



Instructions for awarding a master's degree at Zarqa University issued in accordance with Article (2) of the Regulation for Awarding Academic Degrees and Certificates at Zarqa University No. (3) of 1994 and its amendments, and the Regulation of Postgraduate Studies at Zarqa University and its amendments

Article 1

These instructions are called “Instructions for Awarding a master’s degree at Zarqa University” for the year 2020, and they shall be enforced as of the date of their approval by the Deans’ Council.

Article 2

The following terms shall have the meanings mentioned opposite them, unless the context indicates otherwise:

- University: Zarqa University.
- The Council: The Council of the faculty of Graduate Studies.
- Dean: Dean of the faculty of Graduate Studies.
- Faculty: faculty of Graduate Studies.
- The concerned faculty: the faculty that offers postgraduate programs.
- Department: The department in the concerned faculty that offers postgraduate programs.
- Board Committee: The Standing Committee of the faculty of Graduate Studies.
- faculty Committee: The Graduate Studies Committee of the concerned faculty.
- Department Committee: The Graduate Studies Committee in the department.
- Program: Master's Program.

Article 3

1- The requirements for obtaining a master’s degree are (33) credit hours as a minimum, and these requirements are distributed according to the two tracks of the program (comprehensive and thesis) as follows:

A. Comprehensive Track:

1 (24) .credit hours, as a minimum of compulsory subjects.

2 (9) .credit hours, electives as a maximum.



3. Passing the comprehensive exam after completing all subjects with a cumulative average of no less than (75%).

B. Thesis Track:

- 1- (15) credit hours, as a minimum, compulsory subjects.
- 2- (9) credit hours, electives as a maximum.
- 3- (9) credit hours for a master's thesis.
- 4- Preparing a university thesis for which (9) credit hours are allocated, and Passing in the viva after completing all courses with a cumulative average of no less than (75%)

Article 4

A- The department committee, upon accepting the student, determines the remedial courses that are considered necessary to raise the student's scientific level, provided that they do not exceed (9) credit hours. These courses are specified in the admission application.

B - The student must successfully complete the remedial courses no later than the end of the first academic year of joining the program. In special cases, the student may be allowed to exceed this period for reasons estimated and approved by the Council.

C- The grades of these subjects are not included in the student's cumulative average and are not counted within the credit hours required to obtain a master's degree.

Article 5

A- The maximum period for obtaining a master's degree is six semesters, which can be extended for another two semesters with the approval of the Council, and the summer semester is considered an extension of the second semester and does not require an extension.

b- The minimum period of study for a master's degree is three semesters.

C- The total period of postponement and withdrawal with an excuse may not exceed two semesters, and this period is not calculated from the maximum limit of the period for obtaining the degree.

Article 6

A- Subject to the minimum period for obtaining a master's degree, the minimum credit hours in any semester shall be (3) credit hours, and the maximum is (12) credit hours. As for the summer semester, the maximum limit is (9) credit hours.



B - The academic year consists of two semesters, each lasting (16) weeks or (48) academic hours, and the Council of Deans may approve a summer semester of no less than (8) weeks or (48) academic hours.

Admission

Article 7

The Board of Trustees determines the number of students who are accepted into master's programs, according to the approved capacity for each specialization, based on the assignment of the Deans' Council.

المادة (8):

Conditions to accept students to the program :

A- The applicant must have a bachelor's degree with a grade of no less than "good" or its equivalent from a recognized university.

B- That the student finished his undergraduate studies on a regular basis.

C- Passing the English language exam or its equivalent in accordance with the requirements of higher education.

D- The department of specialization may set additional special conditions for joining the program offered by that department, after the recommendation of the Council and the approval of the Council of Deans, provided that these conditions do not conflict with the requirements of the Ministry of Higher Education and Scientific Research.

E- Students who hold a bachelor's degree with a satisfactory average may be accepted into master's programs, provided that the percentage of the number of newly accepted students does not exceed (10%) for Jordanian students and (15%) for non-Jordanian of the total number of the new students. Students who are accepted on these biases should study 3 remedial courses in the subjects of the program during the first year of enrollment, determined by the concerned department, and it is offered to all students applying for that specialty. The students should achieve the following:

1- Their mark in each subject should not be less than 70%.

2- Their cumulative average for the remedial courses they studied should not be less than 75%, and the student's acceptance is considered null if he does not meet these two conditions.

F- Students who holds a Higher Diploma with a grade of no less than very good can be accepted into the program, regardless of the average at the undergraduate level.

Article 9



Applications for admission to master's programs are submitted through the form issued by the Deanship of Admission and registration, and all necessary supporting documents are attached to these applications.

Article 10

A- A student may not be registered in two programs or two tracks in the same program at the same time, at any stage of his studies.

B - A student may transfer from the program he is enrolled in to another program at the university, upon the recommendation of the department he is transferring to, and the approval of the dean of the relevant faculty he is transferring to.

Graduate Studies Committees and Their Duties:

Article 11

A- The department council forms a committee called the department committee, and the competencies of the department council related to postgraduate studies are delegated to it. The committee is formed as follows:

- 1- Head of the department / Chairman of committee.
- 2- At least two professors and associate professors, and when necessary, the committee may include a faculty member with the rank of assistant professor, who meet the teaching and supervision requirements.

B- The competencies of the department committee include the following:

- 1- Supervising the matters of postgraduate studies in the department.
- 2- Academic guidance for postgraduate students in the department.
- 3- Recommending the following to the faculty committee:
 - a. Approval of the results of the postgraduate students' examinations.
 - b. Creating new graduate programs.
 - c. Approval of study plans projects.
 - d. Assign supervisors and co-supervisors.
 - e. Approval of thesis proposal.
 - f. Selection of internal examiners for Viva
 - g. Setting Viva dates.

Article 12

A- The faculty committee is formed by a decision of the concerned faculty council, and the competencies of the council are delegated to it, and the formation of the committee is as follows:



- .1The dean of the concerned faculty / Chairman of committee (or whoever he delegates.)
- .2Heads of departments that offer postgraduate programs.
- .3At least two faculty members with the rank of professor or associate professor, and when necessary, the committee may include a faculty member with the rank of assistant professor, who meet the conditions of teaching and supervision.

B - The competencies of the faculty committee include the following:

- 1- Supervising the matters of postgraduate studies in the concerned faculty.
- 2- Studying the departmental committees' proposals and assigning them to the council.
- 3- Suggesting two names as external examiners for the council, one of whom is chosen to take part in the examination.
- 3- Send a copy of the thesis to the faculty, at least two weeks before the date of setting the date for the Viva by the Council, in order to send it to the external member of the examination committee.

Article 13

A- At the beginning of each academic year, the Council forms a committee called the Council Committee, as follows:

- .1The Dean/Chairman.
- .2At least two people chosen by the council from among its members.

B- The competencies of the council committee include the following:

- .1Reviewing theses proposals submitted by postgraduate students in the concerned faculties, and recommending them to the council.
- .2Reviewing the validity of the procedures for submitting scientific theses and assigning them to the Council.
- .3Checking the formation of the examination committees, and assigning them to the Council.
- .4Checking if faculty implements the conditions required for the graduation of postgraduate students, and their complete fulfillment, and the assignment to the council, which in turn is approved to the deans' council for graduating them.

Transfer

Article 14



Students may transfer from one master's program to another at the university, or from a program from another university, if they fulfill the admission requirements for the program they wishes to transfer to, and a vacant place is available.

Article 15

A- Transfer requests shall be submitted to the Deanship of Admission and Registration in accordance with the form approved for this purpose.

b- The decision to transfer is approved by a decision of:

- .1 Dean of the concerned faculty.
- .2 Head of the department.
- .3 General Registrar.

Article 16

A- The courses that the student studied at another university must meet the following:

- 1- It shall be equivalent in terms of level and content to one or more subjects in the established study plan, provided that the percentage of its scientific content should not be less than 75% of the corresponding subject.
- 2- The student's grade in each of them shall not be less than (good) or its equivalent.

B- For transferred students, credit hours are calculated as follows:

1- The subjects he chooses from the subjects he studied in the previous program, and they are included in his average if the transfer is from inside the university.

2- The subjects he chooses from the subjects he studied in the previous program, and they are not included in his average if the transfer is from outside the university.

C - Approval of calculating the courses is made by a decision of the dean of the concerned faculty, based on a recommendation from the department and faculty committees.

D- 1) No more than (12) credit hours of subjects shall be equivalized for transferred students from outside the university,

2), No more than (12) credit hours of subjects shall be equivalized for students accepted into the program and have previously studied (special study) subjects at the university.

3) One semester is deducted from the maximum period for obtaining the degree for the student for every 9 credit hours that have been equivalized.



المادة (17):

Subject to Article (16) of these instructions:

A- A student enrolled in a postgraduate program at the university may study no more than (6) credit hours in a similar program at another university, provided that an approval is obtained from the dean of the concerned faculty, based on the recommendation of the department and faculty committees, provided that they are not counted for the student hours from another university.

B- The course marks (mentioned in item A of this article) are not counted within the accumulative average.

Article 18

A- Student may be transferred from the thesis track to the comprehensive track within the same program by a decision from the council, based on the recommendation of the department and faculty committees.

B - Students may be transferred from the comprehensive track to the thesis track within the same program, provided that they have completed (15) credit hours of the study plan, and that the accumulative average is at least (75%), and that a supervisor is available to supervise their theses. Students who wish to be transferred from the comprehensive track to the thesis track are selected competitively according to their accumulative averages.

C- The concerned faculty must provide the faculty of Graduate Studies with the names of students who fulfilled the conditions for transferring from the comprehensive track to the thesis track or vice versa, according to the form prepared for this, within a week from the start of the next semester.

D- When a student is transferred from one track to another, all the subjects he studied are counted for him within the study plan prescribed for him, and the marks of those subjects are included in the student's cumulative average.

Exams, Grades and, Courses

Article 19

A - The number (798) is assigned to the comprehensive exam.

B - The number (799) is assigned to the message.

Article 20

A- The minimum accumulative average for graduation in the master's program is 75%



B - If the student's accumulative average is less than (75%) he may re-study subjects from his study plan.

C- A student may not re-study any subject in which he obtained a mark of (75%) or more.

D - If a student re-studies a subject in which he obtained a mark of less than (75%), the highest mark he obtained in that subject is included in the calculation of his accumulative and semester average, and the mark lower than the semester and cumulative average is canceled.

E- In the event the student re-studies any subject, the hours for that subject are included in the calculation of the number of hours required for graduation only once.

Article 21

The minimum passing grade in each of the master's program courses, or the remedial courses is 70%

Article 22

A- Subject to Article (4) of these instructions, the grades of the remedial courses that the student studies at the university are calculated as pass or fail in his cumulative average.

B. The mark obtained by the student is recorded out from (100) as a maximum to (50) as a minimum.

Article 23

The distribution of exam marks will be as follows:

A- 60% of semester activities, and these include at least one mid-term written exam out of 30%, other works may include a second test, reports, and research, for which 30% of the mark is allocated.

B- The other 30% of the work may also include: participation in seminars, conducting projects, laboratories, drawings, practical tests, and practical training that have credit hours, as they have a mark determined by the concerned departments.

C - 40% for the final exam.

D- The student shall be informed of his grades. Any examination papers, reports and research papers are returned to him, before the last date of withdrawing from the courses.



Article 24

A- The following Grades are assigned to the subject's mark:

Grade	Mark
Excellent	%100-%85
Very Good	%84-%75
Good	%74-%70
Fail	أقل من %70

B- Percentages for the semester and cumulative average are allocated to the estimates shown against each of them as follows:

Grade	Mark
Excellent	%100-%85
Very Good	%84.9-%75
Fail	Less than %75

Article 25

A student may submit a thesis project after passing 15 credit hours, provided that his accumulative average upon submitting the plan is not less than 75%.

The Comprehensive Exam

Article 26

The comprehensive exam shall be of a comprehensive and integrative nature and aims to measure the student's ability to link between the various basic and advanced concepts that he has acquired from various knowledge and use them in solving scientific and applied problems in his field of specialization, according to the approved study plan.

Article 27

The department committee undertakes the following:

A- Determining the areas covered by the comprehensive exam, provided that it includes the areas of specialization and not less than three areas, the committee shall suggest references and readings necessary for this. The areas, references and readings are announced to students at least one semester before the exam date.

C- Recommending to the faculty committee the formation of a committee of at least three members who meet the supervision conditions and



specialized in the areas of the comprehensive examination, including a chairperson whose rank is a professor or associate professor. The duty of this committee is to put questions and mark the answers, and the decision is issued to form the committee from the dean of the faculty concerned.

Article 28

The comprehensive exam consists of three papers presented in three sessions, the duration of each session is two hours. The comprehensive exam is held once in each semester, according to the dates set according to the university's calendar in the semester, and it may be held in the summer semester based on a decision by the dean of the concerned faculty.

Article 29

- A- The student shall take the comprehensive exam after successfully completing all the requirements of the study plan, provided that his accumulative average is not less than 75%.
- b- If the student's submission of the comprehensive exam is contingent upon passing one compulsory subject that is not offered in the semester, or if it is offered and in conflict with another compulsory subject, then by a decision of the dean of the concerned faculty, the student may study an alternative subject from the master's programs.
- C- If the student fails the comprehensive exam for the first time, he can re-apply for this exam within the maximum period for obtaining a master's degree.
- D- The passing mark for one paper in the comprehensive exam shall be at least 70%, provided that its average in all papers is not less than 75%.
- E- The student's result in the comprehensive exam is recorded in his transcript with the phrase "passed" or "failed" every time he takes the exam.

Article 30

The instructions for awarding a bachelor's degree are applied to cases that are not mentioned in these instructions, regarding exams, marks, and averages.

Attendance

المادة (31):



A- If the student's absence exceeds 20% of the total hours prescribed for any subject without an excuse accepted by the dean of the concerned faculty, he will be banned of applying for the final exam, and his mark in that subject is 50%, and he must re-study that subject if it is compulsory. In all cases, the result of that failure shall be included in the calculation of the student's semester and accumulative average for the purposes of warning and dismissal.

B - If the student's absence with an excuse accepted by the dean of the concerned faculty exceeds 20% of the total hours prescribed for any subject, the student is considered to have withdrawn from the subject or subjects.

Article 32

The instructions for awarding a bachelor's degree at the university apply to the procedures for submitting a medical excuse.

Article 33

Any student misses the announced final exam with an excuse accepted by the dean of the concerned faculty, a note (incomplete) is recorded for him, and the decision accepting the excuse is notified to the course teacher to conduct a make-up exam for the student within a maximum period before the end of the next semester, unless the next semester is postponed Officially, or if the student dropped out with an excuse, in that case the exam will be held in the next semester.

Withdrawal

Article 34

A- 1. The student is allowed to withdraw from studying one or more subjects within a maximum period of ten weeks from the start of the semester, and five weeks from the start of the summer semester, and a note (withdrawn) is recorded in his record.

2-Withdrawal in this case is carried out according to a special form prepared by the Deanship of Admission and Registration .This form includes the approval of the course professor, the head of the department, the dean of the concerned faculty, and the approval of Admission and Registration.

B - A student whose total absence with an excuse exceeds 20% of the hours for the semester is considered withdrawn from that semester, and this semester is not counted from the maximum period of the one-time postponement.



C- The dean of the concerned faculty may approve the student to withdraw from the semester in which he is registered, provided that the withdrawal request is submitted within a maximum period of (14) weeks from the start of the regular semester and (7) weeks from the start of the summer semester, and a note (withdrawn) is recorded in his record. His study for that semester is postponed.

D- The Council of Deans may agree to withdraw from the program in which the student was accepted, provided that the final withdrawal request is submitted at least two weeks before the date of the final exams.

postponement

Article 35

The student who applies for a postponement is required to have spent at least one semester in the program he joined. In special cases determined by the Deans Council, the student may agree to postpone his studies for the semester in which he was accepted, within two weeks of the start of the semester.

Article 36

The student may postpone his studies for a maximum period of two consecutive or interrupted semesters, by a decision of the dean of the concerned faculty, on the form prepared for this.

Article 37

If the semester ends, and the student is not registered or postponed for that semester, his registration at the university is considered canceled, unless he submits a compelling excuse accepted by the competent authority, according to the following- :

A. Dean of the concerned faculty: If the suspension of study does not exceed one semester, and this interruption is considered a postponement, and is counted among the maximum period for the postponement.

B. Deans' Council: If the suspension exceeds one semester, and this interruption is considered a postponement, and is counted among the maximum period for the postponement.

Suspension

Article 38

The student shall be considered suspended if his registration is canceled for any reason, or if he started teaching and was not registered for that class.

Article 39



If the period of suspension exceeds two consecutive or separate semesters, the student is considered expelled from the university, unless the suspension was due to a compelling excuse accepted by the Council.

Warning and expelling

Article 40

The student is warned in the following cases:

A- If, at the end of any semester, he did not obtain the minimum accumulative average, which is (75%) in the courses he studied until the end of that semester, with the exception of the first semester of joining the university, or after changing his major.

B - If the concerned faculty council - based on a report from the supervisor and a recommendation from the department and faculty committees - finds that the student has neglected to work on his thesis.

Article 41

A- A student is considered to have been permanently expelled in the following cases:

1- .If he did not obtain the minimum accumulative average for the subjects at the end of the two semesters following the first warning.

2- .If he fails the comprehensive exam twice.

3- .If he fails in the examination of the thesis.

4- .If he does not fulfill the graduation requirements within the maximum period allowed.

.5- If he commits a violation, the penalty for which is dismissal according to the regulations and instructions of the university.

B - The Dean of Admission and Registration issues decisions of academic warnings and dismissal f. As for the decisions of final dismissal from the university, the Deans Council issues decisions based on the recommendation of the Dean of Admissions and Registration.

D- The decisions of warning and dismissal from the university are final and announcing any other matters concerning students on the student's electronic portal or on the notice board at the faculty of the concerned student is considered a "communication" in the legal sense.

Article 42



A student who is expelled because of his accumulative average is allowed to study (12) credit hours within the special study instructions as a maximum for one semester, with the aim of raising his accumulative average to the required minimum, and he is re-registered for the program he is enrolled in when his average is raised to (75%), according to the following conditions:

- His cumulative average upon dismissal should not be less than 70%
- The subjects studied by the student should be within the approved study plan.
- To finish studying those subjects during the two semesters following the date of his expelling, and these two semesters are counted from the maximum period allowed.

Supervision

Article 43

A- The council, based on a recommendation from the department committee and a recommendation from the faculty committee, issues a decision that includes appointing the supervisor, approving the title of the thesis, and its proposal, in accordance with the specific form from the faculty.

B - The period between the appointment of a supervisor and the approval of the thesis plan by the Council on the one hand, and the date of examination on the other hand, shall be at least four months.

Article 44

A- Each faculty member has the right to supervise master's students (thesis track) provided that he has published (or has accepted for publication two papers at least, and that at least one of them is single authored) and the research should not be extracted from a master's or doctoral thesis. He also must hold a PhD degree. The faculty member should meet the conditions for supervision and teaching approved by the Accreditation Institutions of higher education.

B - Subject to what is stated in paragraph (a) of this article, the supervisor is required to be a professor or associate professor, and the dean of the faculty may, upon the recommendation of the department and faculty committees, appoint a supervisor at the rank of assistant professor, who meets the conditions of supervision and teaching.



C- The supervision burden shall not exceed (6) students for the professor and (4) students for the associate professor and two students for the assistant professor.

D- Subject to the text of paragraph (a) of this article, the council may, upon the recommendation of the department and faculty committees, appoint a co-supervisor who is not working at the university, provided that he is qualified for appointment at the rank of assistant professor at least at the university, and the conditions of supervision and teaching apply to him.

E- It is permissible in special cases to appoint a co-supervisor from outside the department or faculty, who fulfills the conditions of supervision and teaching, upon the recommendation of the department and faculty committees, and by a decision of the council.

Article 45

The Council decides, upon the recommendation of the department committee, the recommendation of the faculty committee, and a proposal from the supervisor, to nominate another faculty member to participate in supervising the student's thesis, provided that it is scientifically justified.

Article 46

A change of supervisor may be approved by a decision of the Board, in the same manner in which he is appointed.

Article 47

By a decision of the Council, based on the recommendation of the department and faculty committees, a faculty member who is on a leave may supervise the student's thesis, continue to supervise, or participate in it.

Article 48

A- One credit hour is counted for the supervisor for each master's thesis supervised in one semester, starting from the beginning of the next semester for his appointment as a supervisor, and no more than two semesters. In the case of a co-supervisor, half a credit hour is calculated for each, and the university does not bear any financial consequences if this hour exceeds the teaching load of a faculty member.

B - Subject to what is stated in Paragraph (a) of this Article, a remuneration shall be paid to the supervisor for each thesis he supervises in accordance with what the Deans Council decides.

C- Subject to Paragraph (a) of this Article, the supervisor and the student shall be paid a financial reward determined by the Deans Council if one



research paper of the thesis is published or accepted for publication in a refereed scientific journal and indexed in one of the international databases approved at the university, in accordance with the instructions of scientific research.

Examination Committee

Article 49

The Examination committee consists of- :

- a. Supervisor/Chairman.
- b. The co-supervisor (if any) / member.
- c. Two faculty members from within the university, who meet the conditions of supervision and teaching.
- d. A faculty member from outside the university with the rank of professor or associate professor, and he may be at the rank of assistant professor, and his specialization is related to the topic of the thesis, and the conditions of supervision and teaching apply to him.

Article 50

A- The examination committee shall be appointed, and its date shall be fixed, by a decision issued by the council, based on the recommendation of the department and faculty committees, after consulting the supervisor's opinion.

B- A copy of the thesis in its final form is delivered to each member of the examination committee by the relevant faculty duly at least two weeks before the date of the Viva.

Examination

Article 51

The Thesis is examined as follows- :

A- The student presents a summary of his thesis.

B- The chairman of the committee runs the examination and does not participate in it. After its conclusion, the committee deliberates on the outcome of the examination, and decides by a majority of its members one of the following results:

- 1- Pass (no corrections)
- 2-Pass (subject to minor modifications.)
- 3- Referral (Major corrections)
- 4- Fail (Thesis not approved)



C - If the result of the examination is Pass (with minor corrections), the student must make those modifications within a maximum period of three weeks from the date of the Viva.

D- If the result is Referral (Major corrections):

1- The student shall make these corrections within a period of no less than two months and not more than four months from the date of the Viva.

2- The thesis, after its amendment, is presented at a meeting whose date is set by the discussion committee for this purpose, in the presence of all its members. The student is considered successful if the committee agrees by a majority on the amendments to the thesis, otherwise he is considered a failure.

3- If the student is not able to make the corrections within the permitted period, the student shall be considered a failure, unless he submits a compelling excuse accepted by the Deans Council.

E- If the student is not able to make the required adjustments within the permitted period, his graduation will be postponed to the next semester.

F- The decision of the examination committee is approved by the council, based on the recommendation of the department and faculty committees.

G- The title of the master's thesis is written in the student's transcript in both Arabic and English.

Awarding

Article 52

a. The master's degree is awarded by a decision of the deans' council, based on a recommendation from the council, and a recommendation from the department and faculty committees.

b. A higher diploma in the specialization is awarded if the student fails the thesis discussion or the comprehensive exam.

c. Certificates and degrees are awarded on the scheduled dates.

Article 53

A- The master's student must delegate to the university (in writing) the right to copy the thesis in whole or in part in various forms (paper or electronic)

B - The university has the right to print and publish the thesis with the consent of the student.

Article 54



The Deans Council decides on cases that are not provided for in these instructions.

Article 55

The dean, the dean of the concerned faculty, the heads of the graduate studies committees in the departments, the faculty, and the dean of admission and registration are responsible for implementing these instructions, each according to their specialization.

Article 56

These instructions cancel all previous instructions and decisions of the Deans Council related to them.