researcher to complete a specific research project, provided that the host entity is within one of the German universities or partner universities or among the top (500) universities according to one of the following rankings:</p> <ol style="list-style-type: none"> <li>1. US News</li> <li>2. Time Higher Education (THE) university ranking</li> </ol>

	<p>3. QS University ranking 4. Shanghai Ranking 5. The Guardian University Guide</p> <p>B. The Council approves the host entity if it is not subject to the rankings mentioned in paragraph (A) of this Article.</p>
<b>Article (4):</b>	<p>The faculty member assigned to research work in the summer semester must meet the following requirements:</p> <p>A. His service at the university will continue for the academic year following the scientific research support vacation for the summer semester, and he/she will start his/her work on time.</p> <p>B. To be full-time for scientific research only and not to be assigned to any teaching load in that summer semester, whether at the university or with any other party.</p> <p>C. The faculty member must have a research work project, approved in writing by the host entity, indicating the start and end dates of the research work period.</p> <p>D. The weighted average for him/her of students' evaluation in the last two years at the university should not be less than the weighted average of the university.</p> <p>E. His/her grade in any item of the joint performance report should not be less than very good.</p>
<b>Article (5):</b>	<p>How to apply for the assignment of research work:</p> <p>A. The faculty member submits the research work proposal (by filling out the application form for the research work assignment in the summer semester prepared for this purpose) to the concerned department no later than the end of February with an invitation letter from the co-researcher or his department.</p> <p>B. The research work proposal is studied by the scientific research committees in the department and school and the recommendations are sent to the Deanship of Scientific Research no later than the end of March.</p> <p>C. The Council considers the applications and differentiates between them to serve the objectives of the university, and all applications are submitted once to the President to be presented to the Deans' Council before the end of April.</p> <p>D. Approvals for research work shall be upon the recommendation of the Council and by a decision of the Deans' Council during the first week of May.</p> <p>E. In justified cases approved by the President, the door may be opened to apply for the assignment of research work in the summer semester for a period longer than the periods specified above.</p>
<b>Article (6):</b>	<p>A. The place of spending research work or the subject of research may not be changed except with the approval of the Council and the President.</p>

	<p>B. No more than one faculty member may spend research work in the same host entity during the summer semester of the academic year.</p> <p>C. A faculty member may not apply for support for participating in scientific conferences from the university during the period of research work.</p> <p>D. A faculty member may not be assigned to research work during the sabbatical period, emergency leave, unpaid leave, secondment or deputation.</p>
<b>Article (7):</b>	The period available for research work begins with the beginning of the faculty members vacation after the second semester and ends before the start of the first semester of the following academic year.
<b>Article (8):</b>	The minimum duration of research work is four weeks.
<b>Article (9):</b>	<p>A. The faculty member assigned to the research work in the summer semester shall be paid the following:</p> <ol style="list-style-type: none"> <li>1. A ticket in the class is prescribed for him according to the Transportation and travel Regulation to and from Amman to the nearest airport to the host entity.</li> <li>2. A total financial reward calculated according to the following formula: (Number of actual days of residence for research work or 56 days , whichever is less) * (Total monthly faculty salary subject to social security and without transfer allowance * 2 ÷ 56)</li> </ol> <p>B. If the invitation from the host entity is financially subsidized, the value of the support, including ticket support, if any, shall be deducted from the total faculty member's remuneration mentioned in paragraph 9-a-2.</p> <p>C. An advance may be paid to a faculty member before his travel equivalent to 80% of the estimated value of his remuneration, and in the event that any of the conditions of research work mentioned in these instructions is not met, all amounts shall be recovered from him/her, including the value of the travel tickets that were paid to him/her.</p>
<b>Article (11):</b>	The faculty member is required to provide proof of residence with the host entity throughout the approved research work period in the form of a letter of endorsement from the host entity.
<b>Article (12):</b>	<p>A. Upon his/her return, the faculty member submits a full report on what has been achieved during the period of supporting the research work, in addition to presenting the results of his/her research in a scientific symposium in his/her department.</p> <p>B. The faculty member must publish three scientific research classified in the first category within the SCOPUS database, and one of the scientific research can be published or accepted for publication in</p>

	the proceedings of a conference classified within the SCOPUS database, provided that the research is closely related to the topic of the research proposal and co-authored with the co-researcher. The name of the university and the host entity should be included in the authors' affiliations, and in the event that the researcher is unable to obtain acceptance to publish the required research within twelve months of the end of the research work period, all the amounts and expenses incurred for supporting his/her research work will be recovered.
<b>Article (13):</b>	A faculty member may not obtain support for a subsequent research work before completing all the requirements of the previous research work, including the publication of scientific research in accordance with the provisions of Article (12) of these instructions.
<b>Article (14):</b>	The Council shall decide on cases not mentioned in these instructions.
<b>Article (15):</b>	The President, the Council and the Dean are responsible for implementing these instructions.

**Instructions for Participating in Scientific Conferences at  
the German Jordanian University**  
**Issued by the University Council in accordance with Article (42) of the  
Financial Law No. (C) for the year 2009**

Article 1	<p>A. These instructions shall be called (Instructions for Participating in Scientific Conferences at the German Jordanian University) and shall come into force as of 19/3/2024 in accordance with the Deans' Council decision no. (204/2023/2024) dated 19/3/2024 and the University Council decision no. (26/2023/2024).</p> <p>B. These instructions apply to requests for participation in conferences received after the date of issuance of these instructions.</p>
Article 2	<p>The following words and expressions, wherever mentioned, shall have the meanings assigned to them below, unless the context indicates otherwise:</p> <p>Kingdom: The Hashemite Kingdom of Jordan.</p> <p>University: The German Jordanian University.</p> <p>President: The President of the University.</p> <p>Dean: The Dean of Scientific Research.</p> <p>Deanship: The Deanship of Scientific Research.</p> <p>Council: The Scientific Research Council.</p>
Article 3	<p>The purpose of faculty members participation in scientific conferences shall be to enrich the research contribution within research topics related to the priorities of the faculty, the university, its strategic objectives, or topics related to national priorities and issues and according to the general policy prepared by the Deanship for this purpose.</p>
Article 4	<p>The Deanship is responsible for organizing and following up the participation of faculty members at the university in scientific conferences.</p>
Article 5	<p>Two-thirds of the annual allocations for scientific conferences are allocated to schools in proportion to the number of faculty members in them to the total faculty members at the university who are on the job,</p>

	and the remaining third is allocated according to the justified priorities recommended by the Deanship.
Article 6	<p>The participation of a faculty member in conferences inside or outside the Kingdom requires the following:</p> <ul style="list-style-type: none"> <li>A. To submit a specialized research on the subject of the conference that he/she has not previously participated in and has not previously published and was not approved to publish by other entity at the time of submitting the application for participation, and to be approved by the scientific committee in the department or school.</li> <li>B. The conference should be global, specialized and refereed.</li> <li>C. The conference shall issue proceedings listed in the SCOPUS database, the Web of Science or any other database or any bylaws approved by the Council.</li> <li>D. Participation in the conference must be either face-to-face or remotely, and the conference must issue a certificate of participation or proof thereof.</li> <li>E. The application for participation in the conference must be submitted with the conference information including its website, a copy of the research, the report of the arbitrators, and the approval of the organizing committee of the conference (Acceptance letter).</li> </ul>
Article 7	<ul style="list-style-type: none"> <li>A. The President may approve the participation of the faculty member in scientific conferences based on the placement of the Dean and the recommendation of the School Dean and the Head of the Department concerned, and according to the approved form attached to it the schedule of compensation for the lectures that he/she will be absent from and the schedule of any trips he/she made during the same semester, if any.</li> <li>B. The president may approve granting the faculty member a travel and accommodation advance in accordance with the provisions of the financial regulation and the transportation and travel regulation in force at the university.</li> </ul>
Article 8	<ul style="list-style-type: none"> <li>A. A faculty member may participate in two or more conferences per year, provided that financial allocations are available, and that participation does not exceed once per semester.</li> <li>B. Notwithstanding the provisions of paragraph (A) of this article, it is not permissible to participate in conferences during the final exams period of any semester, or during the summer semester for faculty members assigned to teach in it.</li> </ul>

	<p>C. Faculty members who are not assigned to teach during the summer semester may participate in conferences during the summer semester.</p>
Article 9	<p>A. A faculty member participating in <b><u>a conference outside</u></b> the Kingdom shall be paid the following:</p> <ol style="list-style-type: none"> <li>1. A ticket from the Kingdom to the conference venue and return according to the transportation and travel regulation, and in the event that the faculty member is outside the Kingdom on an official mission and with the approval of the President, a ticket may be booked from the nearest airport to the location of the faculty member to the conference venue and return to the Kingdom or the location of the faculty member based on the end date of assigning the faculty member a mission outside the Kingdom.</li> <li>2. Conference participation fees.</li> <li>3. (20%) of the scheduled daily allowances if the faculty member is hosted by the convening party organizing the conference, and if not, the daily fees shall be paid to him/her in full.</li> </ol> <p>B. A faculty member participating in <b><u>a conference inside the Kingdom</u></b> shall be paid the following:</p> <ol style="list-style-type: none"> <li>1. Transportation fees from Amman to the conference venue and back according to the transportation and travel regulation.</li> <li>2. Conference participation fees.</li> </ol> <p>C. A faculty member participating in <b><u>a conference not in a face-to-face basis</u></b> is paid the participation fees only.</p> <p>D. The allocations paid to a faculty member instead of his/her participation in conferences per year may not exceed (3500) three thousand five hundred dinars.</p> <p>E. The maximum number of nights that can be calculated for daily purposes shall be equal to the actual number of nights spent during the conference period in addition to one night before the conference and one night after the end of his participation in the conference, marked by exit and entry stamps to and from the Kingdom.</p>
Article 10	<p>Faculty members are excluded from participating in conferences in the following cases:</p> <p>A. While enjoying sabbatical leave, unpaid leave, deputization, or secondment.</p>

	<p>B. If he/she is absent two or more times from attending department councils and/or faculty councils' meetings in the previous 2 academic semesters before attending the conference.</p> <p>C. If he/she is absent from attending the last graduation ceremony held by the university without an excuse.</p> <p>D. In the event that the faculty member spends sabbatical leave in a research institution, the university can provide financial support to him/her, provided that the university does not pay him/her two salaries, provided that he mentions the name of the university on the conference.</p> <p>E. If he/she abstains or withdraws from the membership of the committees or if he shows negligence in any task assigned to him/her to serve the university during the last two semesters before the conference.</p> <p>F. Receive any disciplinary sanction during the last two semesters before the conference.</p>
Article 11	These instructions cancel any instructions, bylaws or decisions issued before the date of their issuance.
Article 12	<p>A. Despite the instructions provided, the president has the authority to assign any faculty member to participate in any conferences or workshops deemed appropriate for achieving the strategic goals of the university.</p> <p>B. The President shall decide on any case not provided for in these Instructions.</p>
Article 13	The president, dean and deans of faculties are responsible for implementing the provisions of these instructions.



## Instructions for Research Assessment by the Institutional Review Board at the German Jordanian University

Article (1)	These instructions are called " <b>Instructions for Research Assessment by the Institutional Review Board at the German Jordanian University</b> " for the year (2024) and issued in accordance with Article (10) of the Scientific Research Regulation by the Deans' Council decision No. (27/2024/2025) dated (15/12/2024).
Article (2)	<p>The following words, as mentioned in these Instructions, shall have the meanings assigned to them below, unless the context indicates otherwise:</p> <p>The University: German Jordanian University.</p> <p>The President: The President of the University.</p> <p>The Dean: The Dean of Scientific Research.</p> <p>The Deanship: The Deanship of Scientific Research.</p> <p>The Board: The Institutional Review Board (IRB) formed under these Instructions by a decision of the President which exercises its authorities in accordance with the provisions of these Instructions.</p> <p>Research: Any research related to or includes the human element or humans, whether or not supported by the university, and requires the approval of the Board.</p> <p>The Principal Investigator: A person who submits a research project and leads the research implementation.</p> <p>The Co-Researcher: Anyone who assists or participates in the implementation of the research.</p>
Article (3)	These instructions aim to obtain the Board approval for research to ensure that it is conducted in a manner that considers and respects the rights of human beings to be conducted in accordance with the national and international ethical principles and best practices.
Article (4)	<p>A. The Deanship shall form an "<b>Institutional Review Board</b>" as follows:</p> <ol style="list-style-type: none"> <li>1. One of the faculty members at the university as Chairman of the Board.</li> <li>2. A physician.</li> <li>3. A specialist in nursing.</li> <li>4. A specialist in pharmacy.</li> <li>5. A specialist in humanities and social sciences.</li> <li>6. A legal specialist.</li> <li>7. A layperson from the local community..</li> </ol> <p>B. The Council shall select from among its members a Vice-Chairman of the Board.</p>

	<p>C. The Dean shall appoint one of the Deanship's employees as Secretary of the Board.</p> <p>D. The Research and Publication ethics Section shall follow up the procedures for obtaining the approval of the official entities of the Board in accordance with the legislation in force.</p> <p>E. The Board shall meet <b>at least once a month</b> at the invitation of its Chairman or his/her Deputy in his/her absence, and the quorum for its meetings shall be formed in the presence of the majority of the members, provided that the Chairman or Vice-Chairman of the Board shall be among them.</p> <p>F. The Board shall issue its decisions by a majority vote of its members, and in the event of equality of votes, the vote of the Chairman of the Board shall prevail.</p>
Article (5)	<p>The Board has the following functions and authorities:</p> <p>A. Approve research involving human-subjects trials to be conducted in accordance with the national and international ethical standards and best practices.</p> <p>B. Verify that the researcher is familiar with the principles of ethics of scientific research on humans approved by the Deanship and passes a test regarding it before starting any experiments.</p> <p>C. Approving and monitoring research that falls within its competence and requesting the Principal Investigator to make any necessary modifications.</p> <p>D. Consider and decide on any ethical problems or emergency issues that may arise during the implementation of the research.</p> <p>E. Seek the advice of specialists and experts (advisors) when needed in accordance with the legislation in force at the university. advisors are not entitled to participate in voting.</p> <p>F. Proposing policies, bylaws and special procedures related to the principles of ethics of scientific research on humans and procedures for protecting the rights of those who are conducting research on them, maintaining the confidentiality of their data and information during the conduct of research and after its completion, and submitting them to the Scientific Research Board to recommend their approval.</p> <p>G. Follow up on researchers' commitment to ethical standards, recommend corrective actions when necessary, request reports on the proper conduct of the research process, and follow up on the moral view during or after the period of conducting the research.</p> <p>H. Comprehensive review and evaluation of research and recommendation of the decision to the Scientific Research Board, to be submitted to the President for the issuance of official approval letters.</p> <p>I. The Board shall submit an annual report to the Scientific Research Board to be submitted to the Deans' Council.</p>
Article (5)	<p>The Deanship refers the research to the Board as follows:</p> <p>A. Research that requires the collection of blood samples, fluids (secretions) or swabs from the human body without any surgical intervention, which is carried out in a specialized place approved by the Jordanian Ministry of Health, provided that these samples that were admitted to the university are</p>

	<p>disposed of according to the procedures for the disposal of medical waste and through a specialized body.</p> <p>B. Research that requires the collection of vital data from individuals using devices and sensors without any surgical intervention.</p> <p>C. Research that requires the collection of personally identifiable data directly or interviews involving audio, audio-visual or electronic recording, research involving the distribution of a questionnaire only, or research involving observation of individuals' activities.</p>
Article (6)	<p>Subject to the provisions of Article (5) of these instructions, the following research is exempt from being subject to the Board, provided that it is not included in the scope of research defined in Article (5) of these instructions:</p> <p>A. Research evaluating administrative, academic, health or institutional services, whether from the perspective of the consumer or the service provider, provided that it does not require the collection of identifying data about individuals. This includes research conducted in educational environments in higher education institutions (universities or intermediate university colleges) and related to regular educational activities, such as studying educational strategies, special education, the effectiveness of teaching methods, or comparing teaching methods, curricula, and classroom management methods, without the need for identifying data or connection to research on humans.</p> <p>B. Research that relies on publicly available data, documents or records, and does not require the collection of identifying data about individuals or is related to research on humans.</p> <p>C. Research that relies on data, documents or records in the possession of the researcher and does not require the collection of identifying data about individuals.</p>
Article (7)	<p>The researcher must provide the Board with approvals from specialized institutional review boards or committees outside the university for the following research::</p> <p>A. Research that requires the collection of samples of solid human tissue.</p> <p>B. Research that requires pharmaceutical or clinical studies.</p> <p>C. Human research from the following <b>vulnerable populations</b>:</p> <ol style="list-style-type: none"> <li>1. Children and adolescents under the age of 18.</li> <li>2. Elderly people.</li> <li>3. People with special needs or people with mental, learning, or communication difficulties.</li> <li>4. Pregnant women.</li> <li>5. Mentally incapacitated.</li> <li>6. People who use drugs.</li> <li>7. Persons under judicial or security detention.</li> <li>8. Refugees and displaced persons.</li> <li>9. Homeless..</li> </ol>

Article (9)	<p>Procedures for obtaining the Board approval:</p> <ul style="list-style-type: none"> <li>A. The researcher submits an application to the Deanship on the forms prepared for this purpose attached with the required documents.</li> <li>B. The Research and Publication Ethics Section at the Deanship conducts a preliminary review to ensure completeness and adherence to ethical guidelines, to be referred to the Board to review the application.</li> <li>C. The Board reviews and evaluates the overall decision request and recommends to the Research Board, and then the Board recommends to the President to issue a duly certified letter of approval.</li> </ul>
	<b>General Provisions</b>
Article (10)	<ul style="list-style-type: none"> <li>A. The Board approvals are valid for the duration of the research project as specified in the application for approval.</li> <li>B. Researchers must renew approvals if there are changes in research protocols or if projects extend beyond approved timelines for finishing research.</li> <li>C. Failure to comply with these instructions will result in the suspension or termination of Board approvals and researchers may be subject to disciplinary action in accordance with the University's applicable instructions.</li> <li>D. Researchers must report any breach or deviation from approved protocols to the Deanship immediately, including changes in research procedures that may affect adherence to national and international ethical principles and data integrity.</li> <li>E. The researcher is liable to keep complete records of the data and materials related to the research in a safe place for a period of no less than 5 years from the date of publication or completion of the research, even if their service ends at the university..</li> <li>F. Principal investigators and Co-researchers of the university are obliged to adhere to ethical rules and regulations of partners outside it, and the funding agency in case of collaborative and/or third-party funded projects, even if they go beyond or not mentioned in these instructions. They need to report such rules and regulations (if any) to the board. These instructions also apply to such external ethical standards.</li> </ul>
Article (11)	The Board shall decide on cases where there is no provision in these instructions.
Article (12)	The President, the Dean and the Board are responsible for implementing the provisions of these Instructions.

## **Employees and Academic Health Insurance**

### **Health Insurance Regulation for Employees at the German Jordanian University Regulation No. (55) Of 2008**

Article (1)	This regulation is called “the Health Insurance Regulation for employees at the German Jordanian University” and it shall come into force from the date of its publication in the Official Gazette.
Article (2)	<p>Unless the context requires otherwise, the following words and phrases wherever mentioned in this Regulation shall have the designated meanings below:</p> <p>University : the German Jordanian University</p> <p>President: the President of the German Jordanian University</p> <p>Committee: committee of health insurance at the University</p> <p>Member: the faculty member, the part-time lecturer, the employee at the University who is subscribing in the health insurance.</p> <p>Beneficiary: he/she who is entitled to benefit from the health insurance according to the regulation provisions and the instructions issued by it.</p> <p>Treatment: the medical service that is provided to the beneficiary and the member, which includes: clinical radiological, and laboratory examination, physical and specialist treatment, surgical procedures, birth and staying in the hospital.</p> <p>Medical Committee: the approved medical committee of the University.</p>
Article (3)	The health insurance aims to contribute in providing treatment to the members and the beneficiaries. According to the provisions of this regulation and the instructions issued by it.
Article (4)	A. Membership of the health insurance is optional for all employers at the University.

	<p>B. The member may include the following beneficiaries in the Health insurance:</p> <ol style="list-style-type: none"> <li>1. Spouse and parents</li> <li>2. Children under the age of 18</li> <li>3. Children enrolled in educational institutions, until the end of their study or until they reach the age of 25, whichever comes first.</li> <li>4. Single females and unemployed divorced females.</li> </ol>
Article (5)	<p>A. According to the provisions of this regulation ,the treatment does not include the following:</p> <ol style="list-style-type: none"> <li>1. Dental treatment, except dental extraction, mouth and gum diseases, any case that results from accidents.</li> <li>2. Plastic surgeries or prosthesis unless it is a necessity and is caused by an accident.</li> <li>3. Treatment of infertility or contraceptives.</li> <li>4. Any form of cosmetics, serum or vaccination.</li> </ol> <p>B. Despite what is mentioned in paragraph (A) of this Article, the treatment may include any of these exceptions if the health insurance contract allowed it with the insurance provider.</p>
Article (6)	<p>A. A committee with the title of “ health insurance committee” is to be formed at the University, headed by the President or anyone assigned by the President and it includes the following members :</p> <ol style="list-style-type: none"> <li>1. Two of the academic staff.</li> <li>2. Head of the financial department at the University.</li> <li>3. Head of the human resources department at the University.</li> <li>4. Approved doctor.</li> </ol> <p>B. The President appoints one of the Committee members as vice chair of the committee.</p>
Article (7)	<p>The committee has the following tasks and authorities:</p> <p>A. Implementation of the provisions of the regulation and the instructions issued by it to assure achieving the goals of the health insurance.</p>

	<p>B. Establishing agreements with hospitals, health centers and health insurance companies in the kingdom.</p> <p>C. Decide the administrative actions to become a member in the health insurance or to withdraw from it.</p> <p>D. Auditing the financial requests regarding treatments as required by the President.</p> <p>E. Study any other matter related to the health insurance.</p>
Article (8)	<p>The committee shall meet at least once every month upon a call by the chair or the vice chair. The meeting shall be considered legal with the attendance of the majority of its members including the chair or the vice chair. Any recommendations or decisions are decided by the majority of the attendees.</p>
Article (9)	<p>A. Any of the following is permitted to continue his/her membership in the health insurance:</p> <ol style="list-style-type: none"> <li>1. A member who resigned from the University due to health problems along with his/her spouse and children so long as the duration of the membership was no less than 10 continuous years as set by the provisions of the regulation.</li> <li>2. A retired member due to reaching the legal age to which he/she is permitted to work as set by the provisions and the instructions of the University along with his/her spouse and children so long the duration of the membership was no less than 10 continuous years.</li> <li>3. A member whose service at the University has come to an end, unless it was for disciplinary reasons or was fired so long the duration of the membership was no less than 10 continuous years.</li> </ol> <p>B. Unpaid vacations, sabbatical leaves, secondment and mandates for the employees are calculated as part of the service mentioned in Clause (3) paragraph (A) so long as the employees are committed to their membership in the health insurance and its payments throughout the whole duration.</p> <p>C. The membership duration for each member at any other public University is calculated as part of the 10 continuous years</p>

	<p>D. The following may continue to benefit from the health insurance of the deceased member:</p> <ol style="list-style-type: none"> <li>1. Spouse of the deceased member if he/she did not remarry.</li> <li>2. Children of the deceased member until completing the age of 18 or completing their study at any educational institution or completing the age of 25, whichever comes first.</li> </ol>
Article (10)	Considering the legislations of the University, the University has to allocate part of its budget for contributing in covering the health insurance expenses as set by the provisions of this regulation and the instructions issued by it.
Article (11)	<p>The University council issues the required instructions as recommended by the President to execute the provisions of this regulation including the following:</p> <ol style="list-style-type: none"> <li>A. Decide the grades of the membership, the member and the beneficiary contribution percentage, and also the maximum amount that the university contributes.</li> <li>B. Decide the basics and the terms of membership in the health insurance and benefitting from it with regards to the provisions of the regulation.</li> </ol>
Article (12)	The implementation of the health insurance regulation applied in the University shall be suspended provided that the instructions, basis and the decisions issued pursuant thereto remain active and in effect until replaced or canceled.



**Health Insurance Instructions  
for Employees at the German Jordanian University  
Issued by the University Council according to Article (11) of the Health  
Insurance Instructions for Employees at the German Jordanian University  
No. (55) Of 2008**

Article (1)	These instructions are called "The Executive Instructions for the Health Insurance Regulation for Employees at the German Jordanian University and shall come into force from the date of approval.
Article (2)	<p>Unless the context requires otherwise, the following words and phrases mentioned in these Instructions shall have the designated meanings below:</p> <p>University : the German Jordanian University</p> <p>Council: University Council</p> <p>President: the President of the German Jordanian university</p> <p>Regulation: Health Insurance Regulation for employees at the German Jordanian University.</p> <p>Committee: the committee of health insurance established according to the Regulation.</p> <p>Member: employees of the University who are members in the health insurance according to the Regulation and instructions.</p> <p>Beneficiary :he/she who is entitled to benefit from the health insurance according to the regulation provisions and the instructions issued by it</p> <p>Treatment: the approved medical treatments by the provisions of this regulation.</p> <p>Treatment Expenses: expenses of medical treatments mentioned in the treatments definition above.</p> <p>Injury: Emergency physical (urgent)-non-judicial injury that the member or any of the beneficiaries suffers from. Providing that it shall be resulting from direct external emergency causes.</p>

	<p>Hospital services: any medical services provided by an accredited hospital included in the insurance.</p> <p>Bill (invoice): doctors payments in one of the accredited clinics by the university as long as it does not exceed the minimum limit of <del>the</del> (accredited or Jordan) Medical Association tariffs.</p> <p>Out-patient: treatments in the hospital external clinics (outpatient clinics) or other accredited private clinics that Include: doctors bill, medicine costs, lab costs and X-Rays-for the same illness (Medical case).</p> <p>The company: the health insurance company that is undertaken by the University.</p>
Article (3)	The department of human resources is in charge of receiving the financial claims regarding the treatment expenses and sends it to the approved company to be spent as duly required.
Article (4)	<p>Membership of the health insurance is annual</p> <p>A. Health insurance is optional whether it was regarding membership or the level of insurance. The member is committed to provide the beneficiaries with the same insurance level as his/hers. In the event that the children are insured, it is not permissible to exclude any of them, subject to Article (4) of the system.</p> <p>B. The level of insurance for members and beneficiaries is as follows (private grade, first grade, second grade and third grade)</p> <p>C. For the purpose of executing Article (9) of the regulation, the following are allowed to continue their membership in the University health insurance:</p> <ol style="list-style-type: none"> <li>1. Member of the Academic Staff along with the beneficiaries (in the kingdom) when he/she is on a sabbatical leave inside or outside the kingdom based on the percentage that the member covers from the health insurance costs just like any of the employees.</li> <li>2. Any member who is on unpaid vacation or on secondment in Jordan along with the beneficiaries if the member is working in an</li> </ol>

	<p>institution that does not provide health insurance. The member may still benefit from the health insurance as long as the member continues to pay the same amount as regular employees for the health insurance, provided he pays the whole amount and the university does not contribute in the expenses. If the member is on unpaid vacation or on secondment outside of Jordan ,then, only the beneficiaries who are in Jordan may benefit from the health insurance and are treated based on the amount that the member covers of the health insurance costs just like regular employees.</p> <p>3. With consideration to Article (9) of the regulation, the member is to serve at the University no less than six years in order to calculate the 10 continuous years.</p>
Article (5)	<p>A. The member starts to receive the benefits of the grade of his choice from the date of membership. The membership is automatically renewed under the same terms unless the member informs the department of human resources in the University to do otherwise not after one month before the contract ends.</p> <p>B. Any time during the year, the following may be included in the health plan:</p> <ol style="list-style-type: none"> <li>1. Newly hired.</li> <li>2. Marriage, based on the date of the contract.</li> <li>3. New born.</li> <li>4. Return of the member to work at the University after sabbatical leave, secondment or unpaid vacation, if he is no longer a member in the health insurance; or as the case may be, if the member is switched from a monthly reward to a contract.</li> <li>5. With showing of evidence, if the beneficiaries of the health insurance no longer benefit from any other health insurance.</li> </ol> <p>C. Applications for the membership in the health insurance in the cases mentioned in paragraph (B) shall be handed in to the human resources before one month of the accruing of any of these situations. Here, the member should pay subscription fees from the date of the membership.</p>

Article (6)	<p>A-The subscriber pays his contribution allowance and the benefit allowance of each of his beneficiaries with a specific percentage of the health insurance contribution according to the decision of the University Council, upon the recommendation of the Health Insurance Committee.</p> <p>B. The contribution allowance due from the subscriber and his beneficiaries shall be deducted on the basis of monthly installments from the subscriber's salary.</p> <p>C. The contribution fee is paid in full at the beginning of his participation in the health insurance or in three installments in the event that the subscriber requests this in writing to the subscriber and the beneficiaries with him from the categories referred to in Article (9) of the system at the beginning of his participation in the health insurance as required by the case except for a licensed faculty member My knowledge is discharged, and in the event that he is late for the payment date by more than a month, he loses his right to continue.</p>
Article (7)	<p>A. The University offers a tender to one insurance Company according to the tender regulations applicable at the University to close a deal with it for one year renewable based on a decision issued by the Central Tenders Committee pursuant to the recommendation of the Health Insurance Committee.</p> <p>B. Three months before the end of the health insurance contract, the Human Resources Department shall submit a request to the Department of supplies and tenders to offer a new insurance tender for the University employees, stating its conditions.</p> <p>The University shall pay for all the treatment expenses for an employer who has had an accident while on duty or as result of said duty, unless another party is to pay the expenses.</p>
Article (8)	<p>The health insurance is to be cancelled in any of the following circumstances:</p> <p>A. End of service, then the member has no right to remain insured according to the regulations.</p>

	<p>B. Death of the member, while the beneficiaries still have the right to remain insured according to the provisions of article 9/d of the regulations.</p> <p>C. Death of the beneficiary</p> <p>D. If there is a proof of misuse of the insurance card by the member or the beneficiaries, or presenting wrong information. In these cases, all installments are to be collected and the member shall be liable for all legal and administrative responsibilities, as well as the treatment expenses according to the committee's recommendation.</p> <p>E. The demise of any condition of those mentioned in the definition Article, in this case, the member or the beneficiary are responsible to report the demise of these conditions. Subject to legal and financial liability, if the member or beneficiary fails to report this, he shall be liable for all of the treatment expenses doubled, notwithstanding its cause.</p> <p>C. In the event the member has been granted a sabbatical, unpaid leave or he is on secondment or mandate, he is required to file a written request stating his wish to remain insured. In the event he fails to do so within two weeks of starting his sabbatical, leave, secondment, or mandate, he shall pay full annual premium for himself and all of the beneficiaries of his insurance.</p>
Article (9)	<p>Unless covered in the health insurance contract, the University shall not handle the costs for treatment or service in the following cases:</p> <ol style="list-style-type: none"> <li>1. Suicide, suicidal attempts, voluntary self-injury on purpose or attempt of it regardless of the mental health of the member.</li> <li>2. Injuries caused by the participation in a declared or undeclared war or any civil disturbance or riots, civil war ,revolutions, or anything that is semi-war.</li> <li>3. All cases related to hazardous activities such as: motor racing, .etc.</li> <li>4. Atomic radiation, radioactive contamination or chemical contamination. Members who work in departments or centers related to radioactive or chemical work are excluded from this point and the health insurance is to cover for those members.</li> </ol>

	<p>5. All cases resulting from addiction to Drugs or alcohol.</p> <p>6. Plastic surgeries, unless caused by an accident that the insurance covers and occurred while the insurance is still active.</p> <p>7. Recovery, spa treatments, mineral springs or any relaxation spots.</p> <p>8. Artificial limbs.</p> <p>9. Auxiliary external medical and artificial devices unless it was approved by the president upon the recommendation of the committee which covers part of the costs as agreed.</p> <p>10. Dental treatment except extraction, oral and gum diseases, tooth fillings and cases that require treatment and was caused during working hours.</p> <p>11. Vitamins and mineral salts except in case of pregnancy and osteoporosis.</p> <p>12. All kinds of Sexual stimulators.</p> <p>13. All kinds of infertility.</p> <p>14. Food outside of the hospital</p> <p>15. All cosmetics, serums, and vaccinations, soap and shampoo, tooth paste, sun-block and acne treatments with the exception of vaccinations for employees in the University.</p> <p>16. Home visits for patients (including medical examination bill).</p> <p>17. Medical procedure which is not scientifically identified as a treatment.</p> <p>18. Psychiatric sessions.</p> <p>19. All contraceptive and sexual hormones (medicine and examinations).</p> <p>20. Circumcision for males and earrings.</p> <p>21. Non-medical requirements (In-patient)</p> <p>F. Any other exceptions in the contract.</p>
Article (10)	22. The president shall decide on any other problems that result from the implication of these Instructions based on the recommendations of the committee.
Article (11)	The Council shall decide on any matter that is not mentioned in these Instructions as recommended by the president.