

**The Applied Science Private University
In The Name of Allah, the Most Gracious
The Most Merciful**

Dear Students

The Applied Science Private University, " the-Pan-Arab University" and the tributary of knowledge and virtue, occupies the first rank among Jordan's private universities in terms of the volume of students, diversity of specialization and scientific research, size and area of buildings, student extracurricular activities, as well as other merits which have made it the sole university in Jordan to obtain the ISO-9001 : 2000 Certificate in Higher Education and Scientific Research in addition to the Certificate of Excellence for the years 2000 and 2001 successively for its distinction over all Jordanian universities in the National program for Enlightenment and Development: " for the successful participation of the university in the national program in away which conforms to information technology criteria. In expression of gratitude this certificate has been given". This text is printed in the two Certificates of Excellence for the years 2000 and 2001 which prompted us to continue issuing the Student Guide to offer it to our students, administrators and academicians to acquaint them with the directives of their academic march in terms of specializations and the latest requirements for earning the bachelor degree in each major as well as instructions of student's absence, excuses, deprivation, withdrawal and other relevant matters after making the necessary amendments to make these conform to the new advances of the age and keep pace with the law of private universities and directives of Jordan's Ministry of Higher Education and scientific Research.

Students and teachers are urged to adhere to the directives and instructions of this guide in order to continuously preserve this excellence. This does not imply that we can do without the academic adviser. On the contrary, this guide is attended to reinforce the important role of the adviser in guiding our students in their prosperous academic march.

I wish you success and prosperity in order for the name of our university "the pan- Arab University" to remain eminent, thanks to your efforts and commitment. Let our university remain a garden of science and a tributary of virtue. May "Almighty God guide us success and prosperity.

Professor Mahfooz Jodeh
University President

March of the University

In Shafa Badran, a suburb of Greater Amman, The International Arab Company for Education and Investment established the Applied Science Private University on an area of 356,000 Square meters. Study in the university started on 19/10/1991 after the university obtained general accreditation on 10/7/1989 from the Jordan's Council of Higher Education. (396) students were enrolled in the university at that date. Study started in three faculties: Arts, Science, and Economics which comprised 14 majors. Since the beginning, the university has sought to recruit distinguished scientific teaching staff, and provide the latest scientific equipment, and a sufficient number of laboratories, workshops, books, and periodicals. Currently the number of students is 8,000 belonging to 50 countries and studying in nine faculties: Arts and Humanities, Law, Economics and Administrative Science, Engineering, Pharmacy, Allied Health Sciences, Information Technology, Nursing, and Art and Design, which comprised 26 majors. The University has two Deanships; The Deanship of Student Affairs and the Deanship of Scientific Research and Higher Education which offers Master's Degrees in Accounting, Marketing, Pharmacy, Computer Science, and Political Studies and International relations.

The number of teaching staff is 289 of whom 211 hold a PH.D. Degree and 22 students were offered scholarships to obtain higher degrees. The area of buildings is around 120,000 square meters. The number of the main library's acquisitions exceeds 120,000 reference books and 575 refereed and indexed Arabic and English periodicals.

The university has eight buildings for academic instructions an administrative building, a Conference center, Cafeteria and food services building, an Olympic Stadium, various athletic fields, a spacious arena that can seat up to seven thousand spectators, The Deanship of students affairs and Student Activities building which has a bowling alley, Billiard area, and a fully equipped gymnasium,

The instruction system of the Applied Science Private University is based on the American Credit hour system. The university employs the two semester system and offers an optional summer semester. The university is recognized for supporting theoretic instruction with practical student training. The university allocates mandatory credit hours for training and applications, and the student can not graduate unless he fulfills them.

One of the services provided by the university is the medical service which is offered either through the university clinic or in hospitals and with physicians accredited according to an agreement between the university and a major health insurance company in Jordan.

The university has a fleet of buses which transport students to and from the university and cover the cities of Amman, Al-Salt and Al-Zarqaa, against semester –subscription nominal fare paid by the student at the beginning of the semester.

Other accommodation furnished by the university include a branch of the Arab Bank, a post office, a bookstore, stationery, and photocopying, a number of cafeterias, a 5.900-square-meter restaurant for university employees and students, and a 747-square-meter mosque.

The university maintains cultural relations with a number of American, Australian, British and Spanish universities. It is also a member of the union of Arab Universities, Union of Islamic Universities, and International Union of universities, Association of Private Arab Higher Education Institutions, and the Union of Arab-European Universities. The Applied Science Private University is the first Jordanian University to obtain the certificate of quality systems management (ISO-9001:2000).

| | Year | Number of Graduates | | Year | Number of Graduates |
|----------|-----------|---------------------|--------------|------------|---------------------|
| First | 1994/1995 | 293 | Twelfth | 2005/2006 | 1297 |
| Second | 1995/1996 | 819 | Thirteenth | 2006/2007 | 1434 |
| Third | 1996/1997 | 1273 | Fourteenth | 2007/2008 | 1656 |
| Fourth | 1997/1998 | 1480 | Fifteenth | 2008/2009 | 1994 |
| Fifth | 1998/1999 | 1586 | Sixteenth | 2009/2010 | 1937 |
| Sixth | 1999/2000 | 1613 | Seventeenth | 2010/2011 | 1731 |
| Seventh | 2000/2001 | 1719 | Eighteen | 2011/2012 | 1681 |
| Eighth | 2001/2002 | 1580 | Nineteenth | 2012/2013 | 1837 |
| Ninth | 2002/2003 | 1456 | Twentieth | 21013/2014 | 1718 |
| Tenth | 2003/2004 | 1573 | Twenty First | 2014/2015 | 1635 |
| Eleventh | 2004/2005 | 1481 | | | |

The Residence Section of the Office of Foreign Relation and Information offers the following services:

1. Help in issuing visa for non-Jordanian students joining the university and sending it to the student's address as well as sending student's name to the borders checkpoints.
2. Help in issuing visa, and work residence permit for non- Jordanian teachers.
3. Help in issuing residence permit for non-Jordanian students.
4. Process conscription documents of Jordanian students.
5. Answer student's inquiries as well as inquiries of their guardians who live abroad.

Faculties and Majors

The Applied Science Private University comprises the following eight faculties and 32 Majors

1. Faculty of Arts and Humanities (Al-Khawarizmi Building 9)

1. English Language and literature
2. English /Translation
3. Shari a and Islamic Studies
4. Political Science

2. Faculty of Economics and Administrative Science (Al-Razi Building 5)

1. Accounting
2. Accounting in English
3. Business Administration
4. Business Administration in English
5. Finance and Banking Management
6. Finance and Banking Management in English
7. Marketing
8. Marketing in English
9. Management Information Systems.

3. Faculty of Law (Al-Bayrooni Building 2)

Law

4. Faculty of Engineering (Al-Khawarizmi Building 9)

1. Computer Engineering
2. Communication & Electronic Engineering
3. Mechanical Engineering
4. Industrial Engineering
5. Civil Engineering
6. Architecture Engineering
7. Power and Control Engineering

5. Faculty of Pharmacy (Ibn Al-Baytar Building 4)

Pharmacy

6. Faculty of Computer Science and Information Technology

(Ibn Khaldoon Building 1)

1. Computer Science
2. Computer Information System
3. Software Engineering
4. Computer Network Systems

7. Faculty of Nursing

1. Nursing

8. Faculty of Art and Design

1. Graphic Design
2. Interior Design

9. Deanship of Graduate studies

1. Masters in Accounting
2. Masters in Marketing
3. Masters in Computer Science
4. Masters in Pharmaceutical Science
5. Masters in International Relations and Diplomatic Studies
6. Masters in Nursing
7. Masters in Finance Risk Management

Office of Admissions and Registration

This office is entrusted with the most sensitive duties not only for students but also for the academic Staff. Some of these duties are:

- Receiving applications of enrollment in the university and arranging them in inventories to be used in admission.
- Announcing the names of students admitted to faculties and preparing their individual files which contain their documents.
- Preparing the weekly schedules of lectures before the beginning of each semester, distributing them to faculties, and announcing them to students.
- Implementing student registration in all courses at the beginning of each semester and processing drop-and-add requests in each semester.
- Preparing various statistics related to students and final examination schedules.
- Receiving formal sheets of marks, classifying examination cards, and forwarding them to faculty registrars.
- Verifying student marks and working out cumulative average.
- Revising student study plans.
- Providing embassies with the results of their native students who are on scholarship.
- Issuing transcripts and letters of certification as well as any other documents required by students.
- Taking part in preparing the requirements of the commencement ceremony.
- Providing the computer center with the information and data necessary for admission, registration, examination, and programs.
- Executing all instructions of conferring the bachelor degree in the university.

**Regulations for the Award of the Bachelor's Degree
Instructions number (1) issued by the Board of Trustees on
23/10/1995, and modifications issued by the board of trustees
by decisions 2001/2002 and 4/2010.**

Article (1)

These regulations shall be called the Regulations for the Award of the Bachelor's Degree at Applied Science Private University.

Article (2) Definitions

The following terms and expressions shall have the meanings assigned to them unless the context otherwise requires:

2/1 President: The University President.

2/2 Faculty Dean: The Dean of the Faculty where the student is enrolled.

2/3 Credit hour system: This system specifies the number of credit hours a student must complete and pass with the level established by the university as a condition for graduating from an academic major and specify the distribution of the credit hours on knowledge subjects giving the student the freedom to make his/her own schedule with the guidance of an academic counselor in accordance with the university regulations.

2/4 Credit Hours: The unit credited to a student upon the successful completion of a subject and is determined as follows: one credit hour per one hour of theoretical instruction and one credit hour per at least two laboratory hours.

2/5 Academic year: An academic year consists of two mandatory semesters and an optional summer semester.

2/6 Academic semester: A regular semester consists of sixteen weeks including final exams while a summer semester consist of eight weeks including final exams.

2/7 University Requirements: A set of mandatory and elective subjects a student must complete that form a common background for all University Students.

2/8 Faculty Requirements: A set of mandatory and a set of elective subjects a student must complete as specified by the faculty council.

2/9 Program requirements: A set of mandatory and a set of elective subjects a student must complete, as specified by the department's council.

2/10 Level of Study: The level of study is determined by the number of credit hours with passing marks completed by the student.

2/11 Study Subject: A subject taken over an academic semester and has a number of credit hours as assigned by the department.

2/12 Study Load: The number of credit hours a student registers for in one academic semester.

2/13 Free electives: Courses that students may freely select from the list of all courses offered at the university.

2/14 Study Plan: A study plan specifies the courses required to obtain a Bachelor's degree.

2/15 Study duration: The time period a student spends registered to satisfy graduation requirements.

2/16 University degree: The degree awarded upon the completion of graduation requirements.

2/17 Attendance: The attendance of lectures and sessions required for all courses in a study plan.

2/18 Academic Advisor: A faculty member who guides students in the registration process.

2/19 A course Final Mark: The sum of the final exam mark and in class marks.

2/20 Semester Average: The average of all subjects taken in one semester not including subject outside a student's study plan.

2/21 Accumulative Average: The average of all subjects in a student's study plan taken to date. Subjects taken outside a student's study plan are not included in the calculations of the Accumulative Average.

2/22 Minimum Mark: The minimum passing grade for a subject is 50% while the minimum grade is 35%

Article (3)

The provisions of these regulations shall apply to regular students registered in all of the University Faculties.

Article (4):

The University Council of Deans shall approve study plans or their amendments leading to the attainment of the bachelor's degree at the various faculties on the recommendation of the Faculty Council based on proposals by the Department Council concerned. The minimum number of credit hours required for the attainment of the bachelor's degree shall be as follows:

| | | |
|-------|--|-------------------|
| 4/1 | Faculty of Arts and Humanities excluding Political Science | 136 – credit hour |
| 4/1/1 | Political Science | 132 – credit hour |
| 4/2 | Faculty of Economics and Administrative Sciences | 132 – credit hour |
| 4/3 | Faculty of Law | 141 – credit hour |
| 4/4 | Faculty of Engineering Excluding Architecture | 160 – credit hour |
| 4/4/1 | Architecture Engineering | 167 – credit hour |
| 4/5 | Faculty of Information Technology | 132 – credit hour |
| 4/6 | Faculty of Pharmacy | 161 – credit hour |
| 4/7 | Faculty of Nursing | 135 – credit hour |
| 4/8 | Faculty of Fine Arts and Design | |
| 4/8/1 | Entrails Design | 142 – credit hour |
| 4/8/2 | Graphic Design | 136 – credit hour |

Article (5) Requirements:

The study plan for each specialization in which a bachelor's degree is awarded shall include the following requirements:

5/1 University requirements

University Requirements: (24) credit hours, which shall include:

5/1/1 Compulsory courses

Required courses (12) credit hours taken by all students, distributed as follows:

| Course No. | Course Name | Credit Hours | Prerequisite |
|------------|--------------------|--------------|-----------------------------|
| 100100 | Military Science* | 3 | - |
| 140151 | University Ethics | 3 | - |
| 1401110 | Arabic Language** | 3 | Passing of skill level test |
| 1401120 | English Language** | 3 | Passing of skill level test |

*Non-Jordanian students may take any two subjects offered instead of Military Science and National Education.

**All students must take a skill level test in Arabic and English languages. Students failing any of the tests shall register for a remediation course in the subject they failed which will be outside their study plan.

5/1/2 Elective Courses

Elective Courses (12) credit hours selected as follows:

| Humanities: (6) credit hours selected for the following subjects: | | | |
|--|--|--------------|--------------|
| Course No. | Course Name | Credit Hours | Prerequisite |
| 1401210 | Arabic Language (2) | 3 | 101101 |
| 1401220 | English Language (2) | 3 | 104101 |
| 1401150 | National Education | 3 | |
| 1501126 | First Aid | 3 | |
| 1501127 | Green Energy | 3 | |
| 107101 | Introduction to Modern Education | 3 | |
| 1401132 | Human and the Environment | 3 | |
| 701101 | Islamic Education | 3 | |
| 702101 | Islam and Contemporary Issues | 3 | |
| 702102 | Ethics in Islam | 3 | |
| 1501154 | Health Education | 3 | |
| 1501153 | Nutrition in Health and Sickness | 3 | |
| 1401130 | Fitness and Health | 3 | |
| 1401131 | Introduction to Sociology | 3 | |
| 1501128 | Communications and Social media Technology | 3 | |

| | | | |
|---------|---|---|--|
| 1501124 | Introduction to Astronomy | 3 | |
| 1401111 | Introduction to Library Science | 3 | |
| 1501113 | Arab and Muslim Sciences | 3 | |
| 1401133 | Introduction to Psychology | 3 | |
| 501105 | Political and Administrative systems in Jordan | 3 | |
| 501114 | Palestinian Problem and Contemporary Arabic History | 3 | |
| 602143 | Human Rights | 3 | |
| 1401140 | Economic Education | 3 | |

5/1/3

Subjects may be added or deleted from the above lists via a decision of the University Council of Deans. A committee must be formed to write a detailed description of the subject/s to be added.

5/1/4 Skills Tests

5/1/4/

All students admitted as of the second semester of the 2008/2009 academic year must set for skill level tests in Arabic language, English language and Computer.

5/1/4/2

All students who fail any of the above tests must take a remedial course (099) in that subject.

5/1/4/3

Students who pass the three tests above will register for Arabic language skill (1), English Language Skills (1) and the appropriate computer skills course based on their major.

5/1/4/4

The Exams are given during the first week of the first and second semester of each academic year.

5/2 Faculty Requirements:

The following shall apply to the departments in the following faculties:

| | |
|--|-------------------|
| Faculty of Arts and Humanities | 21 – credit Hours |
| Faculty of Economics and Administrative Sciences | 24 – credit Hours |
| Faculty of Law | 24 – credit Hours |
| Faculty of Engineering | 25 – credit Hours |
| Faculty of Pharmacy | 25 – credit Hours |
| Faculty of Information Technology | 21 – credit Hours |
| Faculty of Nursing | 28 – credit Hours |
| Faculty of Fine Art and Design | 24 – credit Hours |

First: The Faculty of Arts and Humanities:

Faculty requirements (21) credit hours.

A. Required Courses (15) credit hours:

| Course No. | Course Name | Credit Hours | Prerequisite |
|-------------------|--|---------------------|---------------------|
| 702106 | The Biography of Prophet Mohammad | 3 | |
| 501101 | Introduction to Political Science | 3 | |
| 1401135 | Principles of Scientific Research | 3 | |
| 1401137 | Curriculum and Methodologies of Learning | 3 | |
| 1501160 | Computer Skills | 3 | |

B. Elective Courses (6) credit hours selected from:

| Course No. | Course Name | Credit Hours | Prerequisite |
|-------------------|--|---------------------|---------------------|
| 101102 | Art of Writing and Expression | 3 | |
| 1401115 | Rhetoric (1) / Arabic | 3 | |
| 102203 | Applied Grammar | 3 | |
| 102110 | Listening Comprehension & Speaking | 3 | |
| 503116 | Fundamentals of Diplomacy | 3 | |
| 503282 | Art of Negotiations | 3 | |
| 701102 | Scientific Inimitability in the Glorious Quran | 3 | |
| 701105 | Muslim World Today | 3 | |

Second: Faculty of Economics and Administrative Sciences

Faculty requirements (24) credit hours

A. Required Courses (18) credit hours:

| Course No. | Course Name | Credit Hours | Prerequisite |
|-------------------|----------------------------------|---------------------|---------------------|
| 1501160 | Computer Skills | 3 | 1301100 |
| 1401141 | Introduction to Economic Science | 3 | |
| 302101 | Principles of Accounting (1) | 3 | |
| 402101 | Principles of Management (1) | 3 | |
| 407101 | Principles of Marketing | 3 | |
| 302101 | Scientific Research Methodology | | |

B. Elective Courses (6) credit hours selected from the following list excluding courses required by major.

| Course No. | Course Name | Credit Hours | Prerequisite |
|-------------------|--|---------------------|---------------------|
| 301342 | Managerial Economics | 3 | 301101 |
| 302102 | Principles of Accounting (2) | 3 | 302101 |
| 402102 | Principles of Management (2) | 3 | 402101 |
| 402448 | Small Business Management | 3 | 402101 |
| 408331 | E Business | 3 | 300104 |
| 408100 | Introduction to Management Information Systems | 3 | 402101 |
| 408308 | Knowledge Management | 3 | 402101 |
| 405212 | Financial Institutions | 3 | |

Third: Faculty of Law:

Faculty requirements (24) credit hours

A. Required Courses (24) credit hours:

| Course No. | Course Name | Credit Hours | Prerequisite |
|-------------------|------------------------------|---------------------|---------------------|
| 601111 | Introduction to Law | 3 | |
| 601121 | Principles of Commercial Law | 3 | 601111 |
| 602131 | Administrative Law (1) | 3 | 601111 |
| 602152 | International Law (1) | 3 | 601111 |
| 602161 | Penal Code (Public Section) | 3 | 601111 |
| 602171 | Constitutional Law (1) | 3 | 601111 |
| 701110 | Introduction to Islamic Law | 3 | |
| 1501160 | Computer Skills | 3 | 1301099 |

Fourth: Faculty of Engineering:

Faculty requirements (25) credit hours

A. Required Courses (25) credit hours:

| Course No. | Course Name | Credit Hours | Prerequisite |
|-------------------|--|---------------------|--------------------------|
| 1501111 | Calculus 1 for Engineering Students | 3 | |
| 1501211 | Calculus 2 for Engineering Students | 3 | 1501111 |
| 1501120 | General Physics 1 | 3 | |
| 1501121 | General Physics 1 Lab. | 1 | 1501120* |
| 1501220 | General Physics 2 | 3 | 1501120 |
| 1501221 | General Physics 2 Lab. | 1 | |
| 801201 | Computers Skills (2) | 3 | Passing Skills Test |
| 802104 | Engineering Workshop 1 | 1 | |
| 802105 | Engineering Workshop 2 | 1 | 802104 |
| 805201 | Engineering Drawing | 2 | |
| 802106 | Technical Writing and Engineering Ethics | 1 | 104101+Second year level |
| 803323 | Engineering Economics and Management | 3 | Second year level |

*Laboratories may be taken Concurrently with corresponding subject.

Fifth: Faculty of Pharmacy:

Faculty requirements (25) credit hours

A. Required Courses (25) credit hours:

| Course No. | Course Name | Credit Hours | Prerequisite |
|-------------------|----------------------------------|---------------------|---------------------|
| 905120 | Pharmaceutical Organic Chemistry | 3 | 1501132/ 1501135 |
| 906120 | Anatomy and Histology | 2 | 1501141 |
| 907212 | Microbiology I | 2 | 1501141 |
| 907212 | Microbiology Lab | 1 | 907212 |
| 907526 | Pharmacy Legislations | 1 | 907310 |
| 1501112 | Math | 3 | |
| 1501123 | General Physics | 2 | |
| 1501132 | General Chemistry | 3 | |
| 1501135 | General Chemistry Lab | 1 | 1501132 |
| 1501141 | General Biology | 3 | |
| 1501142 | General Biology Lab. | 1 | 1008100* |
| 1501160 | Computer Skills | 3 | 1501099 |

* Pre or Co-requisite

Sixth: Faculty of Information Technology:

Faculty requirements (21) credit hours

A. Required Courses (21) credit hours:

| Course No. | Course Name | Credit Hours | Prerequisite |
|-------------------|--------------------------------|---------------------|---------------------|
| 1501110 | Calculus 1 | 3 | |
| 1501212 | Probability and Statistics | 3 | 1501110 |
| 1301106 | Structured Programming | 3 | |
| 1301108 | Object Oriented Programming 1 | 3 | 1301106 |
| 1301110 | Discrete Structures | 3 | |
| 1303237 | Ecommerce | 3 | 1301108 |
| 1303265 | Technical Communication skills | 3 | 104101 |

Seventh: Faculty of Nursing:

Faculty requirements (28) credit hours

A. Required Courses (28) credit hours:

| Course No. | Course Name | Credit Hours | Prerequisite |
|-------------------|--|---------------------|---------------------|
| 1501130 | General Chemistry 1 | 3 | |
| 1501155 | Biostatistics | 2 | |
| 1501140 | Biology for Nursing | 3 | |
| 1501150 | Microbiology for Nursing | 2 | 1501140 |
| 1501152 | Biochemistry for Nursing | 2 | 1501130 |
| 1501156 | Pharmacology | 2 | 1501152 |
| 1501158 | Anatomy | 3 | 1501140 |
| 1501157 | Physiology | 3 | 1501140/ 1501158 |
| 1501250 | Nutritional Science for Nursing Students | 2 | |
| 1501160 | Computer Skills | 3 | 1501099 |

Eighth: Faculty of Art and Design:

Faculty requirements (24) credit hours

A. Required Courses (18) credit hours:

| Course No. | Course Name | Credit Hours | Prerequisite |
|-------------------|-------------------------------------|---------------------|---------------------|
| 1211111 | History Ancient Word | 3 | |
| 1211112 | History Modern and Art | 3 | 1211111 |
| 1211311 | Aesthetics | 3 | 1211112 |
| 1212111 | Principles of Architectural Drawing | 3 | |
| 1212312 | History of Islamic Art | 3 | |
| 1501160 | Computer Skills | 3 | |

B. Elective Courses (6) credit hours selected from the following list excluding courses required by major.

| Course No. | Course Name | Credit Hours | Prerequisite |
|-------------------|-------------------------------------|---------------------|---------------------|
| 1401135 | Principles of Scientific Research | 3 | |
| 1211100 | Visual Language | 3 | |
| 1212131 | Painting (1) | 3 | |
| 1211308 | Art Critics | 3 | |
| 1212100 | Art Studies In English | 3 | |
| 1212113 | Rendering Architecture by Computers | 3 | |

5/3 Department Requirements

The following required and elective credit hours determined by the relevant Faculty council shall apply:

| | |
|--|------------------|
| 5/3/1 Faculty of Arts and Humanities excluding Political Science | 88 Credit Hours |
| 5/3/1/1 Political Science | 81 Credit Hours |
| 5/3/2 Faculty of Economics and Administrative Sciences | 81 Credit Hours |
| 5/3/3 Faculty of Law | 90 Credit Hours |
| 5/3/4 Faculty of Engineering Excluding Architecture | 108 Credit Hours |
| 5/3/4/1 Architecture | 115 Credit Hours |
| 5/3/5 Faculty of Pharmacy | 107 Credit Hours |
| 5/3/6 Faculty of Information Technology | 81 Credit Hours |
| 5/3/7 Faculty of Nursing | 80 Credit Hours |
| 5/3/3 Faculty of Arts and Design | |
| 5/3/8/1 Interior Design | 91 Credit Hours |
| 5/3/8/2 Graphic Design | 85 Credit Hours |

5/4 Free Electives

Zero to three credit hours.

Article (6) Credit Hours:

6/1

Each course is normally assigned three credit hours except for courses that contain laboratories where the number of credit hours may reach five. The Council of Deans can assign a higher or lower number of credit hours if necessary.

6/2

Credit hours for each course shall be computed on the basis that each credit hour is equivalent to (16) class periods. Laboratory and practical hours shall be determined for each course separately, provide that each credit hour shall be equal to at least two laboratory hours.

Article (7) Levels of study

7/1

Courses are classified into four levels except in the faculties of Engineering and Pharmacy where they are classified into five levels. The Prerequisites, number of lecture hours, number of lab hours and number of credit hours will be listed for each course.

7/2

Students registered for the bachelor's degree in the faculties of Arts and Humanities, Economics and Administrative Science, Law, Information Technology, Arts and Design, and Nursing shall be classified at the levels of first, second, third, and fourth year. While students in the Faculties of Engineering and Pharmacy are classified at the levels of first, second, third, fourth, and fifth year as follows:

| | Student level | Second Year | Third Year | Fourth Year | Fifth year | Number of Credit Hours needed for graduation |
|---------|---------------------------------------|-------------|------------|-------------|------------|--|
| | Number of hours needed | | | | | |
| Faculty | Economics and Administrative Sciences | 33 | 66 | 99 | - | 132 |
| | Nursing | 32 | 64 | 96 | - | 135 |
| | Law | 33 | 67 | 101 | - | 141 |
| | Engineering | 32 | 64 | 96 | 128 | 160 |
| | Architecture | 36 | 72 | 108 | 144 | 167 |
| | Arts and Humanities | 33 | 67 | 101 | - | 136 |
| | Political Science | 33 | 66 | 99 | - | 132 |
| | Pharmacy | 32 | 74 | 96 | 128 | 161 |
| | Information Technology | 33 | 66 | 99 | - | 132 |
| | Graphic Design | 33 | 67 | 101 | - | 142 |
| | Interior Design | 33 | 67 | 101 | - | 136 |

Article (8) Prerequisites

8/1

A student may not register for a course without meeting its prerequisite conditions, failure to adhere to this condition will result in the disallowance of his registration and mark in the subject.

8/2

A student may be allowed to register for a course and one of its prerequisite courses concurrently with approvals from the department head and the faculty dean if his/her graduation depends on it.

8/3

A prerequisite condition is met if the student registers for the course and earns a mark of 36% or higher.

Article (9) Period of Study

9/1 Period of Study

The period of study for students registering for a normal load is five years for students in the faculties of Engineering and Pharmacy and four years for all other faculties.

9/2 Minimum Period of Study

A student may not obtain the first university degree in a time period less than four years in the faculties of Engineering and Pharmacy and three years in all other faculties.

9/3/1 Maximum Period of Study

The period of study for the bachelor's degree in Engineering and Pharmacy is not to exceed eight academic year and seven academic years for all other faculties.

9/3/2 Extension of Period of Study

Student who are unable to graduate in the time period specified in article 9/3/1 above due to extra ordinary circumstances may be given one additional semester to complete their requirements.

Article (10) Study Load

10/1 Study Load Limits

The minimum number of credit hours registered by a student for the bachelor's degree shall be twelve (12) hours per semester. The maximum number shall be eighteen (18) hours. The maximum number may be raised an additional three credit hours by approval of the department head subject to the following conditions:

- That the student's previous semester average (first or second) is no less than 80%.
- The student's graduation depends on permission to take (21) credit hours given that the student's GPA is more than 60%

10/2

The maximum student load may reach 22 credit hours if the additional hour is a laboratory or field training hour given that the student's GPA is higher than 60%

10/3

A student may, with the approval of the faculty dean, be permitted to register for a number of credit hours less than the minimum number in Paragraph 10/1 above, provided that the number is not less than nine (9) hours.

10/4

A student may continue to study a number of credit hours, which is less than the minimum limit, due to his withdrawal from certain courses, in special compelling cases, which must be approved by the faculty dean.

10/5 Final Semester Load

In the final semester of study, a student may take any number of credits needed for graduation not to exceed the maximum number of hours set in Paragraph (1) above.

Article (11) Summer Load

11/1

The number of credit hours for which a student may register in the summer semester shall not exceed (9). However, the number may rise to (12), with the approval of the Department Chairperson if the student's graduation depends on permission to do so and student's GPA of 60% or more.

11/2

The maximum student load in a summer semester may reach 13 credit hours if the additional hour is a laboratory or field training hour given that the student's GPA is higher than 60%

Article (12) Attendance

Attendance is required for all students, according to the hours prescribed for each course in the study plan. Each course instructor will record students' attendance on specialized forms, upload the records on ASU Online weekly and submit a hard copy to the department Chairperson accompanying the results of all exams: first, second and final. The final report will be kept on record for one semester.

Article (13) Absences and Excuses

13/1 Absence Limit

A student may not be absent for more than 15% of the hours prescribed for the course.

13/2

Every course instructor must submit the names of all students whose number of absences exceeded 15% of the prescribed hours for the course to the department Chairperson.

13/3

If a student is absent for more than (15%) of the total hours in a course without a health or other compelling reason acceptable to the faculty dean, he/she shall be barred from sitting the final examination, and his/her result in that course shall be zero. The student must take the course again if it is a required course. In all cases, however, the failing grade shall be computed into the student's semester and cumulative average for purposes of warning and dismissal from the Faculty.

Article (14)

14/1

If a student is absent for more than (15%) of the hours specified for a certain course, and if such absence was due to sickness or to another compelling reason acceptable to the Faculty dean, he/she shall be deemed to have withdrawn from that course, and withdrawal provisions shall apply, and the dean shall inform the Director of Admissions and Registration. The word (Withdrawn) shall be entered against the course in the student's academic record. Students representing the Kingdom or the University at official activities shall be permitted to be absent for no more than (20%) of course hours.

14/2

Sick reports must be issued by the student-clinic physician at the University or by a clinic approved by him, or by a hospital accredited by the University. The report must be submitted to the Faculty dean within a period not exceeding two weeks from the date of the student's absence. In other compelling cases, the student must provide evidence to that effect within one week from the date of the student's return to class.

14/3

Faculty deans, Heads of departments, faculty members, lecturers, and the Director of Admissions and Registration shall be responsible for executing these attendance provisions.

Article (15)

15/1

A student who is absent from a final examination without a sick report or other compelling reason acceptable to the Faculty dean will be assigned a score of zero for the examination.

15/2

Sick leaves for students, with out of hospital treatment, is limited to five days and is to be submitted within two days from the end of the leave. While in hospital treatment is to be submitted within four days after the end of the leave.

15/3

A student who is absent from a final examination with an excuse accepted by the Faculty dean, must take a make-up exam during the subsequent semester. Otherwise, a grade of zero shall be given for that examination and the final result shall be computed accordingly.

15/4

A student who is absent from the final exam with an accepted excuse, and does not take the make-up exam in the time set in Paragraph 3, may be considered withdrawn for the course if his class work passing and he/she did miss the assigned make up exam with an accepted excuse.

Article (16) Course Outline

Each faculty member prepares a course outline which contains a description of the subject matter, course objectives, course outcomes, time table, grading policy, texts and references.

Article (17)**17/1**

The final grade for each course shall be the total of the marks for the final examination and semester work.

17/2

Course work includes the following:

17/2/1

Verbal exams, reports, term papers

17/2/2

Semester work in each course shall include at least two written tests which must be announced to the students at least one week prior to the dates on which they will be held. Each of the two tests should count for 25% of the semester grade unless students were assigned additional semester work which may include: oral examinations, reports, and research papers. The additional work should count for 10 – 20% of the semester's grade upon a decision of the faculty council. Corrected test papers, reports and research papers shall be returned to students.

17/2/3

final examination in each course shall be held once at the end of the semester. It shall be in writing and shall cover the entire course content and shall receive 50% of the final grade for the course. However, the grade of the final examination may include practical and oral tests, or reports for which a certain percentage shall be allocated. Final examination papers shall not be returned to the students.

17/3

The grade distribution for laboratory courses or courses that has lab components is to be approved by the faculty council upon recommendation of the departmental council.

Article (18) Exam Preparation

The course instructor must provide the secrecy needed for exam questions and is the sole responsibility for all aspects of the process from typing, copying, and storing in accordance to the following rules:

18/1

Typing should be done using the faculty resources and in special cases the university resources can be used.

18/2

Printing should be done using the faculty resources and in special cases university resources can be used.

18/3

The original and copies of exam papers must be kept in a sealed envelope in a secure location.

18/4

The course instructor must undertake all the actions above and may not delegate any except in special circumstance and with departmental approval.

Article (19)

The course instructor shall be responsible for correcting examination papers and monitoring exam attendance.

Article (20) Grading Policies

20/1 In term tests

20/1/1

Test papers shall be returned to students no later than one week after the date on which the test was held (three days in respect of the summer semester) and should be uploaded on ASU online.

20/1/2

Appeals are accepted upon return of the test papers.

20/1/3

The course instructor must submit a grade roster to the department chairperson no later than two weeks after the date on which the test was held (five days in respect of the summer semester) and should be uploaded on ASU online.

20/1/4

Test scores are considered final one week after return of the test paper.

20/2 Final Exams

20/2/1

Final exam papers are kept at the faculty office for one semester.

20/2/2

Final exam proctors are to be member of the same department, in special circumstance the department chairperson may choose proctors for outside the department with consultation with the faculty dean.

Article (21) Grade Calculations

21/1

The grade for each course is calculated and recorded as a percentage. The number of credit hours for the course must be listed.

21/2

The final grade for each course shall be calculated on the basis of one hundred, approximated to the nearest whole number.

21/3

The semester and accumulative averages are calculated to the nearest decimal.

Article (22) Grade Submission

22/1

The course instructor shall be responsible for reviewing the grades, entering them in the relevant rosters and cards and handing them in to the Department.

22/2

Final grade lists for each course, with all necessary details, shall be forwarded to the Department for analysis and subsequent submission to the Faculty dean for approval by the Faculty Council no later than (72) hours from the date of the final examination for approval by the department council within (24) hours from the submission of the last results.

22/3

The department chairperson submits the semester grades to the faculty dean for approval by the faculty council within (24) hours from submission. Grades shall then be sent to the Department of Admissions and Registration. Results may not be announced before they have been received by the Department of Admissions and Registration.

22/4

The Department of Admission and Registration must announce the grades in the appropriate manner within (48) hours from receiving them.

Article (23)

23/1 Grades are categorized as follows:

| Grade | | Letter Grade |
|-----------|--------------|--------------|
| 90 – 100% | Excellent | A |
| 80 – 89% | Very Good | B |
| 70 – 79% | Good | C |
| 60 – 69% | Satisfactory | D |
| 50 – 59% | Weak | E |
| 0 – 50% | fail | F |

23/2 Cumulative averages shall have the following values:

| Range | |
|-------------|----------------------|
| 92 – 100 | Excellent with honor |
| 84 under 92 | Excellent |
| 76 under 84 | Very Good |
| 68 under 76 | Good |
| 60 under 68 | Satisfactory |

Article (24) GPA Calculations

24/1

The semester and accumulative averages are calculated by multiplying the number of credit hours for each course by the course grade and then dividing by the total number of credit hours for all courses included in that average.

24/2

In case of failure grades less than (35) are converted (35), which is the minimum mark. All other grades are recorded as reported by the course instructor.

24/3

All grades are included in the student's academic record.

Article (25) Grade Appeals

25/1

A student may apply for a review of his final examination paper to the Faculty dean concerned within a maximum period of thirty days following the announcement of results. The review process shall be restricted to material error in adding up grades, or failure to correct a question in part or in full. A committee composed of the Faculty dean, the Department chair, and the course instructor shall review examination papers.

25/2

A student may apply for a review of the calculations of her/his grade to the faculty dean concerned within a maximum period of thirty days following the announcement of the result. The Dean and the course instructor are to review the calculation process and make corrections if needed.

25/3

The student is responsible for a fee of five Dinars for each grade review application.

Article (26) Course Add and Drop

26/1

A student shall be allowed to drop courses in which he/she has been registered or add new courses within the first five teaching days (excluding holidays) of the first and second semesters, and within the first three teaching days (excluding holidays) of the summer semester. Courses from which a student has withdrawn will not be entered into his/her academic record.

26/2

Bearing in mind the provisions of Paragraph (1) of this Article, a student shall be permitted to drop one or more courses within a maximum period of up to the end of the eighth week of the first and second semesters, and the end of the fourth week of the summer semester. In such case, the course shall be entered into the student's record, and the word (withdrawn) shall be placed against it. A course from which a student has withdrawn shall not be included in the number of hours studied by the student with respect to success, failure or graduation requirements. However, if the student does not withdraw during the set period, the course instructor shall enter the result in the student's academic record. A student may not drop a course in which he/she has exceeded the number of allowed absences. The number of hours for which a student is registered may not, as a result of withdrawal, fall below the minimum academic load permitted by these Instructions except by a decision from the Faculty dean.

Article (27)

27/1

The word withdrawn shall be entered into the student's record against each dropped course.

27/2

The word Incomplete shall be entered into the student's record against each course the student fails to finish one of its requirements or is absent from the final exam.

27/3

The student must eliminate his/her incomplete status in conformity with the provisions of Article (15) before the end of the subsequent semester excluding the summer semester.

27/4

Once an incomplete grade is resolved cumulative and semester averages will be re-calculated retroactively to the time when the incomplete was awarded for the purposes of placement on probation or dismissal.

Article (28) Academic Honor

28/1

The President shall place the name of students attaining a semester average of (90%) or above on the University honor list selected from students on the faculties honor lists.

28/2

The Dean shall place the name of students attaining a semester average of (84%) or above on the Faculty honor list and this shall be entered into his/her record, provided the student has taken no fewer than (12) credit hours during the semester.

Article (29)

29/1

A student shall be placed on probation if his/her cumulative average falls below (60%) at the end of any semester except for the first and summer semesters. The Department of Admissions and Registration shall notify the student thereof in writing at his/her most recent address known to the University.

29/2

A student who is placed on probation must eliminate the reasons which have led to his placement on probation within a maximum period of three semesters following the semester in which his/her performance had led to such placement.

29/3

If the student is unable to eliminate the reasons which had led to his/her placement on probation according to Paragraph (2) of this Article, he/she shall be dismissed from the specialized major in which he/she is enrolled.

29/4

A Student who is unable to eliminate the reasons which led to his/her placement on probation according to Paragraph (2) of this Article, and has attained a cumulative average of (59.5-59.9%) or has successfully completed (75%) of the credit hours shall continue to be on probation for one more regular semester.

29/5

Students dismissed from specialized major because of academic reasons may be accepted in a remedial study subject to the following conditions:

- A. If the student's accumulative average is between 55% and 60% he or she is given **four** semesters to raise his/her average to 60%. If the student fails to do so he/she will not be allowed to continue unless the student has completed more than **75%** of the required hours for his major **and** has an accumulated average of at least (59%). In this case the student is given **two more** semesters to raise his average to the minimum acceptable average (60%). If the student fails to do so he/she will be dismissed.

- B. If the student's accumulative average is between (50%) and (55%), the student is given one semester to raise his/her average to above (55%). In this case the student is given three more semesters to raise his/her average to the minimum acceptable average (60%). If the student fails to do so he/she will not be allowed to continue unless the student has completed more than **75%** of the required hours for his major **and** has an accumulated average of at least (59%). In this case the student is given **two more** semesters to raise his average to the minimum acceptable average (60%). If the student fails to do so he/she will be dismissed.
- C. In both cases above student's load may not exceed 15 credit hours. Except for students who can graduate at the end of that particular semester, in this case the student is treated as a regular student if his /her accumulative average can reach 60%.

Article (30)

30/1

A student shall be dismissed from his/her department if he/she has attained a cumulative average of under (50%) in any semester except the first semester and the summer semester, having studied no fewer than (12) credit hours which are part of his/her average.

30/2

A student who is dismissed from his/her department according to the provisions of Paragraph (1) of these Regulations may apply for transfer to another University department before the start of the subsequent semester. However, if the student is not accepted by any other department, he/she shall be finally dismissed from the University.

30/3

A student may not be accepted in a major he/she has been dismissed from.

Article (31)

31/1

A student must retake courses that he/she failed if the course is compensatory. However, a student may take an elective or free elective course in lieu of an elective or free elective course for which he/she had received a failing grade. In addition, a student may retake any subject

with a grade of (60%) or lower. In all cases the new grade will be counted in his/her accumulative average.

31/2

If a student repeats a course, the hours relating to the course shall be included only one time in the total number of hours required for graduation.

31/3

If a student takes more elective or free elective courses than required by his/her study plan the courses with the higher grades will be counted.

Article (32) Deferment, Cessation of Studies and Withdrawal from the University

32/1

A student may defer his/her studies at the University before the start of semester for reasons accepted by the concerned party as follows:

- A. Faculty dean: For a deferral period not exceeding four semesters (two years), whether intermittent or continuous.
- B. Deans council: For a deferral period exceeding four semesters and not exceeding six semesters, whether intermittent or continuous.

32/2

Deferment for a new or transfer student may be permitted only after the lapse of at least one semester from commencement of study.

32/3

A student who does not register or defer his/her studies shall be subject to paragraph (1) of Article (33).

32/4

The deferment period shall not be considered as part of the maximum period for graduation.

Article (33)

33/1

Should a student who is not registered for one semester or more without obtaining a deferral of study he/she shall lose his/her place at the university. The council of deans may accept his/her application for reacceptance, and if he/she is accepted in the same department, his/her academic record shall be fully maintained, provided that he/she completes all graduation requirements in accordance to the current academic plan. In this case, the previous period of study shall be counted for him/her within the maximum number of years for graduation.

33/2

A student who is absent for more than (15%) of the hours for all semesters courses, and if such absence was due to sickness or to another compelling reason acceptable to the Faculty dean, he/she shall be deemed to have withdrawn from that university for that semester, and withdrawal provisions shall apply, and the student shall be considered as having deferred his/her studies.

33/3

A student may apply to the Faculty dean for withdrawal from all courses in which he/she has been registered in any semester. After approval by the Faculty dean, the student shall be considered as having deferred his/her studies. However, the student must submit such an application at least four weeks prior to the date of the final examinations.

Article (34) Transfer from one Department to another within the University

34/1

A student may transfer to another major in the university if A place is available in the major to which he/she wishes to transfer and his/her average in the general secondary certificate is within the acceptable range in the year he/she was accepted by the university or in the year of intended transfer.

34/2

When a student transfers to another department, courses selected by him/her from among the courses which he/her has studied in the department from which he/her is transferring shall be counted for him/her and shall be included in the study plan of the department to which he/she has transferred. Grades for these courses shall be included in the student's cumulative average.

34/3

Applications for transfer shall be submitted to the Department of Admissions and Registration.

34/4

Applications for transfer shall be subject to approval by a committee consisting of: the Faculty dean, Department chairperson and the Director of the Department of Admission and Registration.

34/5

Transfer student will be considered as new students as far as deferral, probation and dismissal for major.

34/6

The student shall be responsible for the difference in fees when transferring into a major with higher fees.

Article (35) Transfer from another university

A student may transfer from other universities if there is an available seat in the major and shall be submitted in accordance with the following conditions:

35/1

The student must meet the conditions of admission to the University and his/her average in the general secondary certificate or equivalent is within the acceptable range in the year he/she was accepted by the university or in the year of intended transfer.

35/2

The student must be transferring from a recognized university, university institute, or university college.

Courses studied and passed by the student at his university shall be accepted in the light of the study plan of the department which he wishes to join at Applied Science Private University given that the number of credit hours for the course at the university from which he is transferring is not less than the number of credit hours at Applied Science University.

35/3

Must have been in regular attendance at the previous university.

35/4

Must not be on behavior suspension from the last university he/she has attended.

35/5

One semester shall be deducted from the maximum number of years for graduation against every (15) credit hours counted for a transfer student whether from within or outside the university.

Article (36) Transfer Credit

The following conditions must apply for students transferring to Applied Science private University for graduation purposes:

36/1

A student must study at least (50%) of the total credit hours and enroll for the number of regular semester that are required by Article (9) and Paragraph (35/5) of these regulations which must contain the last two semesters of study.

36/2

Credit hours studied before 7 years shall not be computed as part of the total credit hours of the student's study plan, except for university requirements and free electives.

36/3

Courses previously studied by the student at another university or universities shall not be included in his cumulative average at Applied Science Private university.

Article (37)

Transfer Applications must be submitted to the Department of Registration and Admission on the announced date for each semester.

Article (38)

The bachelor's degree shall be awarded to a student after he/she has met the following requirements:

38/1

Must have passed all courses required under the study plan prescribed for the bachelor's degree in his/her department.

38/2

Has attained a cumulative average of not less than (60%) in all courses.

38/3

Must have been a regular student for at least the minimum period required and within the maximum number of years for graduation stipulated in Article (9) of these Regulations.

38/4

Transfer student must satisfy Paragraph (1) of Article (36) of these regulations.

General Rules

Article (39)

The bachelor's degree diploma shall be awarded at the end of each semester.

Article (40) Course Substitutions**40/1**

If the probability of a student's graduation is dependent on only one required course which is not offered in the graduation semester or is in conflict with another required course or has been failed by the student at least twice, his/her Faculty dean may, after taking the opinion of the department chair, permit the student to take an alternative course from the same department as the replaced course and in special circumstances the alternative course may be selected from the list of the elective courses for his/her particular specialization and shall inform the Director of Admissions and Registration thereof.

40/2

If the probability of a student's graduation is dependent on only one elective course that the student cannot register in, for a reason out of his/her control, his/her Faculty dean may, after taking the opinion of the department chair, permit the student to take an appropriate alternative course, and shall inform the Director of Admissions and Registration thereof.

40/3

The council of Deans may allow a student to register for a second alternative course given that it is at the same level and number of credit hours as the original course.

Article (41)

Where a student needs fewer than (9) credit hours in his/her graduation semester, he/she may enroll for only the hours needed.

Article (42)

42/1

The specialization department and the Department of Admissions and Registration shall be responsible for the following up on the student's academic progress, and for ensuring that he/she has fulfilled the requirements for graduation.

42/2

All students must fill a graduation intention application at their departmental office one semester prior to their graduation semester in order to make sure that all graduation requirements are met.

Article (43) Second Degree

If a student holding a bachelor's degree from Applied Science Private University in a certain specialization wishes to study for a bachelor's degree in another specialization at the University, he/she must submit an application to the Department of Admissions and Registration. His/her application will be considered in light of conditions of acceptance in the new specialization. It shall then be referred to the Faculty dean concerned for calculation of the courses passed which fall within the study plan of the new specialization. One semester shall be deducted from the maximum number of years for graduation against every (12) credit hours.

Article (44) Credit Hours Earned Outside Applied Science Private University

44/1

Applied Science Private University students shall be permitted to study one summer semester for no more than 9 credit hours at another recognized university outside of Jordan. These hours shall be credited if the courses are passed and the grades attained therein shall not be included in the student's cumulative average subject to the following conditions:

- A. The student must have successfully completed no less than (36) credit hours at Applied Science Private University.
- B. That the student takes these courses outside the last two semesters of his/her graduation.

44/2

Applied Science Private University students can be permitted to study at another recognized university inside of Jordan under the following conditions:

If the probability of a student's graduation is dependent on only one or two required courses for no more than 6 credit hours which are not offered in the graduation semester or are in conflict with other required courses and have no alternative courses.

44/3

In all cases the student must obtain prior written approval from the Faculty dean concerned, provided that not more than (50%) of the total credit hours be allowed for him as stated in Article (36) of these regulations.

Article (45)

The student must obtain an attestation of clearance from the University in order to complete graduation formalities.

Article (46)

No student may claim ignorance of these Regulations, or of University publications or of information posted on the University notice board in connection with these Regulations.

Article (47)

The bachelor's degree diploma shall bear its due date.

Article (48)

The University Council of Deans shall resolve matters arising in respect of the implementation of these Regulations.

Article (49)

The President, the Deans of faculties, and the Director of Admissions and Registration shall be responsible for executing the provisions of these Regulations.

University Fess and Deposits

The students shall pay all due fees and deposits simultaneously with registering for any semester. The student's registration shall not be processed unless these fees and deposits are received completely. Fess and deposits are as follows (JD=Jordanian Dinar)

First: Nonrefundable Fees

JD 100: university enrollment fees.

JD 275: fees for each semester "First and Second"

JD 115: fees for summer semester.

JD 35: fees for distance learning for the first and second semester.

JD 20: fees for distance learning for summer semester.

JD 30: Activity fee for each of the first and second semesters.

JD 15: Activity fee for the summer semester

JD 15: fees for Computer Skills test.

JD 15: fees for English Language Skills test.

JD 15: fees for Arabic Language Skills test.

Second: Deposits:

Twenty Jordanian Dinars paid once and is refunded upon graduation or withdrawal.

Third Tuition Fees:

Credit hour fees paid according to the fixed tables below

Financial Directives

- If the student is permitted to register after the drop and add period, he is not entitled to drop partially or totally with refund.
- The student is entitled to drop courses add courses with refund during the regular drop and add period which is delimited each semester by the office of admissions and Registration.
- In considering all paragraphs stated in the directives of conferring the bachelor degree, and after the termination of the regular drop and add period which ends by the end of the first week of the beginning of the semester, and three days of the beginning of the summer semester, and the approval of the office of admissions and registration and by the Competent Dean, the student is entitled to
 1. Totally or partially drop courses academically without refund.
 2. Drop academically without refund from a course or courses which require prerequisite and has or have been listed in the form of course registration which is submitted by the student to the office of admissions and registration.
 3. Drop academically, without refund, from a course or courses he has previously passed.
 4. Drop academically, without refund, from a course or courses which has or have been equated subsequently.
 5. Drop academically, without refund, from a course or courses if the student wants to change his major after the regular drop and add period has expired.
 6. Drop academically, without refund, from a course or courses which has or have been registered and have exceeded the maximum limit of credit hours permissible by the ministry of higher education and scientific research and the applied science university.

7. Drop academically, without refund, from a course or courses listed by mistake by the student in the form submitted by him to the office of admissions and registration.
8. As for new students, they follow the directives of total drop issued by the university during registration for semesters.

**Tuition Fees in Majors for New Students
Enrolled In the University as from the First Semester 2011/2012
And Subsequent Years**

**Faculty of Arts
(JD=Jordanian Dinar)**

| Major's Code No. | Major's Title | JD per Credit Hour |
|-------------------------|--|---------------------------|
| 121 | English Language & Literature | 85 |
| 122 | English Language / Translation | 85 |
| 700 | Shariaa & Islamic Studies | 50 |
| 123 | Political Science | 80 |

Faculty of Economics and Administrative Science

| Major's Code No. | Major's Title | JD per Credit Hour |
|-------------------------|---|---------------------------|
| 302 | Accounting | 90 |
| 303 | Accounting (English) | 110 |
| 402 | Business Administration | 85 |
| 410 | Business Administration English | 100 |
| 404 | Finance & Banking Management (English) | 100 |
| 405 | Finance & Banking Management | 85 |
| 407 | Marketing | 85 |
| 403 | Marketing English | 100 |
| 408 | Management Information Systems | 85 |
| 411 | Electronic Commerce | 90 |

Faculty of Law

| Major's Code No. | Major's Title | JD per Credit Hour |
|-------------------------|----------------------|---------------------------|
| 601 | Law | 65 |

Faculty of Engineering

| Major's Code No. | Major's Title | JD per Credit Hour |
|-------------------------|---|---------------------------|
| 801 | Computer Engineering | 125 |
| 802 | Mechanical Engineering | 125 |
| 803 | Industrial Engineering | 125 |
| 805 | Civil Engineering | 130 |
| 806 | Architecture | 130 |
| 807 | Communication & Electronic Engineering | 125 |
| 809 | Power and Control Engineering | 130 |

Faculty of Pharmacy

| Major's Code No. | Major's Title | JD per Credit Hour |
|-------------------------|----------------------|---------------------------|
| 901 | Pharmacy | 125 |

Faculty of Information Technology

| Major's Code No. | Major's Title | JD per Credit Hour |
|-------------------------|-------------------------------------|---------------------------|
| 1301 | Computer Science | 90 |
| 1302 | Software Engineering | 100 |
| 1303 | Computer Information Systems | 90 |
| 1304 | Computer Network Systems | 100 |

Faculty of Nursing

| Major's Code No. | Major's Title | JD per Credit Hour |
|-------------------------|----------------------|---------------------------|
| 1100 | Nursing | 80 |

Faculty of Art and Design

| Major's Code No. | Major's Title | JD per Credit Hour |
|-------------------------|------------------------|---------------------------|
| 1212 | Graphic Design | 105 |
| 1211 | Interior Design | 105 |

Deanship of Graduate studies

| Major's Code No. | Major's Title | JD per Credit Hour |
|-------------------------|---|---------------------------|
| 7030 | Masters in Accounting Thesis | 175 |
| 7031 | Masters in Accounting | 175 |
| 7047 | Masters in Marketing Thesis | 175 |
| 7048 | Masters in Marketing | 175 |
| 7097 | Masters in Computer Science Thesis | 150 |
| 7098 | Masters in Computer Science | |
| 7091 | Masters in Pharmaceutical Science Thesis | 150 |
| 7092 | Masters in Pharmaceutical Science | 150 |
| 7013 | Masters in International Relations and Diplomatic Studies Thesis | 150 |
| 7014 | Masters in International Relations and Diplomatic Studies | 150 |
| 7011 | Masters in Nursing | 150 |
| 7012 | Masters in Nursing Thesis | |
| 7044 | Finance and Risk Management | 175 |
| 7045 | Finance and Risk Management Thesis | 175 |

Study Grant Directives
Issued by the Council of Trustees in Decision No. 27/94 of 30.11.1994
And Relevant Amendments Issued by the Council of Trustees In
Decision No. 1/99

The Applied Science Private University Offers Every year study grants and financial assistance discounted from credit hour fees as follows:

First: Financial Assistance and Discounts

1. Children of the founders and shareholders who each owns five thousand shares or more shall be offered 10% discount on tuition fees, provided that one year at least should pass after he shareholder's subscription is effective.
2. Two or more brothers or sisters enrolled in the university shall be offered 10% discount on tuition fees due on them.
3. Sons and Daughters of martyrs shall be offered 10% discount on tuition fees, provided that the number should not exceed ten students. Children of employees and retired members of the armed forces shall be offered 10% discount.
4. Children university employees shall be offered 10% discount on tuition fees.
5. Handicapped students shall be offered 50% discount on tuition fees.
6. Outstanding athlete students shall be offered discount according to definite rules and with a maximum limit of five students every year.
7. The reciter of the Glorious Quran shall be offered 25% discount on tuition fees according to the presidential Committee criteria.

Second: Grants for outstanding Students.

1. The student who scores the highest marks among his group in the first year in each faculty shall be granted 25% discount on tuition fees he has paid in the semester in which he scored the highest marks, provided that his study load should not be less than 15 credit hours. If the number of faculty students exceeds 100, a similar discount shall be offered to the second student in rank.
2. The student who has scored the highest average in each major in each year of study, except the first year, shall be offered 25% discount on tuition fees he has paid in the first semester, by the same previous terms, except the student who is expected to

graduate, provided that his study load should not be less than 9 credit hours.

3. Students with high accumulative averages can be given discounts based on their averages.

Third: Social Grants

The University offers every year 30 grants, each covers 25% discount on tuition fees, a committee formed by the university president shall nominate students qualified to enjoy such grants according to the established criteria.

Generals Notes

1. No two grants shall be combined simultaneously.
2. The university president shall be charged with implementing the present directives.

Medical Office and Health Insurance

The Applied Science Private University Health Services (ASUHS) is a semi comprehensive health facility. Whether you are an undergraduate student or a staff member, you can enjoy convenience of having most of your health care at one convenient location.

Primary care physicians and nurse practitioners at (ASUHS) provide medical care for the prevention and treatment of illness and injury, diagnostic testing, ongoing medical care, routine physical exams

We are here to help you develop a balanced approach to wellbeing and guide you to incorporate health activity into your life. We are experienced in meeting the health needs of students and staff.

The priorities of our health care system are:

- Keeping the individual outside the area of direct medical care
- Early detection of disease and quick return to healthy status

- Limiting the influx of patients to secondary and tertiary care facilities
- All ASU students are automatically covered by the health services
- The student health fee covers services provided at the university clinic for routine health care, and specialty services are available to them at no additional cost. Moreover included in the fee are lab test, x-ray, and the prescription drug benefit, medically indicated hospitalization, and surgical operations.

Any case that needs hospital treatment, specialist consultation can be treated on the following bases:

- The referral hospital is only Ibn AL-Haytham hospital and the student should be registered in the current semester and should have document of registration
- Should have a referral form from the university clinic
- No treatment between semesters
- Surgical operations can done after tow semesters

Emergency cases that can be treated at Iben AL-Haytham hospital without referral form are:

- Appendicitis
- Angina, myocardial infraction
- Bones fracture
- Burn 2nd – 3rd degree
- Food poisoning
- Renal colic
- Deep wound
- Foreign body in the eye or ear
- Otherwise the student is will have to pay for all the medical services

Exceptions from services:

1. Disability or disease that arises before enrolment at the university and diseases of congenital anomaly.
2. Psychiatric, neurological and mental diseases, epilepsy, and treatment of addiction to alcohol and drugs.
3. Cosmetic surgery or treatment, acne, nasal septum deviation, nasal turbinate, nasal polyp, various cosmetic operations that is not the result of an accident in university, hair loss and skin diseases).
4. Heart disease, diabetes, hypertension, allergies, vaccinations and physical therapy.
5. The cost of installation hearing aid device, hearing loss treatment, visual disorder treatment, the cost of glasses or lenses, treatment of endocrine diseases (hormonal disturbances)
6. Dental and gums care with all types of processing
7. Playground injuries, warts, corns, skin pigmentation, asthma, and communicable diseases.
8. Vitamin, tonics, crepe bandage, soap, shampoo, crutches, and medical boot.
9. Pregnancy, diagnosis and treatment of infertility, contraception, hormones, menstrual disorders, varicose veins, ovarian cyst and venereal diseases.
10. Any disease or illness of spine, joints, CT scan, MRI, endoscope procedures and Ultrasound.
11. Injuries resulting from riots quarrels and traffic accidents, self-abuse and alcohol or drug adverse health consequences.
12. Cancers and all types of tumors.
13. Surgical operations can be done after two semesters are completed

Deanship of Student Affairs

The Deanship of Student Affairs of the Applied Science Private University aims at helping students in the process of equal and balanced growth through discovering their personal talents and skills, and invests them with care and attention for preparing a productive, enlightened, devout, and faithful generation committed to the heritage of its nation and country and adhering to the genuine virtuous values. A 7,200-square-meter building for student activities has been opened. The building contains halls in which students practice various activities such as music, chess, billiard, and Bowling...etc.

The Deanship comprises the following sections:

1. Cultural and Social Department

This section takes upon itself developing student's skills, polishing their talents, and helping them practice their hobbies. It also plans oriented cultural and social activities, such as holding exhibitions, celebrations, festivals, and organizes contests, lectures, symposia, trips which all from a proper environment for students to engage in organized useful and objective activities which contribute to the development of the student's spiritual, cultural, and social personality. The cultural section undertakes the job of organizing, supervising, and implementing the annual commencement of the university. The section comprises a "reception and ceremony" committee of male and female students which effectively contributes to preserving order and serenity and receiving guests and visitors in celebrations and occasions held by the university.

2. Athletic Department

This section supervises different collective and individual athletic games such as football, volleyball, basketball, handball, and track and field games. Athletic teams have distinctive activities inside and out side the university. For realizing the objectives of this activity, the university has built multipurpose athletic fields for students to practice their athletic hobbies. The university has also built Al-Hussein Gymnasium, which accommodates athletic activities of basketball, handball, volleyball, bowling, squash, physical fitness, etc. the gymnasium is also used for celebrations and can accommodate 6.000 spectators at a time.

3. Student Service Department

This section offers numerous services needed by students throughout their study. of its tasks are the following:

- Issuing student identity cards.
- Offering comprehensive mail services, and providing mail. Boxes.

- Seeking to find jobs for students inside the university within the " student Employment Program".
- Investing student cases inside the campus.
- Receiving and considering student study grant applications.

4. King Abdullah II Fund

The King Abdullah II Fund for Vocational and Career Counseling (KAFD) has established an office for career counseling in the Deanship of Student Affairs to provide the students with professional advice and technical consultation in communication skills. This enhances the employment chances for the university graduates and links the student community with the private sector's foundations and civil society associations at the national, regional and international levels.

KAFD's objectives are:

- Providing a database concerning the market needs for human resources,
- Matching the students' training in communication skills with the actual needs of the market, as a fundamental requirement to integrate the input and the output of the market and the educational system respectively,
- Enhancing work ethics and values,
- Helping students obtain permanent employment after graduation, or temporary jobs during their years of study, and
- Linking the students' community in the universities with the activities of the private sector and the civil society.

Services:

1. Training students to:
 - conduct job interviews when applying for jobs.
 - prepare resume.
 - search for jobs.
 - negotiate about salary and incentives.
2. Giving advice to students and alumni to enhance their ability to obtain jobs, through:

- providing personal advice and guidance.
 - holding specialized workshops.
3. Providing continuous information on the needs of labor markets.
 4. Providing the means required to transfer students from the university environment to the professional environment of the labor markets.
 5. Helping students secure permanent and temporary jobs, as well as assisting those willing to be involved in volunteering and public service activities.
 6. Organizing practical training programs developed to enable students to obtain a minimum of the required practical experience in their fields of specialization before graduating from universities.
 7. Helping students and alumni identify their goals and professional attitudes through identifying the individual skills required in the different jobs.

5. Graduates Affairs

This unit was established to match between the outputs of higher education and the requirements of the Jordanian labor market. It, moreover, seeks to sustain the relationship between the university and alumni by building various channels of communication and cooperation aimed to serve the alumni, the university, and the community at large. It also provides alumni with opportunities to share in the university programs and activities.

This department's main functions are:

1. To keep strong ties with university graduates by keeping them abreast of the ASU's activities, and to invite them to participate in its various activities,
2. To help the graduate students write their resumes,
3. To open suitable job opportunities for the graduate students by holding the annual career day in cooperation with the King Abdullah II Fund for Vocational and Career Counseling as well as coordinating with companies and firms which give priority to employing our graduates, and
4. Establishing a database on the graduates and the jobs they hold in order to see compatibility of jobs with their specializations.

**Applied Science Private University Students’
Discipline By-Laws issued in accordance with Article (9)
paragraph (M) of the Jordanian Private Universities bylaws
number (43) of the year 2001**

Article (1):

These by-laws shall be known as (the Applied Science Private University Students’

Discipline By-Laws for the year 2002) and shall be effective as of the date of approval by the Ministry of Higher Education.

Article (2):

The following terms and expressions shall have the meanings assigned to them unless the context otherwise requires:

University: Applied Science Private University

President: The University President

Council: The Student Disciplinary Council

Committee: Inquiry committee

Article (3):

The by-Laws apply to all students and they are all subject to disciplinary procedure and rules stated below.

Article (4):

The following acts shall constitute violations by students which shall be deemed to be subject to the penalties set out in these by-laws:

- A. Willful absence or inciting others to miss classes and other day-to-day conduct of the business of the University that requires attendance.
- B. Cheating, participating in or attempting to cheat in an exam or disrupting the exam taking process or the peace required during an exam.
- C. Committing any act of misconduct which may encroach upon honor, dignity, public morals, or good conduct and behavior, or is likely to damage the good name of the University or discredit its employees whether inside or outside the University, or in any activity or occasion in which the University is engaged.
- D. Establishing or participating in any group without prior authorization from the appropriate competent authorities whether on campus or off campus, or participating in any group activity in violation of University regulations.

- E. Unauthorized use of University premises, facilities or property for any purpose whatsoever without obtaining approval in advance from the appropriate authority, or abuse of granted authorizations to practice the above activities.
- F. Distributing brochures, or publishing newspapers, or posting advertisements, or collecting signatures without obtaining approval in advance from the appropriate competent authorities of the University, or using granted authorizations to conduct the above activities.
- G. Disruption of rules and conduct required in lectures, seminars, or activities held on campus.
- H. Any insult or verbal abuse by the student directed toward any University faculty member, employee, fellow student, or visitor.
- I. Any damaging, tampering, or disruption of the Universities', employees', students', or visitors' movable and immovable properties.
- J. The violation of the University's laws, rules, instructions or decisions.
- K. Any forgery of University documents or use of forged documents for any purpose whatsoever.
- L. Providing University documents or identification card for illegal use.
- M. The theft of any University property.
- N. Incite or participate with students or others to commit acts of violence or fighting with students or anyone else inside the university campus or facilities.
- O. The carrying or bringing any firearms, sharp objects or any illegal substances or bringing of any substance for illegal use.
- P. Position, use or advertising of alcoholic drinks or illegal drugs or inderence to campus while under the influence of alcohol or illegal drugs.
- Q. Smoking in University buildings.

Article (5):

The following penalties may be imposed against students who commit any of the violations listed in Article (4):

- A. Written warning (a reprimand).
- B. Dismissal from the classroom.
- C. Exclusion for a specified period of time from using the services provided by one or more facilities of the University in which the misconduct took place.

- D. The student will be subject to restricted privileges for a specified period of time from engaging in one or more of the student activities in which the misconduct took place.
- E. Warning in its three levels: first, second, and final.
- F. Levying of a fine no less than the value of the material and not more than the value of material which was destroyed by the student.
- G. Assign the grade of University zero (35%) or cancellation of the student's registration in one or more courses of the semester courses in which the violation took place.
- H. Suspension from the University for one or more semesters.
- I. Permanent dismissal.
- J. Cancellation of the decision to award a degree in case there is any falsification or fraud in the awarding procedures.
- K. Exclusion from attendance at some or all classes in the course in which the alleged misbehavior occurs.
- L. The delay of confirming a degree for a period not to exceed two semesters.

Article (6):

- A. It is possible to apply a combination of two or more of the penalties outlined in these by-laws.
- B. In the case of suspension from the University, his University ID will be confiscated and he/she will be denied entrance to the University for the duration of the suspension except by a written approval by the Dean of Student Affairs.
- C. Denial of the benefits of obtaining a certificate of good behavior and the notification of other public and private Universities of student's permanent dismissal.

Article (7):

In case a student was found through inquiry to have been caught cheating, attempted cheating or participated in cheating in a test or examination he/she shall be subject to a combination of the following penalties:

1. Considered to have failed the course for which the exam has been taken.
2. Cancellation of his/her registration in the courses in the semester in which he committed cheating.
3. Suspension/Disciplinary probation for one semester, being the semester following the one in which he/she was caught.

Article (8):

- A. A suspended student will not be allowed to register for the summer session following the academic semester in which the penalty took place.
- B. Any course(s) taken at any other university will be given credit during the period of his/her suspension.

Article (9):

Despite what was stated in paragraph five of these by-laws:

- A. Any student who sends another student or any other person to take any test or exam on his/her behalf will be subject to the following penalties:
 - 1. Considered to have failed the course for which the exam has been taken.
 - 2. Cancellation of his/her registration in the courses in the semester in which he committed cheating.
 - 3. Suspension/Disciplinary probation for two semesters at least starting from the semester following the one in which he/she was caught. This penalty is to be imposed by the disciplinary council upon recommendation of the inquiry committee.
- B. Any student taking a test or exam on behalf of another student will be subject to the following penalties:
 - 1. Considered to have failed the course for which the exam has been taken.
 - 2. Suspension/Disciplinary probation for two semesters at least starting from the semesters following the one in which he/she was caught.
- C. If the person taking the exam on behalf of a student is not a student he/she will be referred to the appropriate judicial authority.

Article (10):

- A. A student referred to an inquiry committee may not withdraw from the University while the inquiry is in progress.
- B. All graduation procedures are to be halted until a decision is made concerning the violation.

Article (11):

- A.
 - 1. The Faculty Council shall, in the first month of each academic year, set up an inquiry committee to look into the violations committed by students inside the faculties' premises. The Committee shall be composed of three faculty members.

2. The committee will serve for one year subject to renewal.
3. The Dean of the faculty shall refer the violations committed inside the college's premises, classrooms, or labs in which courses are given, to this committee for making recommendations for appropriate penalties to the Dean.

B.

1. The President shall, at the start of each academic year, set up an inquiry committee to look into the violations committed by students on University campus outside the faculties' premises. The Committee shall be composed of three faculty members at the University with a fourth member as an alternate. The president may in special circumstances appoint more than one committee.
2. The committee will serve for one year subject to renewal.
3. The Dean of student affairs shall refer the violations committed to this committee for making recommendations for appropriate penalties to the Dean.

C.

1. The Council of Deans shall, at the start of each academic year set up a higher Discipline Committee. The committee shall be composed of the Dean of Students' Affairs, as chair, the Dean of the faculty to which the student is registered, three faculty members, and a fourth faculty member as alternate, in order to look into students' violations referred by the Dean of Students' Affairs or the Dean of a faculty.
2. The committee will serve for one year subject to renewal.
3. The Council of Deans can in special circumstance replace the Chair of the Discipline Committee for a specified period of time.

D. The inquiry committees and Discipline committee must issue a ruling in cases referred to them in a period not to exceed fourteen days from the date of referral. The President can extend this period if needed. A student under inquiry must appear in front of inquiry committees and Discipline committee during this time if the student fails to appear after two announcements in his/her faculty a penalty will be made in absentia.

E. The inquiry committees and disciplinary committee will continue performing their functions until new committees are formed.

Article (12):

The powers to impose disciplinary penalties against students shall be determined as follows:

- A. A faculty member or course instructor is entitled to impose the penalties set out in paragraph (a), (b) and (c) of Article (5) of these by-laws.
- B. A Dean is entitled to impose the penalties set out in paragraphs from (a) to (g) of Article (5) of these by-laws.
- C. The Higher Discipline Committee reserves the right to apply any of the penalties set out in Article (5) of these by-laws, in its sole discretion that appropriately addresses the gravity of the offense presented to it.

Article (13):

The Chancellor shall have the jurisdiction of the University Higher Discipline Committee outlined in these by-laws, in the event of disorders, or disruption of the normal functioning of the University which may lead to obstruction of teaching or any threatening situation that warrants a quick decision. The Chancellor, in such a situation, shall notify the Deans' Council of his decision.

Article (14):

All decisions shall be final, except for the penalties stipulated in paragraphs (h-i) of Article (5). A student is entitled to appeal the decision, in writing, to the Deans' Council within fifteen days following notification of the decision. The Deans' Council may approve, modify, or cancel the penalty, and its decisions may not be challenged before any other authority.

Article (15):

- A. All decisions on disciplinary penalties are kept in the student's folder in the office of student affairs. All decisions must be reported to the dean of the faculty, the registrar, and to the party responsible for the student. The dean of the faculty may post the decision on the faculty's bulletin board. A penalty of warning or higher will be posted on the student's academic record.
- B. A faculty dean must report all of his/her penalty decisions to the dean of student affairs.
- C. The penalties will expire and shall be removed from the student's academic record as follows:
 - 1. First warning, after two academic semesters.

2. Second warning, after three academic semesters or upon graduation.
3. Final warning after four academic semesters.
4. All other decisions, two semesters after graduation from the University.

Article (16):

The President may remove any penalty from a student's record based on the recommendation of the department chair endorsed by the faculty's council or by recommendation from the dean of students.

Article (17):

These by-laws cancel instructions number (1) issued 10/4/1996 by the board of trustees in accordance to paragraph (f) of article (4) of the instructions number (2) for the 1989 and all modifications made by the board of trustees by decision number 1/99 and all previous instructions.

Article (18):

The employees of the campus security are responsible for maintaining law and order inside the University's campus, and their reports should be considered credible unless proven otherwise.

Statute No.2 of 1996
Of the student council of the Applied Science Private University
Issued By the Council of Trustees on 15.4.1996
And the Relevant Amendment Issued by the Council of Trustees
In Decision No.1/99

Chapter One: Definitions

Article 1

A council named "the student Council of the applied Science Private University" which represents its students and whose office is on campus shall be established in the applied Science Private University.

Article 2

The following words and phrases shall have the meaning stated against each of them unless the context states otherwise:

The university: the applied science private university.

The Council: the student council of the applied science private university.

The Administrative Board: the council's Administrative Board. The General Assembly: All enrolled students registered with the faculties of the applied science private university for earning an academic degree.

The Executive Committee: the executive committee of the Administrative Board.

Chapter Two: Council's Goals

Article 3

The Council aims at achieving the following goals:

- a. Organize objective university student activities, which contribute to promoting the educational process.
- b. Enhance the spirit of cooperation and the concept of collective work.
- c. Follow up student common issues, enlighten them with their duties, conserve their achievements, and seek to solve their problems in coordination with the university administration.
- d. Develop the concept of democracy and spirit of dialogue and firmly establish them among students.

- e. Take part in developing an integrated student personality, which is conscious of the causes of the homeland and the nation, particularly the Palestinian cause.
- f. Deepen affiliation with the university and loyalty to the homeland and the nation within the values of the Arab and Islamic culture and heritage.
- g. Provide opportunities of positive interaction between students and university sections, faculties, and administration, support the academic march, and emphasize the applied scientific orientation adopted by the university.
- h. Cooperate with the university in offering aid and assistance to needy students.
- i. Strengthen ties with student unions and organization in away which realizes the council's objectives and does not impinge on the law and directives of the university and the observed laws and regulations of the country.
- j. Enhance consolidation, and strengthen ties of national unity.
- k. Strengthen relations with Arab, Islamic and international student organizations.
- l. Enhance the role of private universities in the building and development process of the society and the nation.

Chapter Three: Administrative Board Membership and Formation

Article 4:

- a) The council administrative board shall be formed of forty to fifty members, and according to what is delimited by the university.
- b) The council's administrative board is formed of the group of students elected in each faculty according to the following representation:
 1. At least one member of each faculty.
 2. A number of members proportionate to the number of students enrolled in the faculty.
- c) The university council shall delimit the proportion of representation in each faculty one time each year in the first meeting which follows the announcing of the official number of students enrolled in faculties at the beginning of the first semester of the academic year.

Article 5:**Membership of the administrative board must meet the following terms:**

- a) The student is enrolled in the university during the term of his membership. The student who registers the minimum limit of the study load is an enrolled student in the university.
- b) He must have passed at least the minimum number of credit hours in two regular semesters (24 credit hours) according to what is provided in the valid directives of the university, and his cumulative average should not be less than 68%. This limit is liable to any modification approved by the university.
- c) He should not have received a disciplinary penalty provided by the student disciplinary by-laws (first warning and above until the beginning of nomination).
- d) He should register at least the minimum limit of the study load during the term of his membership, excluding the graduation semester and the summer semester.
- e) The student should have one academic year to study ahead of his graduation, i.e. two semesters, excluding the summer semester.

Article 6:

- a) Voting in elections is the right of every member of the general assembly.
- b) Elections of the council shall be carried out as follows:
 1. Each faculty of the university shall be a single constituency.
 2. The students of each faculty shall elect their representatives to the council directly according to the proportion defined in paragraphs (b,c) of article 4 of the present statute.
 3. Election of the council shall be carried out in one study day in the fifth week of the first semester of each academic year.
 4. Elections shall be carried out by secret ballot. For their result to be valid, the absolute majority of the total number of the students of that faculty eligible for voting should vote. If this quorum is lacking, the duration of balloting shall be extended two hours. The elections therein shall be legal whatever the number of voters is.

Chapter Four: Meeting and Powers of the Administrative Board

Article 7:

- a) The administrative board shall, under the chair of the dean of student affairs, hold its first meeting to elect from its members the chairman, vice-chairman, secretary, cashier, and committee members within two weeks from the date of announcing the election results, and shall schedule its future meetings.
- b) The administrative board meetings shall be public.
- c) The administrative board may hold confidential sessions by the approval of the majority of the administrative board members, if subjects discussed require that.
- d) (1) The administrative board meeting shall be legal if the absolute majority of its members are present.
(2) The administrative board decisions shall be issued by the majority of the votes of present members.

Article 8:

The administrative board shall have the following powers:

- 1) Discuss its working plan and approve it.
- 2) Discuss the annual administrative and financial reports and approve them.
- 3) Discuss the council's budget and submit it to the dean of student affairs, and then to the university president who, in turn, refers it to the university council to approve it.
- 4) Propose amendments to the present statute which it deems convenient and submit them to the dean of student affairs to be referred to the university president and the university council.
- 5) Take decisions and recommendations deemed by it convenient for achieving the council's goals.

Chapter Five: Council's Administrators

Article 9:

- a) The Council's Chairman and Vice-Chairman should meet the following terms:
 - 1) He should have successfully passed in the university the following credit hours:
 - 60 credit hours of the student's study plan of the Bachelor program, or
 - 15 credit hours of the student's study plan of the higher study program.

2) He should have registered at least the minimum limit of the study load in each semester, excluding the graduation semester and summer semester, as long as he holds the position.

3) His cumulative average should not be less than the required minimum limit provided by the valid directives.

b) The council's President should be Jordanian.

Article 10:

a) the Council's Chairman shall have the following competence:

1) Call for holding meetings of the Administrative Board and the executive committee.

2) Preside over the meetings of the Council and the Administrative Board.

3) Refer the Council's decisions and recommendations to the executive committee to take the necessary measures thereon.

4) Represent the Council to the university.

5) Represent the Council to similar student organizations.

b) The Vice- Chairman shall take over the competence of the Chairman in case of his absence.

1) Prepare the agenda of the subjects referred to him by the Council's Chairman, and call for meetings.

2) Prepare Minutes of sessions.

3) Receive the mail of the Council and keep its documents and seals.

4) Supply The Deanship of Student Affairs with the minutes of the sessions of the Administrative Board.

5) Carry out any other work entrusted to him by the Council's Chairman.

Article 11:

The Treasurer shall undertake the following duties:

1. Receive all cash by receipts and deposit it in the council's account.

2. Disburse expenses against valid bills and according to the decisions of the General Assembly.

3. Present to the Chairman of the Administrative Board a sheet of balance of revenues and expenditures.
4. Keep books and financial records according to sound accounting principles.
5. Prepare the annual financial report.

Chapter Six: The executive Committee And the Administrative Board Committees and their Competence

Article 12:

The Council's Affairs shall be run by an executive Committee chaired by the Council's Chairman, together with the Vice-Chairman, the secretary, the Cashier, and the Chairmen of the Permanent Committees of the Administrative Board as members.

Article 13:

The Executive Board shall meet within a period not exceeding a week after forming it, and shall hold weekly meetings unless need requires otherwise.

Article 14:

The Executive Committee shall undertake the following duties:

- 1) Implement the Administrative Board's decisions, and follow up its recommendations.
- 2) Prepare the Council's draft budget.
- 3) Supervise faculty committees and monitor their performance.
- 4) Lay down the draft working plan of student activities.
- 5) Study student issues and propose convenient solutions for them.
- 6) Discuss the annual administrative and financial reports and submit them to the administrative Board.

Article 15:

- a) The Administrative Board shall from among its members the following committees:
 1. The Financial Committee.
 2. Committee of Voluntary work and Societal Service.
 3. Committee of External Relations and Information.
 4. Committee of Student Issues.
 5. Committee of Student Activities.

- b) The permanent committees shall elect for them chairman and secretaries from among their members in the first meeting held after they are formed.
- c) The Administrative Board may form interim committees from among its members to carry out certain duties.
- d) The work, duties, and powers of the permanent and interim committees shall be organized and defined by regulations approved by the Administrative Board and ratified by the Dean of student affairs.
- e) All Administrative Board Committees may, in executing their duties, seek the help of any suitable member of the General Assembly.
- f) The Treasurer shall be the chairman of the Financial Committee of the Council.

Article 16:

- a. A committee named "the faculty committee" and consisting of the faculty representative to the Administrative Board and elected complementary members of the faculty committee shall be formed in each of the university faculties. The committee shall elect a chairman for it from among its members, who are also members of the Administrative Board.
- b. In faculties whose representation is less than five students in the Administrative Board, five members shall be elected for the Faculty Committee. The five members who have won the highest votes shall be the faculty representatives to the Administrative Board according to the proportion of faculty students to university students.
- c. The Faculty Committee shall undertake the following duties:
 - 1) Prepare the plan of student activities on the faculty level and submit it to the Administrative Board.
 - 2) Execute decisions of the Administrative Board which concern the faculty's student affairs.
 - 3) Follow up activities approved by the Administrative Board on the faculty level.
 - 4) Study student issues in the faculty and submit proposed solutions to the Administrative Board.
 - 5) Prepare the annual report of the activities of faculty students.

Chapter seven: Membership Disqualification

Article 17:

- a) A member of the Administrative Board, the Executive Committee, or other affiliated committees, shall be disqualified in the following cases:
 - 1) If he has committed a forbidden act or an act impinging on the Council's objectives and goals or harming its reputation.
 - 2) Has been penalized for any disciplinary in fraction by initial warning and above.
 - 3) Has been convicted of a crime or misdemeanor.
 - 4) Has a lot one of the membership conditions provided in article 5, excluding cumulative average.
 - 5) Has submitted his resignation in writing and his resignation is accepted by the majority of the executive Board members.
 - 6) Has transferred from one faculty to another during the term of his membership
 - 7) Has not attended four successive or seven interrupted sessions of the Administrative Board without acceptable excuse.
 - 8) Has Died.
- b) Disqualification in cases stated in item (1) paragraph (a) of this article need a two third majority vote while all other items are by decision.

Chapter Eight: Councils Funds

Article 18:

- a) The Council shall have a special budget supervised by the executive Committee and whose revenues consist of the following:
 - 1) An annual financial grant offered by the university to the amount of one Jordanian Dinar for each student registered in semester, excluding the summer semester. This grant shall be paid in two installments, and 10% of it shall be deducted for services and accommodations offered by the university. Financial transactions shall be settled at the end of each semester, and no allocations shall be transferred from one semester or year to another.
 - 2) Gifts, grants, and donations approved by the university council.
 - 3) Proceeds of activities performed by the council.
 - 4) Any other revenues approved by the university council.

- b) the council funds shall be deposited in its name with the bank on campus, and no funds shall be withdrawn except by the joint signatures of the council's chairman, the cashier, and the secretary, provided that the following should be abided by:
- 1) the chairman or the representative of the permanent committee shall make the order of purchase or service, and after the order is endorsed by the signatures of the council's Chairman, cashier, and the secretary, the order shall be submitted to the dean of the student affairs to be accredited according to the items of the budget and after ascertaining that allocations are available.
 - 2) For expenditure on purchases or services to be legal, and in cases where expenditure exceeds 300 Jordanian Dinar, quotations from at least three domestic companies should be obtained in coordination with the Dean of student affairs and the university's office of tenders.
 - 3) Funds shall be disbursed only by the official bills signed by the owner of the store or company and ratified by the three members of the executive committee, provided that reasons of disbursement and the signature of the recipient in the competent committee should be attached to the bills.
 - 4) The council's Chairman may disburse no more than 50 Jordanian Dinar per month which the cashier shall keep as an advance for petty cash and shall settle legally.
- c) A portion of the council's budget which is, at any rate, not less than the portion allocated for publication, shall be allocated for needy students. The opinion of the Dean of Student affairs shall be adopted for this purpose.
- d) The council may not use the grant offered by the university in ways detrimental to the university or harmful to its reputation or impinging on the rights of its officials.
- e) The executive committee shall incur any funds disbursed in violation of the present directives, and no member shall be discharged of any financial violation unless it is settled by him.
- f) The university Financial Director shall audit the council's financial bills and documents, ways of disbursement, and the final balance of account sheets.
- g) The executive committee should settle all funds, if any, due on the council before its term terminates.

- h) The present directives shall come into effect as from the beginning of the first semester of the academic year 1999-2000.

Chapter Nine: Election Committee and Its Powers

Article 19:

- a) The election process shall be entrusted to a committee named " the Election High committee" and formed by the university President, and consists of:
- 1) Dean of Student affairs: chairman.
 - 2) Two teaching staff members: members.
 - 3) Four students nominated by the Dean of Student Affairs: members.
- b) The Election Committee members shall start their duties as soon as they are appointed. Membership shall be withdrawn from anyone of them and vacancy shall be filled by a decision of the university President.
- c) Students who are members in the election committee are not entitled to nominate themselves to the membership of the Administrative Board as long as they are members in this committee.
- d) The election Committee shall undertake the duties and powers authorized by the university president within the principles he issues according to the provision of article 32 of the present directives.

Chapter Ten: General Rules

Article 20:

The chairman and members of the Administrative Board shall take the following oath of office before the university president and the dean of student affairs within a week from the date of announcing the election results:

"I swear by Almighty God that I will be faithful to God, The Homeland and the King, observe the university laws, and abide by its laws and regulations and the council's directives."

Article 21:

Any committee shall be deemed resigned if the majority of its members resign.

Article 22:

Any meeting of the Administrative Board and its committees shall be legal if it attended by the absolute majority of the members. Should this quorum not obtain, the second meeting shall be legal whatever the quorum is.

Article 23:

Decisions and recommendations shall be taken by the majority of present members. Should there be tie in votes, the side in which the session chairman is shall preponderate.

Article 24:

If the council's chairman, vice chairman, secretary, or cashier resigns from his post or is disqualified, the Administrative Board shall , with the presence of the absolute majority of the members and the Dean of Student Affairs, elect a substitute.

Article 25:

The Council shall practice its competence to the extent which this practice does not contravene competence entrusted to different councils and administrations of the university, according to their valid laws, regulations and directives.

Article 26:

The Administrative Board and its committees shall be dismantled by a decision of the university council upon a motion by the university President. In such case, the council's properties shall be deposited for the forthcoming board by a directive of the university president, provided that new elections should be held within a period not exceeding a month from the date of dismantling it.

Article 27:

Should the majority of the members of the Administrative Board resign, the Administrative Board and its committees shall be dismantled from the date the resignation has been submitted, and new elections shall be held within a period not exceeding one month from the date of resignation.

Article 28:

The administrative board and its committees shall practice their powers after the termination of their term until new elections are held.

Article 29:

Existing student scientific societies shall be abrogated as from the beginning of the first semester of the academic year 1996-1997, and they shall be replaced by the student council.

Article 30:

The university shall provide an office for the administrative board and its committees.

Article 31:

Should the seat of an administrative board member become vacant, it shall be filled by the first, second or third standby member. Should these options be exhausted, and the council's term terminates in at least two months, a new member shall be elected for the vacant seat for completing the term.

Article 32:

Anything which is not provided for in the directives and regulations of the council shall be addressed by directives issued by the university president after counseling with the executive committee.

Article 33:

The university president, the dean of student affairs shall be charged with executing the provisions of the present statute.

The Main Library

The university's main library was established, together with the university, in 1991. Since that date the library has acquired 105000 Arabic – and – English language – books which serve all specializations taught in the university. The library also subscribes to 578 indexed scientific periodicals, of which 213 are Arabic- language periodicals, and 365 are English language periodicals, in addition to 13957 volumes of previous periodicals. The library also contains a collection of tapes, films, maps, transparencies and other computer – read materials such as compact discs.

As it is a university library, its services focus on bolstering the process of education, instruction, and research in the university as well as on preserving and introducing the intellectual production through different information media, organizing and facilitating the use of these media, supplying information services from these and other media, making study and research opportunities available and securing the convenient atmosphere for achieving them.

The Library Location

The library occupies six locations: the main building (Ibn –Alnadeem Building No.8) whose area exceeds 6.000 square meters. It comprises the technical sections, halls of book and periodical stacks, reading areas which accommodate 1.700 readers at a time. The second location is in a medium – size place in Ibn Khaldoon Building which has been converted into a library affiliated with the faculty of computer Science and Information Technology. It contains the books and important references of this specialization, as well as reading and research rooms. The third location is in the faculty of engineering. It contains engineering references and a 400 –square –meter hall. The fourth location is in the building of activities. It is used as a reading room. The fifth location is in the faculty of pharmacy. The six location is in the faculty of law.

Employees and Sections

A good number of cadre specialized in information and library science, computer science, and educational resources work in the library. The number of this library specialists constitutes the highest rate among the employees of both public and private libraries in Jordan which is in charge of developing the library's acquisition of information media the cataloging and indexing section which is in charge of organizing

acquisition according to principles used worldwide, such as cataloging, classification, and indexing the loan section which is in charge of offering direct services to library users the computer section which feeds data to the computer and retrieves them, and offers computer information service the section of periodicals which follows up subscriptions to periodicals and offers the relevant service the section references which offers reference services and instructs users with the manner of using references. The library also has a section for audio-visual materials. It offers services of magnetic discs, video and audio cassettes, etc.

Library Cataloging

In cataloging the library's holdings, Dewey's decimal cataloging system is adopted. The system divides human knowledge into ten main sections (ten origins, each hasten branches) represented by the following code numbers:

| | |
|--|--|
| 000-099 General Knowledge: | Encyclopedias, bibliographies, computer, information and library science, press. |
| 100-199 Philosophy and psychology | |
| 200-299 Religions | |
| 300-399 Social Sciences | Sociology, statistics, political science, economics, law, general management, social services, education and instruction, commerce and communication , hall and customs. |
| 400-900 Languages | |
| 500-599 Pure and Natural Sciences: | Mathematics, astronomy, physics, chemistry, geology, biology, botany, zoology |
| 600-699 Applied sciences (Technology) | Medicine, engineering, agriculture, household art, heavy and precision industry and handicrafts, building. |
| 700-799 Arts: | City planning, architecture, business administration, sculpture, oil painting, engraving, photography, music, entertainment arts. |
| 800-899 Literature | |
| 900-999 History and Geography | Biographies, genealogy. |

The books are cataloged in an ascending order of numbers and divided into two sets:

One for Arabic – Language books, the other for foreign books. The two sets of the same subjects are arranged in a way that the stack of one set is at the back of the other set.

Periodicals

The section of periodicals occupies part of the ground floor of Ibn – Alnadeem building. Periodicals are arranged alphabetically on stacks according to titles of each specialization. A copy of the latest issue appears on the stack. Previous issues of the same year are arranged chronologically according to date or serial number.

Issues of the previous year have all been bound and deposited in two halls in the same section: one for human sciences, the other for natural and applied sciences.

Library Services

The library offers services for university teaching staff, researches, administrators, and student. It also offers services to outside researches and scholars according to special terms provided in the library instructions.

Reference Services

The library has allocated three rooms for reference information media: one in Ibn Khaldoon Building, the second in the main library itself, and the third for engineering sciences in the faculty of engineering, Al-Khawarizmi Building.

Library officials help users in obtaining information, using the library holdings for study or research, and instructing them of the way of using references and methods of searching them. They also serve users inquiries when they need fast information and instruct the users of the way of using indices and bibliographies.

Jordan Collection Hall

In the context of the library's interest in the history and civilization, the library has placed the collection of books, publications, reports, and maps which deal with Jordan and which the library has acquired in a hall named " the Jordan collection" which functions as a reference for researchers who are interested in Jordan studies.

Hall of Audio- Visual Aids

The library has prepared this hall for serving researchers with magnetic discs, microfilms, and video and audio cassettes.

Access to Library and Loan Services

These services include:

On –site Knowledge: the library follows the system of library open stacks to which users can have open access.

For more convenient access, a new system for arranging books has been used by placing Arabic-Language books on stacks at the back of foreign-Language of the same subject and specialization.

Overnight Loan: some books are placed on hold stacks. These books have been selected by lectures as supplementary references for courses. Some book titles have one copy which is used by many students. The overnight loan enables student to borrow the book on hold one hour before the end of the library working day and bring it back next day morning.

Outside loan: outside loan is offered through a special identity card is issued by the library. This identity card is used only by its holder. The student enrolled in the university is urged to have a library card issued for him and renew it each semester.

The student should carefully read the instructions printed on the card.

The library instructions define the loan system, the number of books to be borrowed, and loan duration for library categories of users.

Running Information Services

The library informs lectures, students, and other users of the latest publications in the fields of their specialization.

The library has issued in January 2001 the first bibliography of publications and other media newly acquired by the library. This bibliography will be issued on a monthly basis.

Bibliographies

The library prepares each semester bibliographies of the library holdings which are of help to users. These bibliographies are arranged alphabetically according to author, title, and subject. It also prepares bibliographies on particular subjects for accreditation or research.

Photocopying

Photocopying is available in the library building to all users who may photocopy part of a book or an article in a periodical.

Library Indices and Bibliographies

The library has at the present two kinds of bibliography which constitute the key of access to the material. These are:

Computer Bibliography: library officials are ready to answer users, requests or inquiries through the computer.

Printed Bibliography: the library has bibliographies of titles, authors, and subjects arranged alphabetically and printed in Arabic and English.

Library office hours

The library offers services to users from 8 a.m. to 4 p.m. daily from Sunday through Thursday. Office hours are extended during the period of final examinations.

University Bus System

Students subscribing to the university bus system may commute in buses one time every day. All passengers are disembarked in the university parking lot. Students should observe the following instructions, and any student violating them shall be liable to penalty resolved by the university administration and shall be deprived from using the bus system:

Students should

1. Adhere to the instructions issued by the university administration.
2. Present the subscription ticket before embarking on the bus.
3. Wait the bus in the specified bus stop, and adhere to the line fixed on the card.
4. Observe bus tidiness and proper use, and deal properly with all passengers.
5. Not bring nonsubscribers on the bus, and not reserve seats.

Note: any proposals or complaints are forwarded to the dean of student affairs.

Obtaining a semester Bus Ticket

- 1) the student who wants to obtain a bus ticket should
 - a. fill a form at the financial office and attach to it his 2x3 inch photographs,
 - b. pay to the financial office the value of the ticket against a receipt which he keeps until he receives the ticket.
 - c. No one else except the ticket holder may use the ticket which is good for one semester.

- 2) If the student has lost his bus ticket, he should
 - a. Notify the service section of the office of administrative affairs of losing his ticket, and write a pledge of not misusing the ticket.
 - b. Contact the financial office, fill a form and attach to it his 2x3 inch photograph, and pay 10 Jordanian Dinars.
 - c. Contact the service section of the office of administrative affairs to obtain a new ticket.

Semester schedule of bus system

Notes:

Times in the table below indicate bus movement from locations at these fixed times.

Bus service for transporting students from the university to these locations continue to 5:15 p.m.

Should there be a change in the times of bus movement, it will be announced in the university signboard.

| Line's Name | Tour 1 | Tour 2 | Tour 3 | Tour 4 |
|---|---------------|---------------|---------------|---------------|
| Al-Zarqa- Yajooz | 6:45 | 8:05 | 9:15 | - |
| Al-Risaifa | 6:45 | - | - | - |
| Al-Abdali- Al Dakhiliyya | 7:00 | 8:00 | 9:00 | 10:00 |
| Marka | 7:00 | 8:15 | | |
| Al-Istiqlal- Tariq | 7:00 | 8:00 | 9:00 | 10:00 |
| Al Hashmi | 7:00 | 8:15 | -- | ---- |
| Wasfi Al-Tal St.- Khalda | 7:00 | 8:00 | 9:00 | 10:00 |
| Al wahdat | 7:00 | --- | 9:00 | ---- |
| Al-Swaifiyya -Fifth & Sixth Sq. | 7:00 | 8:00 | 9:00 | 10:00 |
| Al-Bayadir - Abdullah Ghosha St. | 7:00 | 8:00 | 9:00 | 10:00 |
| University Of Jordan - Al-Rasheed District | 7:15 | 8:15 | 9:15 | 10:15 |
| Swaillih- Al-Balqa | 7:15 | 8:15 | 9:15 | ----- |
| Nazal -Rass Al-Ayn | 7:00 | 8:15 | 9:00 | ---- |
| Marj Al-Hamam | 6:45 | 8:05 | ---- | ---- |
| Raghadan | 7:00 | 8:00 | 9:00 | 10:00 |
| Al-Salt | 6:45 | ---- | ----- | ----- |

University Calendar 2013-2014

First Semester 2013-2014

| Date | | Day | Statement |
|------------|------------|--------------|---|
| From | To | | |
| 22/9/2013 | | Sunday | Beginning of the academic year 2012-2013 and work of the teaching staff |
| 23/9/2013 | 03/10/2013 | Sun - Thurs | Second period of advice, registration, and drop and add of the first semester courses |
| 6/10/2013 | | Sunday | Classes begin |
| 13/10/2013 | 17/10/2013 | Sun-Thurs | Eid Al Adha * |
| 4/11/2012 | | Monday | Hijra New Year* |
| 14/11/2012 | | Thursday | Memory of Birthday of his Majesty the late King Hussein Ibn Talal (work day) |
| 10/11/2013 | 21/11/2013 | Sun- Thurs | Period of test 1 |
| | | | |
| 8/12/2013 | | Sunday | Registering second semester courses begins |
| 22/12/2013 | 2/1/2014 | Sun – Mon | Period of Test 2 |
| 25/12/2013 | | Wednesday | Christmas |
| 1/1/2014 | | Tuesday | New Year |
| 13/1/2014 | | Thursday | Memory of Birthday of Prophet Muhammad* |
| 16/01/2014 | | Thursday | Expiry of the period of withdrawing from first semester courses |
| 26/1/2014 | 4/02/2014 | Sun. – Tues. | Final Examination of first Semester |
| 30/1/2014 | | Thursday | Birthday of his Majesty King Abdullah II |
| 5/2/2014 | | Wednesday | Student recess Begins |
| 6/2/2014 | | Thursday | First semester results are due |
| 13/2/2014 | | Thursday | Recommendations of faculty Boards for Conferring the Bachelor degree on graduates in the first semester are due |
| 17/2/2013 | | Monday | Council of Dean's decision of conferring the Bachelor degree on graduates of the first semester Leave of teaching staff members is arranged with Heads of Department and Deans according to work requirements. |

*Holidays based on lunar calendar have been estimated and are subject to change.

Second Semester 2013-2014

| Date | | Day | Statement |
|--------------|-----------|-------------|---|
| From | To | | |
| 16/2/2014 | 20/2/2014 | Sun - Thurs | period of drop and add of the second semester courses |
| 23/2/2014 | | | Classes begin |
| 23/3/2014 | 3/4/2014 | Sun - Thurs | Period of test 1 |
| 13/4/2014 | | Sunday | Start of registration for summer semester |
| 1/5/2014 | | Thursday | Labor Day |
| 4/5/2014 | 15/5/2014 | Sun – Thurs | Period of Test 2 |
| 25/5/2014 | | Sunday | Independence Day |
| 29/5/2014 | | Thursday | Expiry of the period of withdrawing from second semester courses |
| 4/6/2014 | 12/6/2014 | Wed. –Thurs | Final Examination of second Semester |
| 9/6/2014 | | Monday | Anniversary of Royal Ascension to the Throne (without Holiday) |
| 10/6/2014 | | Tuesday | Day of National Awakening and Army Day (without Holiday) |
| 15/6/2014 | | Sunday | Student vacation Begins |
| 15/6/2014 | | Sunday | first semester results are due |
| 19/6/2014 | | Thurs. | Recommendations of faculty Boards for Conferring the Bachelor degree on graduates in the second semester are due |
| 23/6/2014 | | | Council of Dean's decision of conferring the Bachelor degree on graduates of the first semester Leave of teaching staff members is arranged with Heads of Department and Deans according to work requirements. |
| 25,26/6/2014 | | Wed.-Thurs. | Graduation Ceremonies |

Summer Semester 2013-2014

| Date | | Day | Statement |
|-----------|-----------|-------------|--|
| From | To | | |
| 6/7/2014 | 10/7/2014 | Sun – Thurs | period of drop and add of the second semester courses |
| 13/7/2014 | | Sunday | Classes begin |
| 28/7/2014 | 31/7/2014 | Mon-Thurs | Eid Alfetr* |
| 3/8/2014 | 7/8/2014 | Sun- Thurs | Period of test 1 |
| 3/8/2014 | | Sun. | Registering first semester courses of 2013-2014 begins |
| 17/8/2014 | 21/8/2014 | Sun-Thurs | Period of Test 2 |
| 28/8/2014 | | Thurs | Expiry of the period of withdrawing from summer semester courses |
| 7/9/2014 | 8/9/2014 | Sun-Tues | Final Examination of second Semester |
| 10/9/2014 | | Wed. | Student vacation Begins |
| 11/9/2014 | | Thurs | summer semester results are due |
| 18/9/2014 | | Thurs | Recommendations of faculty Boards for Conferring the Bachelor degree on graduates in the summer semester are due |
| 22/9/2014 | | | Council of Dean's decision of conferring the Bachelor degree on graduates in the summer semester |

*Holidays based on lunar calendar have been estimated and are subject to change.

First Semester 2014-2015

| Date | | Day | Statement |
|-----------|----|------|---|
| From | To | | |
| 21/9/2014 | | Sun. | Beginning of academic year 2013-2014 and work of the teaching staff |
| 5/10/2014 | | Sun. | Classes begin |