**Regulations of granting a PhD degree in The University of Jordan**

issued by the deans’ council in its decision number (1059/2012) dated 29/8/2012, according to article (3/A) of the bylaws of granting scientific degrees, honorary degrees and certificates at The University of Jordan

**Article (1):** These regulations are named (regulations of granting a PhD degree at The University of Jordan). They are applicable starting from the date of their issue.

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

- **University:** University of Jordan.
- **Council:** Council of the Faculty of Graduate Studies.
- **Dean:** Dean of the Faculty of Graduate Studies.
- **Faculty:** Any faculty in The University of Jordan.
- **Department:** Any department in any given faculty.
- **Faculty Committee:** The graduate studies committee in the faculty.
- **Department Committee:** The graduate studies committee in the department.
- **Academic Advisor:** The teaching staff member who academically directs postgraduate students.
- **Supervisor:** The teaching staff member who supervises the student’s dissertation.
- **Program:** Any program from the PhD programs.

**Article (3):** The requirements of obtaining a PhD degree consist of completing (54) hours which are accredited according to the study plan approved by the deans’ council. The requirements are divided as follows:
a. Passing obligatory courses, which are (21) accredited hours from level (900).

b. Passing (15) accredited hours from the list of optional courses from level (900).

c. In light of the call for a recommendation made by the academic advisor, the recommendation of the department committee, and the decision of the faculty committee, the student is allowed to study a maximum of (6) accredited hours from outside the study plan, from level 700 and/or 900. The course should be related to the specialization and would be credited among the student’s optional courses.

d. When courses such as (Special Topics) or so are offered among courses in the study plan, the course shall be credited only once for the student, even if the topics are different.

e. Passing the qualifying exam in the student’s specialization field (or other related fields). The exam takes the number (998) in the study plan.

f. Publishing at least one research that is related to the subject of the dissertation (or getting the approval for publishing it) in an accredited specialized scientific journal before the dissertation’s examination.

g. Presenting a dissertation that includes an addition to knowledge, and for which (18) accredited hours are allocated. The student should pass the examination of the dissertation, and the dissertation takes the number (999) in the study plan.

**Article (4):**

The student enrolled in the programs should pass the “Arabic language qualification exam” according to the basics approved by the deans’ council.
**Article (5):** a. Upon the student’s admission, the specialization’s department may specify the pre-requisite courses (from the bachelor’s, diploma’s, and master’s levels) which are necessary for raising the student’s scientific level, provided that they do not exceed (9) accredited hours. These courses shall be specified in the admission application. Based on the recommendations of the department and the faculty committees and the decision of the council, the student may be exempted from studying these pre-requisite courses if these parties are provided with information illustrating the student’s efficiency in the previous stage.

b. The student shall successfully complete the pre-requisite courses by the end of his/her first academic year since enrollment (as a maximum). In special cases, the student is allowed to exceed this timeframe upon the decision of the council, the call for a recommendation made by the academic advisor, and the recommendation of the department and faculty committees.

c. Hours of pre-requisite courses are not credited as part of the accredited hours required for obtaining the degree. These courses are displayed on the list without marks.

**Article (6):** a. The upper limit for obtaining the PhD degree is eight academic semesters which could be extended for two more semesters upon the approval of the faculty dean and the recommendation of the department and faculty committees. The summer course is therefore considered an extension for the second semester and does not need to be extended. Moreover, the minimum duration allowed for obtaining a PhD degree is six semesters.

b. The purpose of the summer course is to proceed in drafting the dissertation. In special cases determined by the department and faculty committees, academic courses may be offered.

c. The period of postponement and excused withdrawal shall not exceed two academic semesters. This period is not credited as part of the maximum duration for obtaining the degree.
Article (7): a. Taking the maximum duration allowed for obtaining the PhD degree into account, the minimum number of hours in each of the first and second semesters is (6) accredited hours, and the maximum is (12) accredited hours. The dissertation hours are credited as part of the load.

b. The upper limit for hours load in the summer course is (6) accredited hours, and this can be raised to (9) accredited hours, if the load contains pre-requisite courses.

c. In special cases, determined by the department and faculty committees, and upon the decision of the faculty dean, the student may be allowed to register (3) hours in the first or second semester, on the condition that this happens only once during the student’s study period, except for the graduation semester.

d. The Ph. D student shall be a full-time student for a minimum of one academic year during the dissertation’s preparation period.

Admission

Article (8): At the beginning of every academic year, the deans’ council recommends the number of students to be admitted in the programs, upon the recommendation of the council, according to the recommendation of the council and the call for a recommendation made by the committees in the departments and faculties.

Article (9): a. The applicant for any of the programs should meet the following conditions:

1. He/she has got a bachelor’s degree (or equivalent) with a rating not less than mediocre (or equivalent) and a master’s degree (or equivalent) with a rating not less than good (or equivalent) from a university recognized by The University of Jordan.

2. He/she should prove that his/her study was regular to obtain the bachelor’s and master’s degrees.

3. Taking provision (2) of this paragraph into account, students who have got a master’s degree by distant learning are allowed to apply for the programs on the following conditions:
a. Studying not less than (15) accredited hours from the courses prepared for completing the master’s degree.

b. These courses shall be in the very pure field of specialization.

c. The student shall study these courses in the official universities only.

d. The student shall pass these courses with a GPA not less than (75%) or equivalent in The University of Jordan.

4. a. Attaching a certificate that proves passing the TOEFL or national exam (or equivalent), according to the basics approved by the deans’ council.

b. Students who pass the TOEFL exam (or equivalent) in the master’s stage are exempted from this requirement provided that they submit what proves they have passed it.

b. Trade-off is held among the number of applicants specified in article (9) according to the following distribution:

1. 45 % for the bachelor’s rating (or equivalent).

2. 45 % for the master’s rating (or equivalent).

3. 10 % for scientific researches published in refereed scientific journals accredited by The University of Jordan.

c. Percentages of the admitted students’ seats are specified according to the basics approved by the deans’ council.

Article (10):

Upon the recommendation of the department and faculty committees, the Council may set additional special conditions for enrollment in the program it offers, taking the following into account:

a. These conditions should not contradict the valid regulations of graduate studies programs.
b. These conditions should be explicitly shown in the study plan submitted for accreditation, and are considered part of it.

c. The special conditions might include exams prepared by the departments upon the council’s approval.

Article (11):

a. A specific form of admission applications for doctoral programs is sent to the Admission and Registration Unit within the period specified by the Faculty of Graduate Studies. All documents required shall be attached to these applications.

b. The Faculty of Graduate Studies, in coordination with the Admission and Registration Unit, would sort out and verify these applications, and prepare a list with the names of students who are suggested to be admitted in the different programs, according to the admission basics mentioned in article (9). Afterwards, a list of Principals and Alternates who are suggested to be admitted in the doctoral program is sent to the faculty along with these students’ applications, in order to be studied, accredited, and notified about to the Faculty of Graduate Studies.

c. The council issues lists of students who are admitted in the doctoral programs according to the department and faculty committees’ recommendation.

d. In case there is an objection made by the specialization’s faculty (based on the recommendation of the department) and based on the call for a recommendation made by the department, regarding the list of students to be admitted to the program or regarding the trade-off basics followed for selecting applicants, the objection is sent to the Faculty of Graduate Studies along with the objection reasons and justifications.

e. In case the faculty and the Faculty of Graduate Studies fail to agree on one accredited list, a committee has to be formed, consisting of the concerned Vice-President, the Dean of the Faculty of Graduate Studies, and the Dean of the faculty. The committee is formed to study reasons
of disagreement between the two parties, and its decisions are deemed final on this regard.

Article (12):

a. A student may not be admitted in two academic programs simultaneously in any of his/her study stages.

b. If the student is dismissed from the program he/she got enrolled in, he/she may not be admitted in the same program once again.

Graduate Studies Committees and their Specialties

Article (13):

a. The department committee is formed by the decision of the faculty dean, taking the opinion of the Head of the Department into account. The specialties of the department’s council that pertain to graduate studies issues are deputed to the committee, which is formed as follows:

1. The Head of the Department / Head. In case he/she does not meet the conditions of teaching and supervising, another teaching faculty member who meets the conditions is assigned by the Dean of the Faculty to be the Head of the committee.

2. Three to five professors or associate professors. If necessary, the committee may also include assistant professors provided that they meet the conditions of teaching and supervising in the graduate studies programs.

b. The department committee supervises graduate studies issues in the department. It also abides by the graduate studies policies, regulations and the ethics of scientific research. The committee’s specialties include the following:

1. Assigning an academic advisor in the beginning of the academic year for students of the same program in the department who meet the conditions of teaching and supervising in the programs.
2. Presenting recommendations pertaining to the following to the Faculty committee:

- Establishing new programs.
- Following up and updating the study plans of the programs.
- The number of students suggested to be admitted per annum.
- Results in course exams.
- Assigning supervisors and associate supervisors.
- Announcing research topics in the department.
- Proposals of theses and dissertations.
- Forming examination committees.
- Setting theses examination dates.
- Organizing the qualifying exam affairs.
- Forming committees for the qualifying exam.
- Sending lists of students who are nominated for scholarships, and following up affairs of hiring them.
- Arranging symposiums for the department students.
- Informing students about the study plan applied on them.
- Holding meetings with postgraduate students.

**Article (14):**

a- The faculty committee is formed according to a decision made by the faculty council. The specialties of the faculty council which pertain to graduate studies are delegated to the committee.

The committee is formed as follows:
1. The Dean of the Faculty/Head (or whoever he/she delegates, provided that the person delegated meets the conditions of supervising and teaching in the graduate studies programs).

2. Heads of department committees.

3. Two teaching members ranking professors. If not so, they should meet the conditions of supervising and teaching in the graduate studies programs.

b- The faculty committee supervises graduate studies issues in the department. It also abides by the graduate studies regulations, policies and the ethics of scientific research. The committee’s specialties include the following:

1. Studying the suggestions and recommendations of the department committees.

2. Recommending to the council to found new post graduate programs in the faculty or modify the existing programs or the courses they include.

3. Sending a list of the names, addresses and accurate specializations of every program’s examinees from outside the university to the Faculty of Graduate Studies, based on the academic departments’ calls for recommendations.

4. Organizing general periodical meetings with the postgraduate students in the faculty.

5. Preparing an annual report about the programs in the faculty.

6. Accrediting the results of the program course exams.

c- The faculty committee performs the tasks of the department committee in case it is not there.
Article (15):
a. The “thesis and dissertations ethics committee” is formed by the decision of the council in the beginning of every academic year as follows:

1. The Dean of the Faculty of Graduate Studies/Head.
2. Two teaching faculty members from humanities faculties, ranking professors.
3. Two teaching faculty members from scientific faculties, ranking professors.
4. Two teaching faculty members from health faculties, ranking professors.

b. The committee may seek assistance from whom it may find appropriate in special estimated cases.

c. The mission of this committee is to ponder over issues contradictory to scientific and ethical sides, based on the recommendation of the department and faculty, including how much these issues meet the qualifications and conditions of implementing a scientific research, to protect the rights of the study and society members in general, taking the laws of intellectual property protection into account.

Article (16):
a. The academic advisor is responsible for the following:

1. Introducing students to the philosophy, policies, system, and regulations of graduate studies in the university.
2. Helping students cope with the environment and acquire the skills required to succeed in their postgraduate studies.
3. Following up the academic progress of students according to an advisory plan.
b. The supervisor is responsible for the following:

1. Supervising the student’s progression in his/her dissertation.

2. Directing the student and regularly keeping in touch with him/her.

3. Submitting a report about the student’s progression level in the dissertation to the department committee every semester.

**Transition and Transformation**

**Article (17):** The student may transfer from one doctoral program to another in the university or even to another similar doctoral program in another university, provided that he/she meets the admission conditions in the new program, and that there is a vacant seat for him/her, and that his/her GPA is not less than (3.00/4.00) points or equivalent.

**Article (18):**

a. Transition applications are submitted to the Admission and Registration Unit on special forms.

b. The dean should approve the transition based on the recommendation of the department and faculty committees.

**Article (19):**

a. If the student is admitted in the program, and he/she has already studied “special study” courses in the university, a maximum of (18) accredited hours from these courses may be credited for him/her.
b. A maximum of (9) accredited hours may be credited for a student transferring from another university or admitted in the university having studied courses in another university.

c. From the maximum period allowed for obtaining the degree, one semester is deducted for every (9) accredited hours that have been credited for the student.

Article (20):

a. Courses which the student has studied in another university and he/she wishes to credit could be credited for him/her, provided that:

1. These courses are similar, in terms of level and content, to a course or more in the study plan accredited.

2. The student’s rating in each of these courses is not less than (3.00/4.00) or equivalent, and that it has not more than five years have passed since the student studied these courses.

b. When transferring to, or getting admitted in, another program, the following are credited for the student:

1. the courses he/she selects from the courses he/she studied in the previous program, and they are credited in the student’s GPA if transmission is done inside the university.
2. the courses he/she selects from the courses he/she studied in the previous program, and they are not credited in the student’s GPA if transmission is done from another university.

c. Courses not included in the accredited study plan according to which the student has enrolled in the program shall not be credited for the student, unless the council approves that.

d. Courses from level (700 or 900) previously studied by the student, and according to which he/she obtained a certificate or another scientific degree, shall not be credited for the student.

e. The Council should approve crediting courses according to the recommendation of the department and faculty committees.

Article (21):

a. Taking article (19) of these regulations into account, the student enrolled in the program at the university is allowed to study a maximum of (9) accredited hours in a similar program at another university, provided that he/she gets an in-advance approval from the Council based on the recommendation of the department and faculty committees, and on the condition that no courses from another university are credited for him/her.
b. The student’s grades in these courses are not credited in his/her GPA.

Courses, Grades and Exams

Article (22):

a. The grade the student gets is recorded ranging from (A) to (C).
b. The following course grades (in letters) are given the following points:

<table>
<thead>
<tr>
<th>Grade in Letters</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>A-</td>
<td>3.75</td>
</tr>
<tr>
<td>B+</td>
<td>3.5</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>B-</td>
<td>2.75</td>
</tr>
<tr>
<td>C+</td>
<td>2.5</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
</tr>
</tbody>
</table>

c. The minimum passing grade for each of the program courses is (C+). As for pre-requisite courses, the student should pass them according to the level of the course.

d. Points in the GPA are given the following two ratings:

<table>
<thead>
<tr>
<th>Points</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.65-4</td>
<td>Excellent</td>
</tr>
<tr>
<td>3.00-3.64</td>
<td>Very Good</td>
</tr>
</tbody>
</table>
**Article (23):**

a. The minimum GPA required for passing the program courses is (3) points.

b. If the student’s GPA is less than (3) points, he/she may re-study a maximum of (9) hours from the study plan all through his/her PhD study period, provided that his/her grade in each course is less than (B).

**Article (24):**

a. Taking article (5) of these regulations into account, if the student re-studies a course due to failure or in order to raise his/her GPA, the higher grade is credited for him/her in the semester average as well as in his/her GPA, and the other one is recorded in his/her academic record.

b. If the course the student wishes to re-study is an optional one, he/she may choose another optional course to study, and the higher grade among them two is credited in the semester average as well as in the GPA, whereas the other one is recorded in his/her academic record.

**Article (25):**

a. Exam grades shall be distributed as follows:

1. Semester work grade (60%), including at least one written exam, for which (20-30%) of the grade is allocated. It also includes other works for which (30-40%) of the grade is allocated.

2. Final Exam, for which (40%) is allocated.
b. The following are exempted from what has been mentioned in paragraph (a): courses of a special nature such as seminar courses, projects, laboratories, designs, drawings, practical examinations, practical trainings, and clinical trainings with accredited hours, for the grades of these courses are distributed according to standards determined by the department or faculty committee.

The Qualifying Exam

Article (26):

a. The qualifying exam is held in the field of the specialization as well as in the fields related to it. It aims at measuring the following:

1. The depth of the student’s understanding and knowledge of his/her specialization’s basics.

2. The student’s ability to analytically and orderly think when dealing with issues and problems relating to his/her specialization’s field.

3. The student’s ability to offer new solutions or inventions for theoretical and practical problems in his/her specialization’s field.

4. The student’s ability to do methodical research and explain the cognitive information.

Article (27):

The department committee is responsible for the following:

1. Organizing the qualifying exam, directing its issues, determining the fields it includes, providing references and advisory readings and announcing them for students at least one academic semester before they undergo the exam.

2. Recommending to the faculty committee to form a three to five member committee (including the head of the committee), who are all full professors and/or associate professors, and who are selected from the teaching
members specialized in the topic of the exam to write the questions and correct the answers. The decision to form a committee is issued by the council.

3. The results of the qualifying exam are notified to the faculty committee to be studied and recommended to the council in order to be approved.

**Article (28):**

a. The qualifying exam consists of two papers. The second paper is held one week after the first one. The duration of each paper's exam is (3) hours, and the weight of each paper is (50%). This exam is held twice a year on specific dates in the academic calendar. It might be held for a third time during the summer course, in light of the availability of the capabilities and preparations required for it in the different departments. The student should apply for undergoing this exam according to a specific form prepared for this purpose.

b. The first paper covers the essential topics, issues and problems in the specialization’s field, whereas the second paper focuses on modern directions and theoretical and practical solutions in the specialization’s field and research skills.

**Article (29):**

a. The student could undergo the exam after passing (21) accredited hours at least and with a GPA not less than (3.00) points.

b. 1. If the student fails the exam, he/she could undergo the exam one more time only. In case the student fails the exam in the second time, he/she shall be dismissed from the program.

2. The minimum grade required for passing the qualifying exam is (B).

3. The student’s result in the qualifying exam is recorded in his/her grades' list as (pass or fail) each time the student
undergoes the exam.

c. The student’s result in the semester during which he/she undergoes the qualifying exam is recorded, even if he/she withdraws from the semester, whereas the word “withdrawer” is recorded in his/her academic record alongside the hours or courses he registered and from which he/she withdrew.

**Article (30):**

Regulations of granting a bachelor’s degree are implemented in cases that are not stipulated in these regulations, regarding exams, grades, and averages.

**Attendance**

**Article (31):**

a. If the student’s absence (which is unexcused by the faculty dean) exceeds (20%) of the total number of accredited hours for any course, the student is deprived of undergoing the final exam. He/she is given a (C) in that course and shall re-study that course if it is an obligatory one. In all cases, the result of failure is included when calculating the student’s semester average and GPA, for warning and dismissal reasons.

b. If the student’s absence (which is excused by the faculty dean) exceeds (20%) of the total number of accredited hours determined for one course or more, the student is considered a withdrawer from the course(s).

c. Absence is recorded for new students who got admitted after the beginning of teaching starting from the date of their admission.

d. The student is not considered registered in the course unless he/she pays the course fees. Upon the approval of the dean for students’ affairs, payment of the fees could be postponed for
students who are not capable of paying, for a period no longer than (6) weeks in the normal semester, and (3) weeks in the summer course.

**Article (32):**

Any student who does not show up on the final exam with an excuse accepted by the faculty dean is recorded a note stating “incomplete”. The decision of accepting the excuse is reported to the course instructor in order to hold a make-up exam for the student in the end of the semester following the one in which the student did not show up on the exam as a maximum, unless the following semester was officially postponed, or the student dropped it out with an excuse. In that case, the exam shall be held in the semester following the postponed one.

**Article (33):**

Regulations of granting a bachelor’s degree in the university are applied on the procedures of submitting a sick excuse.

**Withdrawal**

**Article (34):**

a. 1. The student is allowed to withdraw from studying one course or more within a period of (14) weeks as a maximum since the beginning of the semester, and within a period of (7) weeks as a maximum since the beginning of the summer course. The note “withdrawer” is recorded on his/her academic record.

2. Withdrawal in this case is done electronically by the student without referring to the course instructor or the Head of the Department, provided that his or her academic load does not exceed (6) accredited hours.
b. The student whose absence (which is excused by the dean of the faculty) exceeds (20%) of the total number of hours determined for semester courses is considered a withdrawer from that semester (This goes for one time only). This period is not considered within the upper limit of the duration of obtaining the degree nor within the upper limit of the postponement times.

c. The dean of the faculty may approve the student’s withdrawal from all the courses registered in the semester, on the condition that the withdrawal application is submitted at least two weeks before the final examinations. The note “withdrawer” is recorded on the student’s record, and his/her study is considered postponed for that semester.

d. 1. The dean may approve the student’s final withdrawal from the program he/she got admitted in on the condition that the final withdrawal application is submitted at least two weeks before the final examinations.
   2. The student who has withdrawn from the program is not allowed to be admitted in the same program once again if his/her GPA at the time of withdrawing is less than (3.00) points.

Postponement

Article (35):

It is a condition that the student who applies for postponement has at least spent one academic semester in the program he/she got enrolled in. In special cases determined by the council, the student might get an approval to postpone the semester he/she got admitted in within two weeks from the beginning of teaching in that semester. In this case, the student does not have the right to postpone the following semester.

Article (36):

The postponement application form issued by the Faculty of Graduate Studies shall be submitted, and the approval is issued by
the dean if postponement is only for one semester, whereas it is issued by the council if postponement is for two sequent semesters.

**Article (37):**

If the academic semester ends, and the student has neither registered nor postponed that semester, his/her registration in the university is canceled, unless he/she submits a compulsive excuse accepted by the specialized party, in accordance with the following:

1. **The council:** if the student’s discontinuity from study does not exceed one academic semester, and this discontinuity is deemed a postponement, and is considered within the upper limit allowed for postponement.

2. **The deans’ council:** if the student’s discontinuity from study exceeds one academic semester, and this discontinuity is deemed a postponement, and is considered within the upper limit allowed for postponement.

**Warning and Dismissal**

**Article (38):** The student is given a warning in the following cases:

a. If his/her GPA in the courses he/she studied till the end of any semester does not reach the minimum GPA allowed in the end of that semester.

b. If the faculty council considers –based on the supervisor’s report and the department and faculty committees’ recommendations- that the student has not put the needed effort in preparing his/her dissertation.

**Article (39):**

a. The student is dismissed from the program in the following cases:
1. If his/her GPA does not reach the minimum GPA required in the end of the two semesters following the semester in which he/she got a warning.

2. If the student fails the dissertation examination.

3. If the student does not meet the graduation requirements within the higher limit for the period allowed.

b. The Director of the Admission and Registration Unit issues decisions of academic warning and dismissal to private study. As for decisions of final dismissal from the university, they are issued by the deans’ council based on the call for a recommendation made by the Director of the Admission and Registration Unit.

c. Announcing decisions of warning, dismissal to private study, final dismissal from the university, and any other academic issues related to students on the announcement board in the related student’s faculty is considered a legal notice for him/her.

Article (40):

Considering article (23/b), the student who has been dismissed due to his/her low GPA is allowed to study a maximum of (12) accredited hours within the regulations of private study in order to raise his/her GPA to the minimum limit required. If the GPA is raised to (3.00) points, the student is registered once again in the program he/she is enrolled at provided that:

1. His/her GPA upon dismissal is not less than (2.7) points.

2. The courses the student studies are included in the study plan accredited.

3. The student finishes studying those courses within the two semesters following the date of his/her dismissal. These two
semesters are credited from the maximum period of obtaining the degree.

**Supervision**

**Article (41):**

a. At the beginning of each semester, the academic departments in the faculties announce the research topics suggested by the teaching faculty members in the departments in order to allow students to benefit from these topics in determining the topics of their dissertations. However, the student still has the right to come up with a new research topic other than the ones announced.

b. The student submits the proposal of his/her dissertation’s research, including the research issue, objectives, importance, methodologies and references.

c. The department committee forms a committee of three specialists in the department who are teaching faculty members who meet the conditions of supervision and teaching in the program to examine the student’s proposal.

d. The student may submit the proposal of his/her thesis after finishing (12) hours with a GPA not less than (3.00/4.00) points. The proposal should not be ratified nor the student officially registered for his/her dissertation unless the student has passed the qualifying exam, on the condition that this does not exceed
the student’s sixth semester since his/her enrollment in the program.

e. Based on the recommendation of the department and faculty committees, the council issues a decision including assigning the supervisor and ratifying the dissertation’s title and proposal, according to the form prepared by the Faculty of Graduate Studies.

f. The period between ratifying the proposal and setting the date of examination shall be eight months at least.

**Article (42):**

a. Teaching staff members ranking professors or associate professors undertake the mission of teaching and supervision in the programs, provided that their scientific production continues.

b. The load of supervising theses and dissertations shall be (6) accredited hours as a maximum for professors or associate professors, provided that the number of theses and/or dissertations does not exceed (8) per semester.

c. Taking paragraph (b) of this article into account, an internal or external associate supervisor might be assigned, upon the recommendation of the department and faculty committees and the decision of the council, on the condition that he/she is assigned or qualified to be assigned, ranking an associate professor at least, and meeting the conditions of supervision.

d. In special cases, a supervisor from outside the department, faculty, or university who meets the conditions of supervision might be assigned upon the recommendation of the department and faculty committees and the decision of the council.

**Article (43):**

a. The supervisor might be changed due to circumstances determined by the department and faculty committees and approved by the council.

b. The title, subject and/or proposal of the thesis may be modified if the research circumstances require that. Modification is done in the same way of approval.
Article (44):

a. Upon the decision of the council, and based on the recommendation of the department and faculty committees, a teaching member who is in a vacation is eligible to supervise, continue supervising, or participate in supervising a student’s dissertation, provided that he/she spends his/her vacation inside Jordan.

b. In special cases determined by the council, and upon the recommendation of the department and faculty committees, a teaching staff member who spends his/her vacation outside Jordan may continue supervising the student’s dissertation.

Article (45):

a. One accredited hour per semester is credited for the supervisor on each dissertation he/she has supervised, starting from the beginning of the semester in which he/she was assigned as a supervisor, and for a maximum of five semesters.

b. In cases of joint supervision, the supervision load and prize are equally distributed.

c. The supervisor is paid a financial reward that equals one accredited hour one time for a period of one academic semester for a research which is joint with the student and derived from his/her thesis or dissertation that has either been published or approved to be published in an accredited scientific journal by the journals’ accreditation committee at the university.

d. The supervisor’s reward for participating with the student in publishing the research or getting an approval to publish the research shall not exceed two accredited hours as a total per semester, whether the student is a master’s or a PhD student.
Examination Committee

Article (46):

The examination committee consists of the following:

a. The supervisor / head.
b. The associate supervisor (if available).
c. Two internal teaching staff members who meet the supervision conditions.
d. One external member who meets the supervision conditions.

Article (47):

a. The examination committee is assigned, and the examination date is set by the council’s decision, based on the recommendations of the department and faculty committees as follows:

1. The supervisor prepares a report on the scientific and lingual readiness of the thesis and the examination’s commitment to scientific integrity, pursuant to the accredited proposal, through filling out a specific form for this purpose.

2. The supervisor suggests a list with the names of four internal teaching staff members and three external ones, who all meet the conditions of supervising and teaching in the programs, according to the form prepared for this purpose.

b. The student submits copies of the thesis in its final format to the committee members after the council’s decision is issued regarding forming an examination committee at least three weeks before the date of examination. The student attaches a written ratification stipulating his/her commitment to ethical standards and scientific reliability in preparing his/her thesis.

c. If the committee finds plagiarism in the thesis preparation, the thesis is not presented for examination, and rules of article (52) are applied on it.
Dissertation Examination

Article (48):
The student submits an application for the dissertation’s examination after meeting all the conditions, passing all the exams required, and successfully finishing all the study plan requirements with a GPA not less than (3.00) points.

Article (49):

a. The dissertation is examined as follows:

1. The student presents an abstract for his/her dissertation in a maximum of (25) minutes followed by the examination.

2. Attendance of the examination is confined to postgraduate students, teaching faculty members in the department, and people concerned about the topic of the dissertation, and in special cases determined by the department committee, the examination may be held in a closed session.

3. The head of the committee directs the examination, and when the examination is over, the committee members start negotiating, and then decide (by the majority of its members) on one of the following results:

   a. Passed: In this case, the student has to submit his/her dissertation within one week from the date of the examination.

   b. Passed with a minor modification: In this case, the student needs to do the modifications required and submit his/her dissertation within four weeks from the date of the examination, attaching a report prepared by the supervisor showing that the modifications required have been applied.

   c. Passed with a major modification to the dissertation: In this case, the student shall do the modification required to the dissertation in a minimum of three months and a maximum of six months from the date of examination. The student registers (zero) hours in the following semester if the legal
period of time allowed for studying is not over yet. The student is considered passed if the committee approves the dissertation. Otherwise, he/she is considered failed.

d. Failed.

b. The duration allocated for submitting the dissertation in its final format as set in provision (3) of paragraph (a) of this article could be extended in compulsive cases approved by the council.

Article (50):

a. The examination committee’s decision is accredited by the council based on the recommendation of the department and faculty committees, according to the form prepared for this purpose.

b. The dissertation’s title is listed on the student’s grades’ list both in Arabic and English.

c. If the student fails the examination, he/she is granted a master’s degree in philosophy in his/her specialization’s field.

Granting Degrees

Article (51):

a. The doctoral degree or the master’s degree in philosophy is granted by a decision made by the deans’ council based on the call for a recommendation made by the council.

b. Certificates and degrees are granted on set dates.
General Rules

Article (52):
The examination committee decides on cases of plagiarism or suspicion in plagiarism.

Article (53):
The Deans’ Council decides to withdraw the scientific degree if it shows at any time that the degree has illegally been obtained, or that the dissertation submitted for obtaining the degree does not meet the scientific integrity standards in its content. Internal and external related parties should be informed about the council’s decision.

Article (54):
The PhD student shall authorize the university (in writing) to photocopy all or part of the dissertation in different forms, for the purposes of scientific research, electronic publication and exchange with educational and research institutions and universities.

Article (55):
These regulations cancel the regulations of granting a PhD degree in The University of Jordan that were issued by the deans’ council in its decision number (234/2010) on 17/5/2010.

Article (56):
The deans’ council issues decisions on cases not stipulated in these regulations.