Regulations of granting a master’s degree at the University of Jordan

issued by the Deans’ Council, 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 master’s 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 the 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 thesis.

Program: Any master’s program

Article (3): The requirements of obtaining a master’s degree consist of completing (33) hours which are accredited according to the study plan approved by the deans’ council. The number of accredited hours could be
increased to (9) hours, upon the approval of the council. The requirements are divided as follows:

**First:** Thesis Track

a. Obligatory courses: The student shall pass (15-24) accredited hours from level (700). These courses include one course pertaining to scientific research methodology.

b. The student shall pass (9-12) accredited hours from the optional courses in level (700).

c. Preparing a thesis, for which (9) hours are allocated, and passing its examination. The thesis takes the number (799).

d. In special cases determined by the department and faculty committees, and upon the call for a recommendation made by the academic advisor and the supervisor, and the decision of the council, the student is allowed to study an optional course from the study plan as a substitute for an obligatory course that is not offered on the condition that:

   1- The student has finished - or is about to finish - preparing his/her thesis.

   2- The student is only left with one course from the obligatory courses list.

   3- The substituted course is not from the main practical courses.

**Second:** Non-Thesis Track:

a. Passing (21-27) accredited hours from the obligatory courses in level (700), including a course pertaining to scientific research methodology.

b. Passing (9-15) accredited hours from the optional course in level (700).

c. Passing the comprehensive exam, which takes the number (798).

d. If the student still cannot undergo the comprehensive exam because he/she has to take an obligatory course that is not
offered, the student may -upon the recommendation of the department and faculty committees, the call for a recommendation made by the academic advisor, and the decision of the council- study an optional course from the study plan as a substitute for that course, on the condition that the substituted course is not from the main practical courses.

Third:

a. The student may –upon the call for a recommendation made by the academic advisor, the recommendation of the department committee, and the decision of the faculty committee- study a maximum of (3) accredited hours from outside the study plan, from level (700) or (900), on the condition that the course he/she studies pertains to the specialization, so it would be accredited for him/her among the optional courses.

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

Article (4): The student enrolled in the program should pass the Arabic language adequacy exam on the basics approved by the deans’ council.

Article (5): a. The specialization’s department may determine, upon the student’s admission, the prerequisite courses from the bachelor’s and diploma’s levels which the student needs to study in order raise his/her scientific level, provided that they do not exceed (9) accredited hours. These courses are specified in the admission application. Moreover, upon the recommendation of the department and 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 illustrative information regarding the student’s efficiency in the previous stage.

b. Hours of pre-requisite courses are not credited among the accredited hours required for obtaining the degree. Pre-requisite courses are displayed on the list without marks.

c. 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 duration 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.

**Article (6):**

a. The upper limit for obtaining the master’s degree is six semesters, which
could be extended for two more semesters upon the approval of dean of the
faculty and the recommendation of the department and faculty committees.
For this purpose, the summer course is considered an extension for the
second semester and does not need to be extended.

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

c. The period of postponement and excused withdrawal shall not exceed
two semesters. This period is not credited from the maximum duration
allowed for obtaining the degree.

**Article (7):**

a. Taking the maximum duration allowed for obtaining a master’s degree
into account, the minimum number of hours the student is allowed to
register in each of the first and second semesters is (6) accredited hours,
and the maximum is (12) accredited hours. Thesis hours are credited
from the load hours.

b. The maximum number of hours the student is allowed to register in the
summer course is (6) accredited hours, which can be increased to (9)
accredited hours if the academic load contains pre-requisite courses.

c. In special cases determined by the department and faculty committees,
and upon the decision of the dean of the faculty, the student may be
allowed to register (3) hours in the first or second semester. This can be
done only once throughout the student’s study period, except for the
graduation semester.
Admission

Article (8):

At the beginning of every academic year, the deans’ council recommends the number of students who will be admitted in the master’s programs, based on 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 should:

1. have a bachelor’s degree with a “good” rating (or equivalent) as a minimum from a university recognized by the University of Jordan.

2. In case of availability of seats in any master’s program, as stipulated in provision (a), a maximum of (20%) of the total number of seats can be admitted in the program on the condition the applicants have:

- a. a high diploma with a minimum “very good” rating.

- b. A bachelor’s degree with a mediocre rating (or equivalent) on the condition the student studies (9) hours from the master’s program study plan of the program he/she got admitted in the first semester of enrollment in the program. The courses shall be clearly determined by the department and are hence the same for all students admitted in that program. The student shall pass the three courses with a minimum passing grade of (C+) for each course, and a GPA not less than (3.00) points. Accordingly, the student becomes a regular student, and these courses are credited from the study plan courses. If the student does not fully meet this condition, he/she is dismissed from the university.

3. The applicant should prove that his study in the bachelor’s stage was regular.

4. Taking provision (3) of this paragraph into account, students who have got a bachelor’s degree by affiliation are allowed to apply for the master’s programs in case they meet the following conditions:
a. Studying a qualifying program whose number of hours is not less than (30) accredited hours from the bachelor’s level in the official universities only.

b. The accredited courses in the qualifying program shall be related to the student’s specialization, and shall be from the pure specialization courses in the similar bachelor’s program in the official university.

c. Passing the qualifying program courses with a GPA not less than 70% or equivalent at the University of Jordan (2.57/4).

5. Attaching a certificate which proves that the student has passed the TOEFL or the national exam (or an equivalent exam), according to the basics set by the deans’ council.

B. Percentages of the admitted students seats are determined according to the basics set by the deans’ council.

Article (10):

Based on the recommendation of the department and faculty committees, the council may set additional special conditions for joining the program it offers, taking the following into account:

1- These conditions should not contradict the valid regulations of graduate studies programs.

2- These conditions should be explicitly shown in the study plan submitted for accreditation, and are considered part of it.

3- 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 master’s 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 then prepare a list with the names of students who are suggested to be admitted in the different programs, according to the basics mentioned in article (9). Afterwards, the list of Principals and Alternates who are suggested to be admitted in the master’s program is sent to the faculty along with these students’ applications, in order to be studied, accredited, and recommended to the Faculty of Graduate Studies.

c. The council issues lists of students who are admitted in the programs based on the recommendation of the department and the faculty.

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

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

Article (12):

a. The 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 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 specialization’s faculty dean, taking the opinion of the Head of the Department into account. The authorities 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 handles supervising graduate studies issues in the department. It also handles assurance of abiding by the graduate studies policies and regulations and the ethics of scientific research. The committee authorities include the following:

   a. 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.

   b. Recommending 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 the research topics suggested in the department.
- Proposals of theses and dissertations.
- Forming examination committees.
- Setting examination dates.
- Sending lists of students who are nominated for scholarships and following up issues of hiring them.
- Arranging symposiums for the department students.
- Informing students about the study plan applied on them.
- Holding meetings with graduate studies students to discuss their issues.
- Forming the comprehensive exams committees.

**Article (14):**

a. The faculty committee is formed by a decision made by the faculty’s council. The faculty council authorities pertaining to graduate studies are delegated to the committee, which 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 committees in the departments.

3. Two teaching staff members ranking professors or who meet the conditions of supervising and teaching.

b. The faculty committee supervises graduate studies issues. It also assures abiding by the graduate studies regulations, policies and the ethics of scientific research. The committee’s authorities include the following:
1. Studying the suggestions and recommendations of the department.

2. Recommending to the council to establish new programs in the faculty or to modify the current programs or the courses they include.

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

4. Arranging for general periodical meetings with the graduate studies students in the faculty.

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

6. Accrediting the results of the programs course exams.

c. The faculty committee holds the responsibilities of the department committee in case it is not available.

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 cases it determines.
c. The mission of this committee is to ponder over issues which contradict scientific and ethical sides, upon the recommendation of the department and faculty committees and the council, including how much these issues meet the qualifications and conditions of scientific research, to achieve protection of the study and society members rights 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, bylaws and regulations of graduate studies in the University.

2. Helping students cope with the environment and acquire the skills required to succeed in their graduate studies.

3. Following up the academic progress of students according to an advisory plan.

b. The supervisor’s tasks include the following:

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

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

3. Submitting a report about the student’s progression level in his/her thesis to the department committee every semester.

**Transition and Transformation**

**Article (17):**

The student may transfer from one program to another in the university or from another similar program in another university, provided that he/she meets the admission conditions in the program
he/she wishes to transfer to, and that there is a vacant seat for him/her, and on the condition 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 approves the student’s transition based on the recommendation of the department and faculty committees.

Article (19):

a. If a student is admitted in the master’s program and he/she has previously studied “special study” courses at the University of Jordan, a maximum of (12) accredited hours could be credited for him/her.

b. Having studied courses in another university, the maximum number of hours to be credited for the student transferring to the university is (9) accredited hours.

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.

d. Courses which the student has studied in another university could be credited for him/her, provided that:

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

2. The minimum average allowed for the student in these courses is (3.00/4.00) points or equivalent, provided that not more than five years have passed since the student studied these courses.

e. When transferring to, or getting admitted in, another program, the following courses are credited for the student:
1. the courses he/she selects from the list of courses he/she studied in the previous program, and they are credited in the student’s GPA if transition takes place inside the university.

2. the courses he/she selects from the list of courses he/she studied in the previous program, and they are not credited in the student’s GPA if transition takes place from another university.

f. 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.

g. Courses from level (700 or 900) -or equivalent courses- 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.

h. The Council approves the accreditation of courses based on the recommendation of the department and faculty committees.

Article (20):

a. Taking article (19) from these regulations into account, the student admitted in the university’s master’s program is allowed to study a maximum of (9) accredited hours in a similar program in another university, provided that he/she gets an in-advance approval from the Faculty of Council based on the recommendation of the department and faculty committees, and that no courses from other universities have been credited for him/her.

b. The student’s grades in these courses are not credited in his/her GPA.
Article (21):

a. The student may transfer from the thesis to the non-thesis track upon the decision of the Council, based on the recommendation of the department and faculty committees.

b. 1. The student may transfer from the non-thesis to the thesis track within the same program on the condition that he/she has completed (15) accredited hours from the study plan, his/her GPA is (3.25) as a minimum, and that there is a supervisor for his/her thesis. Students are selected among applicants for transition according to their GPAs.

2. Students who wish to transfer from the non-thesis to the thesis track in the same program are allowed to apply for the concerned department, provided that the names of students who have met the transition conditions according to the transition form are sent to the Faculty of Graduate Studies within two weeks from the beginning of the following semester.

c. When transferring from one track to another in the same program, all the courses the student studied from the accredited study plan are credited for him/her, and his/her grades in these courses are counted 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 grade required for passing each of the program courses is (C+). As for pre-requisite courses, the student shall pass them according to the course level.

d. The grade points in the GPA are given the following 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’s courses is (3) points.

b. If the student’s GPA is less than (3) points, he/she may re-study (6) hours -as a maximum- from the study plan all through his/her master’s study period, provided that his/her grade in these courses is less than (B).

Article (24):

a. Taking article (5) from these regulations into account, if the student restudies a course in which he/she previously failed, 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 listed on his/her academic record.

b. If the restudied course is an optional one, the student may choose another optional course to study, and the higher grade is credited in the student’s semester average as well as in the GPA, whereas the other one is listed on 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 semester work grade is allocated. It also includes other works, for which (30-40%) of the semester work grade is allocated.

2. **Final Exam grade**, for which (40%) is allocated.

b. The following are exempted from provisions what has been mentioned in article (a): seminars, projects, laboratories, designs, drawings, practical examinations, practical training, and clinical
training with accredited hours, for their grades are distributed according to standards determined by department or faculty committee.

The Comprehensive Exam

Article (26):

The comprehensive exam has an integral nature which aims at measuring the student’s capability to link between the different main and advanced concepts which he/she acquired from different disciplines as well as his/her ability to make use of these concepts in solving the scientific and applied problems in his/her field of specialization.

Article (27):

The department committee handles the following tasks:

a. Organizing for the exam issues and determining the fields it will include, on the condition that it includes the specialization’s fields and that the fields are not less than 3 and not more than 5. The committee also suggests the references and readings needed and announces the fields, references, and readings for students at least one academic semester before the exam date.

b. Recommending to the faculty committee to form the comprehensive exam committee, which consists of 3-5 members including the head of the committee. The committee members 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.

c. The results of the comprehensive exam are notified to the faculty committee to be studied and recommended to the council in order to be approved.
**Article (28):**

The comprehensive exam consists of one paper, which lasts for (4) hours, and is held two times a year on specific dates according to the academic calendar. It may be held for a third time during the summer course if the capabilities and arrangements required for that are available in the different departments. The student shall fill out a specific form to undergo this exam.

**Article (29):**

a. The student applies for the comprehensive exam after he/she succeeds in all the study plan requirements with a 3 point GPA as a minimum.

b. If the student fails the comprehensive exam for the first time, he/she can undergo the exam once again within the maximum period allowed for obtaining the master’s degree.

c. The grade required for passing the comprehensive exam is (B). If the student fails the exam for the second time:

   1- He/she is dismissed from the master’s program.

   2- He/she is granted a graduate studies diploma certificate.

d. The student’s result is scored in his/her grades record as (pass) or (fail) each time he/she undergoes the exam.

**Article (30):**

The regulations of granting a bachelor’s degree are applied in cases 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 restudy that course if it is an obligatory one. In all cases, the result of failing 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 for one course or more, the student is considered a withdrawer from the course(s).

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

d. The student is not considered registered in the course unless the course fees are paid. Upon the approval of the Dean for students’ affairs, payment of the course fees could be postponed for (6) weeks in the normal semester and for (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 dean of the faculty, 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 at the end of the semester following the one in which the student was absent as a maximum, unless the semester following the one in which the student was absent was officially postponed, or the student dropped it out with an excuse. In this 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 one course or more within a maximum period of (14) weeks since the beginning of the semester and (7) weeks since the beginning of the summer course. The note (withdrawer) is recorded on the student’s 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 accredited hours for semester courses is considered a withdrawer from that semester. This period is not considered within the upper limit of the duration of obtaining the degree nor from the upper limit of the postponement duration, which is one time only.

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 may 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 deemed canceled, unless he/she submits a compulsive excuse accepted by the related 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 gets 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 committee’s recommendations- that the student has not put the needed effort into the thesis.

**Article (39):**

a. The student is considered dismissed from the program in the following cases:

1. If his/her GPA does not reach the minimum GPA allowed in the end of the two semesters following the semester in which he/she got a warning.

2. If the student fails the thesis 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 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 published on the announcement board in the related student’s faculty is considered a legal notice for him/her.

**Article (40):**

a. Considering article (23/b), a 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 so as for the students to be able to benefit from these topics in determining the topics of their theses. However, the student still has the right to come up with a new research topic other than the ones announced.

b. The student may submit the proposal of his/her thesis and register it in his/her second semester in the program since enrollment, on the condition that he/she has finished studying (9) accredited hours at least, and that his/her GPA is not less than (3.00) points. The student’s thesis registration is not allowed to exceed his/her fourth semester in the program since enrollment.

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

d. Based on the faculty and department committees recommendations, the council issues a decision of assigning a supervisor and ratifying the thesis title and proposal according to a particular form prepared by the Faculty of Graduate Studies.

e. The period between ratifying the proposal and setting the examination date should be four 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. A teaching staff member ranking assistant professor may teach and supervise in the programs on the condition that:

1. He/she has published (or got an approval to publish) two researches at least in refereed and accredited scientific journals in the last three years.

2. He is a single or a main researcher in one of these two researches at least after obtaining the doctoral degree.

3. His/her research is not derived from his/her thesis or dissertation.

c. The load of supervising theses and dissertations is (6) accredited hours for professors, (3) accredited hours for associate professors, and (3) accredited hours for assistant professors, provided that the number of theses and/or dissertations does not exceed (8) per semester for professors and associate professors. As for assistant professors, the number of theses and/or dissertations should not exceed (4) per semester.

d. Taking paragraph (c) 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 assistant professor at least, and meeting the conditions of supervision.

e. 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 thesis title and/or subject and/or proposal may be modified if the research circumstances demand that. Modification is made in the same way it/they was/were approved.

Article (44):

a. Upon the decision of the council -based on the recommendation of the department and faculty committees-, a teaching member who is in a vacation is eligible to supervise a student’s thesis, continue supervising or participate in supervising the thesis, 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 is allowed to continue supervising a student’s thesis.

Article (45):

a. One accredited hour per semester is credited for the supervisor on each thesis 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 three 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, on the
condition that this does not affect any rewards the supervisor gets for the other researches.

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.

e. The decision of paying the reward shall be accredited by the Faculty of Graduate Studies and The Deanship of Academic Research.

Examination Committee

Article (46):

The examination committee consists of the following:

1. The supervisor / head.
2. The associate professor (if available).
3. Two internal teaching staff members who meet the supervision conditions.
4. 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 recommendation of the faculty and department 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 or any other decisions or forms ratified by the university.

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

**Thesis Examination**

**Article (48):**

The student submits an application for thesis 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 thesis is examined as follows:

1. The student presents an abstract for his/her thesis in a maximum of (20) minutes. This presentation is 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 thesis, and in special cases determined by the department committee, the examination may be held in a closed session.
3. The head of the committee is responsible for directing the examination, and when the examination is over, the committee members negotiate and decide on one of the following results:

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

b. Passed with minor modifications: In this case, the student needs to do the modifications required and submit his/her thesis within four weeks from the date of examination. A report prepared by the supervisor and showing that the student has made the modifications required shall be attached.

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

d. Failed.

b. The duration allocated for submitting the thesis in its final format as stipulated in provision (3) 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, pursuant to a specific form that is filled out for this purpose.

b. The title of the thesis 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 postgraduate diplomat degree.

Granting Degrees

Article (51):

a. Both the master’s degree and the graduate studies diploma certificate require a decision made by the deans’ council based on the notification of 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 thesis 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):

Upon the recommendation of the department and faculty committees and the approval of the council, the master’s student may be granted a postgraduate diplomat degree after successfully finishing not less than (24) credit hours from the study plan accredited at the University, and with a GPA not less than (3) points in one of the following cases:

a. If the upper limit for the student’s registration in the program is over and the student still could not accomplish his/her thesis.

b. If the supervisor submits a report stating the student’s inability to do research on his/her thesis level.

c. If the student writes to the department showing his/her wish to obtain a postgraduate diplomat degree.

Article (55):

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

Article (56):

These regulations cancel the regulations of granting a master’ degree at the University of Jordan that were issued by the deans’ council in its decision number (233/2010) on 17/5/2010.

Article (57):

The Deans’ Council issues decisions on cases not stipulated in these regulations.