


Document No. Zu/QP21	Zarqa University Procedures and progress in postgraduate programs Masters	
Issue 00		
Date: 2/4/2013		

Procedures and progress in postgraduate programs (Masters)

1- Purpose:

1-1 Description of procedures of admission to postgraduate programs and progress to obtain the degree.

2- Application:

2.1 procedures and processes are applied to graduate studies programs.

3- Student admission:

3.1 Students are accepted according to the university standards, and the instructions of the Ministry of Higher Education and Scientific Research.

3.2 Study requirements are distributed according to the master's tracks: thesis and comprehensive as follows:

3.2.1 Master's Program (Thesis Track):

Completing the compulsory 700-level subjects, totaling (15) credit hours as a minimum, and completing (9) credit hours as a maximum of the 700-level elective subjects.


Preparing a thesis for which (9) credit hours are allocated, and successfully defending it after completing all courses with a cumulative average of not less than 75%.

3.2.2 Master's Program (Comprehensive Track)

- Completing the compulsory subjects of the 700 level, totaling (24) credit hours as a minimum, and completing (9) hours as a maximum of level 700 elective courses.
- Passing the comprehensive exam after completing all subjects with an average of not less than 75%.

3.3 The student starts by registering and studying remedial courses and master's courses, and their results shall be approved according to the university's standards.

3.4 The thesis examination procedure begins after four months from the approval of the appointment of a supervisor, and the approval of the master's thesis plan in the program (thesis track) and when the student finishes writing the master's thesis.

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4- Responsibilities:

4.1 The concerned department head is responsible for submitting the thesis project plan to the faculty dean with consultation with the graduate studies committee in the department.

4.2 The Graduate Studies Committee at the faculty is responsible for studying the thesis project submitted by the student.

4.3 The Dean of the faculty is responsible for referring the opinion of the Graduate Studies Committee in the faculty to the Dean of the faculty of Graduate Studies.

4.4 The faculty of Graduate Studies Council is responsible for approving the thesis project plan.

4.4 The main supervisor is responsible for submitting a detailed report on the progress of the student's studies every two months after approving the proposal of the thesis by the Council of the faculty of Graduate Studies to the head of the department and the concerned dean of the faculty.

5- Procedures

5.1. Choosing the title of the thesis, the supervisor, and the date of the examination

These procedures include choosing title of thesis, examination committee, and examination date.


These procedures are done as follows:

5.1.1 In coordination between the department council and the student, and in line with the regulations of the university.

5.1.2 Upon completing the proposal, and after approved by the supervisor, the student shall present the proposal in a public seminar. This seminar is attended by faculty members and graduate students, where they discuss the subject, methodology, and procedures of writing, among other aspects of the proposal. The student may take the notes into consideration, and proceeds to correct errors, complete the deficiencies, and remove irrelevant or repeated material.

5.1.3 The supervisor submits at least 3 copies of the proposal to the head of the department, to present it to the graduate studies committee in the department, in order to check its validity and to provide comments. Then the committee submits a report on the proposal, its validity and readiness. After that, the head of the department presents the proposal and the report of the Graduate Studies Committee to the department council for approval, requesting major corrections, rejecting, or requesting any observations especially regarding containing the timetable for the completion of all data, and writing the thesis.

It is then submitted to the Dean of the faculty to be presented to the Graduate Studies Committee in the faculty, and then the faculty Council. Then it is sent to the faculty of Graduate Studies

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through Form No. 1 (approval of the project plan and appointment of the supervisor) issued by the faculty of Graduate Studies at the university, with a hard copy of the proposal which will be archived in the student's file at the faculty of Graduate Studies.

5.1.4 After the proposal is approved by the faculty of Graduate Studies Council, the student may start writing the thesis.

5.1.5 Once the student completes the thesis and is approved by the supervisor, the supervisor informs the head of the department that thesis is ready for examination, on Form No. 2 (no objection to conducting a university/Master's thesis examination.) issued by the faculty of Graduate Studies.

5.1.6 In consultation with the supervisor, the head of the department and the Graduate Studies Committee shall nominate the members of the examination committee which consists of two internal examiners who meet the necessary requirements for examination, supervision and teaching according to the regulations of graduate studies, in addition to proposing three external examiners from outside the university who meet the necessary requirements for examination, supervision. One of the external examiners is to be chosen by the Dean of the faculty of Graduate.


Upon setting the date of the examination, the Department Council shall inform the Dean of the faculty using form No. 3(the formation of the examination committee and setting a date for examination for master's student) issued by the faculty of Graduate Studies, attached with internal examination form of two examiners from the department.

5.1.7 The Dean of the faculty, at a date not less than a week before the proposed date for the examination the thesis, assigns to the faculty of Graduate Studies on Form No. (3) the date of the examination, and the names of the examiners proposed by the Graduate Studies Committee in the department.

The Dean of the faculty of Graduate Studies shall also provide the names of the potential external examiners, from whom the Dean of the faculty of Graduate Studies will select one external examiner.

The Dean of the faculty of Graduate Studies, sends two copies of the thesis, one of which is to be sent for proofreading and the other to the internal examiner attached with form No. 3. The foregoing shall be recorded in the minutes of the faculty council meeting or the faculty postgraduate studies committee.

5.1.8 The Deanship of the faculty of Graduate Studies shall send a copy to the language proofreader, and another copy to the internal examiner in accordance with Form (4) and the thesis evaluation form respectively provided that , the proofreading and the initial evaluation must be completed within a maximum period of one week from the date of sending.

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5.1.9 Once the proofread copy and the internal examiner initial evaluation from is received, the Deanship of the faculty of Graduate Studies sends the proofread copy with the internal examiner initial evaluation from to the concerned dean of the faculty, after which the following is done:

5.1.9.1 If the opinion of the internal examiner is positive on the readiness of the thesis for examination, the Dean of the faculty of Graduate Studies issues a decision to form the examination committee, specifying the date of the examination. Then the student is asked to edit any notes proposed by the proofreader. A final copy of the thesis shall be submitted within a at least one week before the date of the examination, then copies are sent to examiners.

5.1.9.2 If the opinion of the internal examiner is negative regarding the readiness of the thesis for examination, the student is asked, with the follow-up of the supervisor, to take the necessary action according to the notes of the internal examiners.

5.2 In all cases, the last date for the thesis examination is three weeks before the end of the semester.

5.3 Procedures for approving the outcome of the thesis examination.


5.3.1 The thesis examination committee is held on the specified date. The committee members express their editorial and objective observations, and the outcome of the examination is one of the following: Pass, pass with minor corrections, pass with major corrections, Fail.

5.3.2 The result of examination is recorded in according to one of the above outcomes on Form No. (5, The approving of the decision of thesis examination) signed by the members of the examination committee, the signed form is sent to the faculty of Graduate Studies, and a copy is kept in the relevant department.

5.3.3 With the follow-up of the supervisor, the student shall finish the required corrections, within a period not exceeding three weeks from the date of the viva if the decision was pass with minor corrections. However, if the student's result is pass with major corrections, he must finish the corrections within a period of no less than two months and not more than four months from the date of the viva.

5.3.4 After completing the corrections, the result of the examination is approved by the examination committee, by signing Form No. 6 (the approval of the corrections), the supervisor, after approving the corrections shall also sign the form.

5.3.5 After that, the result of the examination shall be approved by the department council, and then by the faculty council after validation by the postgraduate committees in the department and

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the faculty, in the minutes of their meetings. Form No. 6 (approving corrections to a university thesis) shall be used for this end.

5.3.6 The Dean of the faculty sends to the Deanship of the faculty of Graduate Studies the amended copy of the thesis, attached to it, the completed form No. (6) as well as the minutes of the department council meeting, and the minutes of the meeting of the faculty Council and the Graduate Studies committees in which they approved the result of the examination of the thesis and the approval of making the requested corrections.

5.3.7 The Council of the faculty of Graduate Studies reviews Form No. (6) and the copy of the final thesis, and recommends the adoption of the result, and records this in the minutes of the meeting.

5.3.8 The Dean of the faculty of Graduate Studies, in accordance with the decision of the Council of the faculty of Graduate Studies, informs the University President, to present the student's graduation to the Deans' Council, in a according with the regulations, at the end of each semester.

5.4 The process of submitting the MA thesis

The student submits four copies of the thesis (red hardcover for the covers of the master's thesis), (please note Form No. (1) page (5-6) and (6-6)) with four copies of the thesis saved on CDs) the format is PDF/WORD in order to preserve it unchanged. The thesis includes the following: Title page that has the student's name, then the page that includes the thesis approval with the names and signatures of the examination committee. The student distributes copies as follows: -

5.4.1 Two hard copies with a CD are to be sent to the Zarqa University Library.

5.4.2 A hard copy with a CD is sent to the faculty library.


5.4.3 The student receives the delivery and deposit receipts from both libraries, to submit them to the department, in preparation for submitting them to the Deanship of the faculty of Graduate Studies through the Dean of the faculty.

5.4.4 A hard copy with a CD is sent to the Deanship of the faculty of Graduate Studies, in order to complete the degree requirements procedures.

5.4.5 A copy of the CD is sent to the student's department.

5.5 Comprehensive Exam Track

5.5.1 The exam shall be of a comprehensive and integrative nature, aiming to measure the student's ability to link between the various basic and advanced concepts., acquired by the

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student in various knowledge, the exam also measures the student's ability to employ these concepts in solving scientific and practical problems in his field of specialization.

5.5.2 The Department Committee undertakes each of the following:

5.5.2.1 Determining the areas covered by the comprehensive examination, provided that it includes at least 3 areas of the specialization, The department committee suggests references and the readings necessary for this and announces this to the students at least one semester before the exam date.

5.5.2.2 Recommending to the faculty committee to form a committee of five members, including its president, the members should be specialized and taught these areas previously, to write questions and correct answers. The decision to form a committee is issued by the concerned dean of the faculty

5.5.3 The comprehensive exam consists of three papers, done in three sessions, the duration of each session is two hours, and the exam is held twice a year. The student must apply to enter this exam according to the form prepared for that.

5.5.4

a. The student shall apply for the comprehensive examination 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 setting 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 concerned faculty dean, and upon the recommendation of the department and faculty committees, the student can study an alternative subject from the elective courses of the program.

c. If the student fails the comprehensive exam, he can take the exam a second time, within the maximum period for obtaining a master's degree.

d. The passing mark in the comprehensive examination is at least (75%), and if the student fails the second time, he will be dismissed from the master's program.


e. The student's result in the comprehensive exam shall be recorded in his score sheet with the words (passed) or (failed) each time he takes the exam.

5.5.5 The regulation for obtaining a bachelor's degree shall be applied to cases where there is no text in these instructions regarding exams and marks.

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6. Approved Forms

NO.	Form Name	Number	Archive period	Archive place
1	Approval of the project plan and appointment of the supervisor	Zu/QP21F001	At least 3 years	Office of the Deanship of the faculty of Graduate Studies
2	No objection to conducting a university/Master's thesis examination	Zu/QP21F003	At least 3 years	Office of the Deanship of the faculty of Graduate Studies
3	The formation of the examination committee and setting a date for examination for master's student	Zu/QP21F003	At least 3 years	Office of the Deanship of the faculty of Graduate Studies
4	Forming the examination committee and approving the date for master's students.	Zu/QP21F004	At least 3 years	Office of the Deanship of the faculty of Graduate Studies
5	The approving of the decision of thesis examination	Zu/QP21F005	At least 3 years	Office of the Deanship of the faculty of Graduate Studies
6	The approval of the corrections of a Master thesis	Zu/QP21F006	At least 3 years	Office of the Deanship of the faculty of Graduate Studies
7	No objection to take the comprehensive Exam	Zu/QP21F007	At least 3 years	Office of the Deanship of the faculty of Graduate Studies

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8	Approving the comprehensive exam result	Zu/QP21F008	At least 3 years	Office of the Deanship of the faculty of Graduate Studies
9	Form of procedures for completing the requirements of the thesis for postgraduate students	Zu/QP21F009	At least 3 years	Office of the Deanship of the faculty of Graduate Studies
10	Internal examination form		At least 3 years	Office of the Deanship of the faculty of Graduate Studies
11	Progress Report for postgraduate students by course professor.		At least 3 years	Office of the Deanship of the faculty of Graduate Studies
12	Progress Report		At least 3 years	Office of the Deanship of the faculty of Graduate Studies
13	Postponement of studies for master's students		At least 3 years	Office of the Deanship of the faculty of Graduate Studies
14	Extension of study for master's students		At least 3 years	Office of the Deanship of the faculty of Graduate Studies