

Instructions for Granting a Bachelor's Degree at Zarqa University

No. (3) for the Year 1994 and Its Amendments

**Issued Based on Article (2) of the Degrees and Certificates Granting
Regulations No. (3) for the Year 1994 and Its Amendments**

**Issued under the Temporary Jordanian Universities Law No. (16) of 2010 and
the Regulations and Instructions Issued in Accordance with It**

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Article (1): These instructions are called "**instructions of granting Bachelor degree in Zarqa University**", and are considered in force as approved by the Board of Trustees.

Article (2): These instructions apply to regular students in all faculties of the university who are registered to obtain a bachelor degree.

Teaching Plans

Article (3): The Deans' Council in Zarqa University approves the teaching plans that lead to obtaining a bachelor degree in the specializations offered by the faculties of the University, according to a recommendation by the councils of the departments, and a recommendation from the councils of the faculties.

Article (4): a. Teaching plans are put on the basis of credit hours system.

b. Each course of the teaching plans is limited to (3) hours that may be increased or decreased by a resolution from the Deans' Council.

c. Credit hours are distributed on the basis that weekly lectures or symposiums are credit hours, as for the laboratory and practice hours, they are distributed separately, and in all cases the credit hours for the laboratory or the practice should not be more than two.

Article (5): The minimum limit for the required credit hours to obtain a bachelor degree should be as follows:

Faculty	Credit Hours
Faculty of Shari'a	132

Faculty of Arts	132
Faculty of Sciences and Information Technology	132
Faculty of Economy and Administrative Sciences	132
Faculty of Educational Sciences	132
Faculty of Law	132
Faculty of Allied Medical Sciences	136
Faculty of Nursing	132
Faculty of Engineering Technology	160-169
Faculty of Pharmacy	165
Faculty of Arts and Design	132

Article (6): Credit hours to obtain a bachelor degree in the specialties offered by the faculties of the university are distributed according to the requirements of graduation, as follows:

University requirements	27
Faculty requirements	20-30
Department specialized requirements	54-113
Department assisting requirements	0-27
Free courses	0-6
Training	0-12

Article (7): Teaching plans in each specialization that grants a bachelor degree include the following:

a. University Requirements

1. University requirements include a common ground for all students of the university that aim at strengthening the student's knowledge in

various aspects of human knowledge and science, improve his/her understanding of Arabic Islamic culture and the revival of its genuine thought, deepening his/her patriotism, developing his/her academic approach and critical way of thinking, and increase his/her ability to express one's self in both Arabic and English.

2. The university requirements include (27) credit hours distributed as follows:

***Obligatory Requirements: (12) credit hours, as follows:**

Course Number	Course	Credit Hours
0200100	Military Sciences	3
0201100	Arabic Language (1)	3
0202100	English Language (1)	3
0203108	National Education	3

0102100 0200100 0201100 0202100 0202101 0203101 0306101 Islamic culture and modern issues Military and civil defense sciences English Language (2) Contemporary Islamic world and Palestinian issue Computer skills (1) 3 3 3 3 3 3

***Optional Requirements (15) credit hours as follows:** The student chooses at least one course from each field, with a maximum of two courses from every field:

Field of Humanities:

Course Number	Course	Credit Hours	Notes
201102	Arabic Language (2)	3	Except for the students of the Faculty of Arts
203107	Jerusalem history and culture	3	
203102	History of Jordan and Palestine	3	Except for the students of the Faculty of Arts
102100	Islamic Culture	3	Except for the students of the Faculty of Shari'a

The Field of Social and Economic Sciences:

Course	Credit Hours	Notes
Principles of Economy	3	Except for the students of the Faculty of Economics and Administrative Sciences
Introduction to Sociology	3	
Principles of Education Science	3	Except for the students of the Faculty of Educational Sciences
Introduction to Law	3	Except for the students of the Faculty of Law

Science, Technology, Agriculture, and Health Fields:

Course Number	Course	Credit Hours	Notes
0306101	Computer Skills 1	3	Except for the students of Faculty of Sciences and Information Technology
1001101	Principles of Astronomy	3	
1001102	Scientific Education	3	
1001103	Principles of the Science of Environment	3	

b. Faculty requirements, which are allocated the following credit hours:

Faculty	Credit Hours
Faculty of Shari'a	21
Faculty of Arts	21
Faculty of Sciences and Information Technology	21
Faculty of Economy and Administrative Sciences	21
Faculty of Educational Sciences	21
Faculty of Law	21
Faculty of Allied Medical Sciences	22
Faculty of Nursing	20
Faculty of Engineering Technology	29
Faculty of Pharmacy	30
Faculty of Arts and Design	21

c. Department's specialized requirements (54-113) credit hours:

1. The department's specialized requirements consist of obligatory and optional courses.
2. The department's specialized courses cover all aspects of the specialty in a balanced way and are organized in a certain sequence.
3. Each course is allocated three credit hours, and may in special cases be decreased to one credit hour or increased to a maximum of six credit hours.

d. Department's assisting requirements (0-27) credit hours:

Each department chooses the assisting courses according to the nature of that department, provided that these courses are identified and that they should be closely related to the specialty of the department.

e. Free courses (0-6) credit hours:

The student studies free courses that he chooses from the courses of the other departments of the university according to his plan.

Article (8):

- a. The courses that are presented in the teaching plan are classified into five levels.
- b. Prerequisite or simultaneous courses (if any) are established with each course.
- c. Each course is given a number to indicate its level.
- d. Along with each course the number of lectures, weekly practice or laboratory hours, and credit hours should be mentioned.
- e. A description of the course shall be placed in proportion to the number of credit hours allocated to it.
- f. Each department presents a guiding plan distributed to eight semesters.
- g. The student may not study a course before its prerequisite, and in such case his registration and mark in that course are cancelled, unless he acquires the consent of the dean of his faculty.

- h. The student may study a course with its prerequisite in the same semester if he has studied the prerequisite in a previous semester and did not pass it, or if his graduation depends on it.

Duration of Study and Academic Load

Article (9):

- a. The duration of study to obtain a bachelor degree with regular academic load for the student is eight semesters or four academic years, except for the Faculties of Engineering Technology and Pharmacy, the duration of the study in them is ten semesters, or five academic years.
- b. The student may not obtain a bachelor degree within less than three academic years, except for the Faculties of Engineering Technology and Pharmacy, where the period is not less than four years, and the academic year means two regular semesters, to which a summer semester may be added.
- c. The period that the student spends registered for study to obtain a bachelor degree may not exceed seven academic years for the morning studies, and ten academic years for the evening studies, with the exception of the Faculties of Engineering Technology and Pharmacy, where the permitted study period for morning study students is eight years and for evening study students twelve years, and the student may be granted one additional academic semester by a decision of the Deans' Council.
- d. The summer semester is not considered a semester for the purposes of counting the duration of study.

Article (10): the period for the semester is (16) weeks including the period of exams, and the summer semester is eight weeks long including the period of exams.

Article (11):

- a. The minimum limit for the credit hour that the student studies in the morning studies is (12) credit hours for the semester, and may with the consent of the dean be only (9) credit hours, and the minimum is (3) credit hour for the student of the evening studies. An exception of that would be the student

whose graduation at the end of that semester depends on studying less credit hours.

- b. The student at the university is allowed a maximum of (18) credit hours per semester, and the student may register (3) more credit hours if his average in the previous semester was not less than (80%), or if these credit hours were necessary for his graduation. The allowed maximum limit for the student in the graduation semester may not reach (22) credit hours, if the added hour was practice or laboratory credit hour. As for the summer semester the maximum credit hours allowed for the student is (12) hours for the purposes of graduation, whether he was a graduate at the end of that semester, or at the end of the semester that follows with 21 hours.

Article (12): Students registered for obtaining the first university degree are classified into five levels, first year, second year, third year, and fourth year, and fifth year, the student is considered in the second, the third, the fourth, or fifth if he passes no less than (33, 66, 99, or 132) credit hours respectively.

Attendance

Article (13):

- a. Attendance is a condition for all students according to the hours decided for each course in the teaching plan.
- b. The student may not be absent for more than (15%) of the total hours decided for each course without an excuse.
- c. If the student is absent for more than (15%) of the total hours decided for the course without a forceful medical excuse accepted by the dean, he is not allowed to sit the final exam, and his result in this course is zero, and he has to study it again if it is obligatory, in all cases the result of this failure is counted within the student's semester and total average for the purposes of ultimatum and expelling from the faculty.
- d. If the student is absent for more than (15%) of the decided hours for a course, but this absence was because of illness or forceful excuse that the dean accepts, the student is considered withdrawing from that course and regulations of withdrawal apply to him, and the faculty dean notifies the Dean of Admission and Registration about that, the word (withdrawn) is written in

front of that course in the academic record of the student. As for the students who represent the kingdom or the university in official activities, they are allowed to be absent for no more than (20%).

- e. The student presents his excuse to the dean within a period of two weeks of the date he stopped attending, and in case of forceful circumstances the student presents his excuse within a week of the disappearance of these circumstances, and in case of illness the excuse should be issued or certified by the medical center of the university.

Exams, Grades, and Averages

Article (14):

- a. Grades are counted and registered for each course in percentage with showing the number of credit hours, and the final grade is registered without any decimal fractions.
- b. Final grade for each course is the sum of the grades of the final exam and the semester work.
- c. The general frame of the exams is as follows:
 1. the pure theoretical courses:
 - 50% of the grades is allocated for the semester work provided that at least two written exams are given.
 - 50% of the grades is allocated to the final exam, which is written and comprehensive. The councils of the faculties show how these grades are distributed, provided that it is done with the consent of the deans' council.
 2. Practical courses:

The Faculties' Councils shall state the method of distributing the marks placed for these subjects, provided that this is accompanied by the approval of the Deans' Council.

Article (15):

- a. In case of a course that includes more than one class, the council of the department appoints one of the teaching staff-members as coordinator for the material to be covered, scheduling exams, and designing a unified method of assessment in cooperation with the other instructors of the course.

- b. In case of the course taught by more than one instructor, the council of the department appoints one of them as coordinator for the teaching, scheduling exams, and designing a unified method of assessment in cooperation with the other instructors of the course.

Article (16):

- a. Exam papers are returned to the student after correcting them within two weeks of the exam, and one week after that the grades are sent to the head of the department and are considered final.
- b. Final exam papers are kept by the deanship of the faculty for a period of one semester, and then they are disposed of in coordination between the dean of the specialized faculty and the head of admission and registration.
- c. Lists of final grades detailed for each course is sent to the department to study them and send them to the dean of the faculty so that the council of the faculty would finalize them and send them to the head of admission and registration to put them into records.
- d. The subject teacher is responsible for checking the examination papers related to his subjects, and monitoring the marks electronically, correctly, and completely.

Article (17):

- a. The student who misses an announced exam has to present an excuse to the teacher of the course within three days of the disappearance of the excuse, and in case this excuse is accepted, the teacher would give the student a complementary exam.
- b. The student who misses an announced final exam without an excuse accepted by the dean of the faculty of the student, the student's grade in this exam would be considered zero.
- c. The student who misses an announced final exam with an excuse accepted by the dean of the faculty of the student, the dean would inform the teacher of the course and the head of admission and registration of his decision to accept the excuse.
- d. The word (incomplete) is written to the course of which the student misses the final exam with an accepted excuse.

- e. The teacher gives the student an exam for the incomplete course within the period to the end of the semester following the semester in which he did not take the exam, and the dean of the faculty to which the course refers informs the head of admission and registration of the details of the student's grades in the course.

Article (18):

- a. The student may request reviewing his grade in the final exam in any course within a period of thirty days of announcing the results, and the dean in this case has the right to investigate that there was no mistake in the process of correcting, and that is done through a committee including the dean, or his deputy, the head of the department, and the teacher of the course.
- b. The student may apply to the dean to review all his final grades and take their details within thirty days of announcing the results, and the dean, or his deputy, may in this case with the teacher of the course make sure there was no physical mistake, and correct it if found.

Article (19):

- a. The pass mark (succeed) in a course is (50%).
- b. The percentages are allocated for the semester and total averages are given the assessments as shown in the following:

84-100%	excellent
76-83.9%	very good
68-75.9%	good
60-67.9%	pass
50-59.9%	weak
Less than 50%	fail

- c. Any of the aforementioned averages is counted by multiplying the final grade of the course with the number of credit hours for each course entering in the counting of the average, and divide the total to the total number of credit hours.

- d. The average of the semester represents the average of the courses that the student studied in that semester.
- e. Taking into consideration sections (b) of article (24) of these instructions, the total average is the average of the student's grades in all the courses that the student studied till the counting of that average.
- f. In case the student fails his grade would be counted if it was (35%) or more, and any grade less than (35%) would be considered as (35%) for the purposes of counting the grade of the course.
- g. The semester or total average is fixed to the closest decimal number (without fractions).

Warning the Student and Expelling Him from the Faculty

Article (20):

- a. The student whose total average is less than (60%) in any of the semesters, except for the summer semester, is given a warning.
- b. The student is not given a warning at the end of the first semester he joins the university.

Article (21):

- a. When the student receive a warning he has to deactivate it by raising his total average to (60%) or more within a period of two academic semesters from the date of the warning.
- b. The student is expelled from the specialization if he fails to deactivate the warning after two academic semesters, and the student who had passed (99) credit hours of his plan successfully is an exception of this rule, that his total average is not less than (59.5%) and that he stays under final warning.

Article (22): The student expelled for his decreasing total average to less than (60%) may, with the consent of the dean, be accepted for a special remedial study according to the following conditions:

- a. If his average is not less than (55%), he is given four semesters to raise this average to the minimum acceptable average of (60%), and if he fails he is not allowed to continue studying unless he had finished a total of (99) credit hours

of the courses decided in his plan and that his total average was not less than (59.5%), or if he receives an exception from the Deans' Council.

- b. If his average is (from 50 to less than 55%) he is given one academic semester to raise this average to (55%), and if he achieves that he would be given three more semesters to raise his average to the minimum acceptable, but if he fails in achieving that he is not allowed to continue studying unless he successfully passes the total of (99) credit hours of the ones decided in his plan and his total average was not less than (59.5%).
- c. The dean decides to accept a student's application for a special remedial study according to a special form, taking into consideration the following:
 1. The student continues to raise his total average during the remedial study.
 2. The student is not allowed to register more than 12 credit hours in a regular semester and 6 credit hours in the summer semester, and the graduation semester is an exception, provided that the dean of the faculty approves it.

Article (23):

- a. A student is warned of expelling if his total average is less than (50%) in any semester, except for the summer semester, provided that he does not have previous warnings, and if he had previous warnings he is expelled from the specialization. He is also expelled from the specialization if he fails to raise his total average above (50%) during the following semester.
- b. A student warned of expelling is not allowed to study more than (12) credit hours in a regular semester and (6) credit hours in a summer semester.

Restudying Courses

Article (24):

- a. The student may not restudy any course in which his mark was (60%) or more.
- b. In case the student restudied a course in which his mark was less than (60%), the higher mark is counted for that course to enter in counting his total and semester averages and the lower mark is cancelled from those averages.
- c. In case the student restudied any course the hours of that course enter in counting the hours required for graduation only once.

Withdrawal from Courses and from Semesters.

Article (25): The student is allowed to withdraw and add during one week in the beginning of the first and second semesters and the three first days of the summer semester, and it is not written in his record as a note.

Article (26):

- a. 1. The student is allowed to withdraw, after the period of the withdrawal and adding, from the study of one course or more within two weeks before the final exams at the most, and one week before the final exams of the summer semester at the most, and the note (withdrawn) is written in his record for the courses that he withdrew. The fees of such courses would not be refunded.
2. Withdrawal in this case is done according to a special form prepared by the department of admission and registration and it includes the opinion of the instructor of the course, the academic supervisor, the head of the admission and registration department, and the consent of the dean of the concerned faculty.
3. The number of the hours that the student should register to study may not be, due to withdrawal, less than the minimum allowed study limit according to these instructions.
- b. The student whose absence with excuse is more than (15%) of the decided hours for a certain course in one semester is considered withdrawn in that semester, and it is written in the slot for his mark as (withdrawn), and his study is considered postponed for that semester.
- c. The student may apply to the dean of his faculty to withdraw from all the courses that he registered for a semester, and after the consent of the dean his study for that semester is considered postponed and he is not refunded for that semester. That student should present such an application at least two weeks before the final exams.

Dropping Study

Article (27):

- a. If teaching starts in any of the study semesters and the student was not registered for that semester, he is considered a drop out and his registration in the university is cancelled, unless he present a forceful excuse accepted by the specialized department, and by the specialized department the following is meant:
 1. The dean of the student's faculty, if he presents the excuse within two weeks of the start of the course.
 2. The council of the faculty, if he presents the excuse within a period that exceeds two week of the start of the course, but not after the end of the semester.
- b. If the student stopped attending for a period that exceeds the semester, his registration in the university is considered cancelled unless the Deans' Council agrees to allow him to register again if he presents a forceful excuse accepted by the council.
- c. The period for which the student stops attending is counted within the maximum limit for the student to spend studying in the university.

Postponing Study

Article (28):

- a. The student may apply to postpone his study before the start of the semester he wants to postpone if he has the reasons that convince the specialized departments, which are:
 1. Dean of the faculty, if the required postponing is only for one semester, and does not exceed four semesters, whether continuous or not.
 2. The council of the faculty, if the postponing is for more than four semesters and not more than six semesters, whether continuous or not.
- b. Taking into consideration section (b) in article (26), the new or transferred student cannot postpone study before the passage of at least one semester for his joining the university.
- c. The postponed period is not counted with the maximum period allowed for the obtaining a bachelor degree.

Transferring

Article (29): The student is allowed to transfer to Zarqa University in case there is a vacancy for him according to the following conditions:

- a. That the student is transferring from a university, university college, or university institution that is accredited by the ministry of higher education.
- b. That he successfully completes in Zarqa University no less than half the credit hours required for graduation according to the teaching plan for the student when he was accepted in the university.
- c. That the transferring student's former study was according to the system of attendance.

Article (30): A committee called "students' transfer committee" consisting of the vice president, dean of the faculty to which the student is transferring, and head of admission and registration department to look into the transfer applications of the students to Zarqa University from other universities according to the conditions in force and to the procedures that they determine. The committee counts the credit hours that the student studied in his university in light of the teaching plan in Zarqa University which he would follow in the department he is transferring to, after taking the opinion of the specialized department, and the marks of these courses do not enter in counting his semester or total average.

Article (31): Transfer applications are presented to the head of admission and registration department, and the decisions to accept them or not are issued by the transfer committee.

Article (32):

- a. The student may transfer from one faculty to another in Zarqa University if there was a vacant place in the faculty to which he is transferring and his average in the high school exams qualifies him to be accepted in the faculty he wants to transfer to.
- b. When the student transfers from one faculty to another, the courses that he studied in the faculty from which he is transferring would be counted if they existed in the teaching plan of the faculty he is transferring to and the grades of those courses enter in counting the total average of the student.

- c. Transfer applications are presented to the head of admission and registration department according to the forms designed for this purpose, and in any case the transfer is done only once.
- d. The transfer committee mentioned in article (30) of these instructions decides whether to accept the transfer applications from one faculty to another or not.

Article (33):

- a. One semester is discounted for every (15) credit hours counted for the transferring student, whether transferring from inside Zarqa University or from outside.
- b. The transferring student is treated as a new student for the purposes of postponing, warning, and expelling from the faculty.

Article (34): The students of Zarqa University are allowed to study more than (36) credit hours in an accredited university, and those hours would be counted according to the following conditions:

- a. That the student is attending and registered in Zarqa University.
- b. That he successfully passed (36) credit hour or more in Zarqa University.
- c. That he acquires the consent of the department to study the courses.
- d. That his mark in each of those courses is not less than (60%).
- e. That the grades of these courses do not enter in the total average of the student.
- f. That they are the last two semesters for the student in Zarqa University.

Requirements to Obtain the Bachelor Degree

Article (35): The student is granted the bachelor degree if he completes the following requirements:

- a. Successfully pass the required courses for graduation in the teaching plan, and has a total average of no less than (60%), and when the total average is counted for the purposes of graduation, the highest mark that the student gets in the required credit hours according to his plan is counted.
- b. Complete the other requirements of the teaching plan according to which he is graduating.
- c. Spending at least the minimum required period to obtain a bachelor degree, and not exceeding the maximum limit, according to article (9) of these

instructions, provided that the last two semesters are within his study in the university.

- d. The transferring student should successfully complete in Zarqa University no less than half the credit hours required for graduation according to the decided teaching plan when he was accepted in the university, or at least half the credit hours or the specialized department and the last two semesters are within his study.

General Provisions

Article (36):

- a. If the student's graduation depends on one obligatory course and it was not within the courses of the semester or it simultaneously appeared with another obligatory course, the dean would consent, after taking the opinion of the head of the department, that the student studies a substitute course equaling the original course in its level and credit hour, provided that the head of acceptance and registration department is informed.
- b. If the student's graduation depends on passing only one course that he already studied three times or more and did not pass, he may, with the consent of the dean and a recommendation of the head of the specialized department, study a substitute course equaling the original course in its level and credit hour.
- c. If the student had used the allowed period to obtain the bachelor degree and his total average was (60%) or more, and his graduation depended on passing only one course, he is given a chance to one extra (exceptional) semester, with the consent of the dean and a recommendation from the head of the specialized department.

Article (37): Graduation certificates, when earned, are granted by the end of each semester, and the graduation celebration is held once a year, at the end of the second semester.

Article (38): The Deans' Council decides on the cases that are not mentioned in these instructions.

Article (39): Deans of faculties and head of admission and registration department are responsible for implementing these instructions.