Philadelphia University
Academic and Administrative
Regulations

Preface

This volume comprises all regulations, laws, by-laws and instructions related to Higher Education in State and Private Universities. It also comprises general and special accreditation standards for private universities issued by the Accreditation Council. To facilitate the full and continuous compliance of the university with regulations and standards and to assure the quality of the education, financial and administrative processes, this volume is now available for all academic and administrative staff. The final objective is always the institutionalization of the right procedures, good governance and quality of education.

President
Prof. A. Badran

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We Abdullah the Second Ibn Al-Hussein the King of the Hashemite Kingdom of Jordan, in accordance with paragraph (1) of article (94) of the constitution and based on the decision of the Council of Ministers dated 21/8/2001 do hereby endorse in accordance with Article (31) of the constitution the following temporary law and order that it be issued and temporarily executed and added to the laws of the state with a view to presenting it to the Parliament in its first session.

Article (1):

This law is to be named (The Law of Higher Education and Scientific Research of the year 2001) and shall take effect from the date of its publication in the Official Gazette.

Article (2):

The following words and phrases, wherever they occur in this law, shall denote the meanings designated hereunder unless otherwise indicated:-


The Minister :The Minister of Higher Education and Scientific Research

Higher Education :Education whose duration is not less than a single full academic year after the secondary education phase.

The Council :The Higher Education Council constituted pursuant to this law.

President : President of the Council

Higher Education: The institutions, which are concerned with the affairs of higher education.

Field of Specialization: A group of academic courses whose duration is not less than a full academic year at a higher education institution. At the end of the successful completion of the said courses a certificate in this field is awarded.

Accreditation Council: The Accreditation Council of the Higher Education Institutions constituted pursuant to this law.

Director General :Director General of the Accreditation Council.

The Higher Committee: The Higher Committee for Scientific Research constituted pursuant to this law.
The Objectives of Higher Education

Article (3): Higher Education aims to accomplish the following:

A- The training of human resources that are qualified and specialized in the various fields of knowledge and which fulfil the needs of society.
B- Deepen awareness of the Muslim faith and its spiritual and ethical values, and strengthen belonging to country and nation.
C- Give care to the democratic paradigm and strengthen it in a manner that guarantees academic freedoms and freedom of expression and respect for difference in opinion and engage in team work and shoulder responsibility and use a critical scientific mentality.
D- Make available an academic, psychological and social environment that fosters creativity, distinction, innovation and the refinement of talents.
E- Develop interest in the national heritage and national and world culture, and to show interest in the general culture of students.
F- Generalize the use of the Arabic language as a scientific and educational language in the course of the phases of higher education, and to encourage academic writing in the said language, and to foster translation from and to it.
G- Contribute to the development of knowledge in the areas of the humanities, arts, sciences or otherwise.
H- To encourage the knowledge of students of at least one foreign language in their areas of specialization, and to impart to them skills necessary for using information technology in those areas of specialization.
I- Encourage, support and raise the standard of scientific research, and in particular applied scientific research, which is oriented towards serving and developing society.
J- Develop a national scientific and technical nucleus that is capable of advancing scientific research and the production of technology.
K- Create an intimate institutional relationship between the public and private sectors, on the one hand, and the institutions of higher education on the other, with the aim of benefiting from the qualified human resources in those institutions in terms of developing these two sectors by means of consultation and applied scientific research.
L- Reinforce scientific, cultural, artistic and technical cooperation in the area of higher education and scientific research with Arab, Islamic and world states and institutions, and to broaden its scope in terms of modern and advanced parameters.

The Ministry of Higher Education and Scientific Research

Article (4): The Ministry shall assume the following responsibilities and jurisdictions:
A- Implement the general higher education policy in the educational, cultural, scientific and research spheres within the scope of the higher education institutions.
B- Coordinate between the higher education institutions and the consultation centers in the kingdom, both public and private, with a view to benefiting from the educational, research and consultative resources of those institutions and centers in an optimal way.
C- Conclude scientific and cultural agreements pertaining to higher education and scientific research with Arab, Islamic and world states and institutions, and to broaden its scope in terms of modern and advanced parameters.
D- Represent the kingdom at conferences and seminars relating to higher education, both local and international.
E- Recognize non-Jordanian higher education institutions, and to establish the equivalence of certificates issued by them in accordance with standards and criteria to be defined by virtue of regulations to be issued for this purpose.
F- Set the standards for individuals sent on scientific missions of the higher education institutions inside and outside the kingdom, and to regulate and supervise the affairs relating to sending individuals (for study).
G- Follow up on the affairs of Jordanian students abroad through cultural attaches. H- Regulate the affairs of students coming into the kingdom and those sent abroad, as well as the affairs pertaining to academic missions in collaboration and coordination with the relevant parties.
I- Prepare and make available administrative and technical teams qualified and able to undertake the tasks of the Council, the Accreditation Council and the Higher Committee for Scientific Research, and to pursue the affairs of those institutions.
J- Furnish the Council, the Accreditation Council and the Higher Committee for Scientific Research with any studies, information and data available to it which are related to higher education and scientific research.
K- Regulate the affairs of the higher education student services offices in accordance with regulations to be formulated for this purpose.

Article (5):
Article (6):
Higher Education Council
A- A Council to be formed is to be named (The Higher Education Council) under the chairmanship of the Minister and the membership of:
- Minister of Education
- Presidents of the Public Jordanian Universities
- Two of the Presidents of Private Universities in Alternation
- Undersecretary of the Ministry
- Director General of the Accreditation Council
- Five individuals with specialization and expertise in the academic, legal and financial fields which are relevant to the nature of the work of the Council.
B- The members stipulated in items (3) and (6) of this paragraph (H) of this article are to be appointed for a period of four years by virtue of the decision of the Council of Ministers based on the recommendation of the Minister, on condition that the decision is in conjunction with a Royal decree.
C- The Council shall select a vice-President from among its members.
The Council shall assume the following tasks and jurisdictions:
A- Formulate the higher education policy in the kingdom and to refer such to the Council of Ministers for purposes of taking the necessary decisions pertaining to it.
B- Approve the establishment of the higher education institutions in the kingdom, and affirm the fields of specialization and programs at all levels of teaching or to amend any of them or to nullify them in accordance with requirements and changes.
C- Foster the independence of the higher education institutions and to undertake to strengthen them and to achieve coordination among them in order to enable them to achieve their objectives in an ideal way.
D- Put in place the general standards pertaining to the admission of students to the higher education institutions and to specify the number of those admitted among them annually in the various fields of specialization.
E- Recommend the appointment of the Presidents of Public Universities, and to appoint the deputies of the President and the Deans at the University. Moreover, to appoint the Presidents and Boards of Trustees of Private Universities.
F- Locate sources of funding for the higher education institutions.
G- Approve the conclusion of cultural, scientific and technological cooperation agreements among the institutions of higher education in the kingdom, and also between them and similar institutions outside the kingdom.

H- Discuss draft laws and regulations presented by the higher education institutions and present them to the Council of Ministers for purposes of completing the constitutional procedures related thereto.

I- Constitute the necessary specialized committees in order for the Council to carry out its responsibilities, and to formulate the bases for organizing their work, administratively and financially, and to seek the assistance of those with specialization and experience for this purpose.

J- Accept gifts, grants and endowments to the higher education institutions whose value is in excess of five hundred thousand Dinars regarding public universities, and one hundred thousand Dinars regarding private universities, on condition that the approval of the Council of Ministers is obtained in case they are from a non-Jordanian source, irrespective of the sum.

K- Ratify annual budgets and final accounts of the higher education institutions, and to review their yearly reports.

Article (7):

A- The Council shall hold its meeting by virtue of an invitation from its President or deputy in case of absence. The meeting shall be legal in the event of the attendance of the majority of its members, providing that the President or his deputy are among them. The Council shall issue its decisions at least by virtue of the majority of the votes of those in attendance.

B- The Council shall put in place the necessary Instructions for regulating its meetings.

C- The Minister shall appoint from among the Ministry's employees a secretary whose time is fully devoted to the Council, who will assume the responsibility for sending invitations for the meetings, organize its agenda, record the minutes of the meetings and decisions, in addition to any other tasks requested of him by the Minister.

Article (8):

C- Accreditation Council

A- A council shall be formed named (The Accreditation Council of Institutions of Higher Education) with the chairmanship of the Minister and the membership of:

- Director General Deputy Chairman
- Undersecretary of the Ministry
- Nine individuals possessing expertise and experience, at least six of whom that have assumed the position of professor or associate professor at one of the Jordanian universities providing that in their selection the various fields of knowledge are represented. They shall be appointed through a Council of Ministers decision based on the recommendation of the Minister for a renewable period of four years for one time only. And in case the position of any one of them is open for whatever reason, then another person is to be appointed in his place for the remaining time.
of his membership through the same procedure.

B- The appointment of the members mentioned in item (3) of paragraph (A) of this article shall take place in the first Council to be constituted in accordance with the provisions of this law as follows:
- 1Five members to be appointed for a period of four years
- 2Four members to be appointed for a period of two years
- 1It is inadmissible to appoint a member in the accreditation Council pursuant to the stipulation of item (3) of paragraph (A) of this article who is a President of any higher education institution or a shareholder therein or an owner thereof. It is incumbent on the person appointed as a member in the Council to submit a written affirmation of the preceding condition before undertaking his work. It is also incumbent on him to submit an undertaking to inform the President of the Council regarding deriving any benefits related to the activities of the Council accruing during the period of his membership.

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2It is incumbent on the President of the accreditation Council, in case he is a shareholder in any Private University, to declare such in the first of the Council's meetings, and also to declare the number of shares owned by him.

D- A full-time Director General of the Accreditation Council shall be appointed who possesses expertise and experience, and who has the rank of professor- for a period of three years renewable for one time only by virtue of the decision of the Council of Ministers based on the recommendation of the Minister, providing that the decision is in conjunction with a Royal decree.

Article (9):
The Accreditation Council aims at raising the standard and effectiveness of higher education, and carries out the tasks and jurisdictions necessary for such including:
A- Formulate the bases and criteria for accrediting higher education institutions, and to amend and develop them in light of the general policy of higher education, and to reach decisions to accredit them and their programs in accordance with the said bases and criteria.

B- Monitor the performance of higher education institutions and the latter's adherence to the accredited standards and criteria.

C- Form specialized committees for purposes of carrying out any tasks required by the Council's work, and to submit its recommendations in this regard.

D- Ensure that the higher education institutions realize their aims through following appropriate procedures pertaining to evaluating their programs and outputs by means of various evaluation tools and methods.

E- Propose draft regulations and Instructions particular to its tasks, and to refer these to the Minister in order to complete necessary legal procedures in their regard.

F- Publish the decisions issued by the Council relating to accreditation in the various media.

Article (10):
The accreditation Council is given, pursuant to a special law
enacted for this purpose, all the authorizations necessary for monitoring the compliance of the higher education institutions with the accredited standards and criteria, and to undertake the necessary legal measures in respect of those in breach, and specifically the hereunder:

A- Address a notification to the institution in violation to end such violation during a time period determined for this purpose.
B- Recommend to the Council, in case the institution does not end its violation during the set period the following:
   -1 Pay a fine whose value is to be determined by the Council's decision based on the recommendation of the Accreditation Council and shall be collected to its account.
   -2 Cease admission of students to the institution.
   -3 Close down the institution in breach temporarily or permanently.

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The Higher Committee for Scientific Research

Article (11):
A- A committee affiliated to the Council shall be formed under the name (The Higher Committee For Scientific Research) under the chairmanship of the Minister and the membership of:
   -1 Director General of the Higher Council for Science and Technology.
   -2 Scientific research deans at public universities.
   -3 Two of the scientific research deans at the private universities in alternation.
   -4 Three individuals endowed with expertise and experience and who have the rank of professor.
B- The members of the Higher Committee referred to in items (3 and (4) of paragraph (A) of this article shall be appointed for a period of three years subject to renewal by virtue of the Council's decision based on the recommendation of the Minister. Moreover, he may be replaced by another individual through the same procedure and for the period remaining of his membership in the committee.
C- The Higher Committee shall select a deputy chairman from among its members to act on his behalf in the event that he is absent.
D- The Minister shall appoint from among the employees of the Ministry a secretary for the committee who will be responsible for addressing invitations to its meetings, organizing its agenda, record the minutes of its meetings and decisions in addition to any other tasks assigned to him.

Article (12):
The Higher Committee shall undertake to raise the standard of and develop scientific research at higher education institutions by means of setting scientific research policies at those institutions to be approved by the Council aiming, in particular, at the following:

A- Integrate scientific and research efforts at higher education institutions.
B- Guide researchers towards scientific researches that are beneficial insofar as the fulfillment of the needs of Jordanian society.
C- Support serious researchers and give them financial and moral incentives for their distinguished research output, provided that
the criteria for those incentives are to be determined by
instructions set by the Council based on the recommendation
of the Minister that is based in turn on the recommendation of
the chairman of the committee.
D- Strengthen relations with specialized institutions both private
and public with a view to undertaking scientific research in its
favor. It is mandatory to inform the Council on any activity of
this kind.
E- Publish the scientific/academic output of researchers and issue
specialized and refereed scientific journals, and it may for this
purpose establish a specialized publishing house which shall
assume the role individually undertaken by universities.
F- Recommend to the Minister the appointment of the
administrative cadre necessary for the work of the committee
comprising employees, editors and translators.
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Article (13 :
Article (14 :
Article (15 :
Article (16 :
General Provisions
A- The Ministry shall collect in favor of the treasury fees in lieu of
licensing private higher education institutions whose amount,
the terms of collection and all matters related thereto are in
accordance with special regulations to be issued for this
purpose.
B- The Ministry shall collect in favor of the Treasury services in
lieu of public and private accreditation pertaining to private
higher education institutions, and in return for establishing the
equivalence of degrees or their certification- for amounts to be
set in accordance with Instructions issued by the Minister.
The employees of the general assembly of the Higher Education
Council and all the employees thereat shall be transferred to the
Ministry pursuant to the provisions of the civil service regulations.
The higher education law No. (6) of the year 1998 is nullified,
and no text (stipulation) existing in any other legislation shall be
applicable in the event it contradicts the provisions of this law.
The Council of Ministers shall issue the regulations necessary
for the execution of the provision of this law.
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1-2 The Law of Private Jordanian Universities
Temporary Law No. (43) of the Year 2001
Article (1 :
This law is named (The Law of Private Jordanian Universities
for the year 2001) and shall be applicable from the date of its
publication in the Official Gazette.
Definitions
Article (2 :
The following words and phrases whenever occurring in this law
shall have the meanings given hereunder unless evidence indicates
otherwise.
The University:
The Council:
Board of Trustees:
President:
Dean:
Owner:
Organization:
A National Private Institution for Higher Education
established pursuant to the Law of Higher Education
and Scientific Research. The duration of study
thereat is no less than four years or the equivalent,
and it awards at the minimum the first university
degree. It is owned by a non-governmental party.
The Higher Education Council.
The university's board of trustees appointed pursuant
to the provisions of this law.
President of the university.
College Dean or Dean of University (academic (activity).
An investment company or a private association,
which owns the University and is registered in
accordance with applicable legislation.
The Board of Directors of the company or the
Administrative Committee of the Association.

23 Article (3 :
Article (4 :
General Provisions
A- The University is established by virtue of an application
submitted by the owner, through a council decision and in
accordance with the conditions and guarantees decided by it for
this purpose, and it must issue its decision with respect to this
application during a period of time not exceeding six months
from its submission.
B- The University is a juridical person with financial and
administrative independence, and in such capacity has the right
to own chattels and immovables and to undertake all legal
activities including the right to litigation and to conclude
contracts and to borrow and to accept assistance, donations,
gifts, grants and endowments.
C- The University is an independent academic institution working
on the accomplishment of the aims of higher education and
scientific research, and undertakes for this purpose and in what
is in harmony with the higher education policy the hereunder:
1Set its programs, curricula and study and research plans.
2Hold examinations.
3Award academic and honorary degrees and certificates.
D- The university shall have, in accordance with the provisions of
this law and the regulations issued by virtue of it, and the
Instructions issued by the Council or the Accreditation
Council, an organizational, academic, administrative, technical
and financial structure particular to it which is directly linked
to the President and which is entirely independent of the
owner.
A- In addition to the faculties and academic departments, the
university may, by virtue of a council decision based on the
recommendation of the board of trustees, establish institutes,
centers of research, education, training, consultation, services,
hospitals, special programs and applied schools at the site of
the university or outside of it, and it may merge any thereof.
with another or to abrogate it in the same manner.

B- The University may open branches, centers and offices particular to it outside the kingdom by virtue of the decision of the Council and based on the recommendation of the Board of Trustees.

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The University President and His Deputies

Article (5 :)

A- There shall be a full-time President for every University who is to be appointed by virtue of a Council decision and based on the recommendation of the Board of Trustees for a period of four years- renewable.

B- It is mandatory for one appointed as the President of the University to be a Jordanian citizen who possesses the rank of professor and who is not an owner of the company or the association or a shareholder in any thereof. Moreover, it is permissible in special cases to be determined by the Council to appoint a non-Jordanian with the approval of the Council of Ministers.

C- The salary, rights and privileges of the President are to be determined by virtue of a Board of Trustees decision based on the recommendation of the association, and in accordance with a special contract with the University, to be signed on its behalf by the Chairman of the Board of Trustees.

D- In case the tenure of the President is expired he may continue as a professor at the University with the highest grade on the professorship scale.

Article (6 :)

A- Notwithstanding stipulations in the companies law or any other legislation, the President shall be principally answerable to the board of trustees and the higher education council insofar as the administration of the university in accordance with its annual budget, and shall exercise the following functions and jurisdictions -:

1- Manage the university's academic, administrative and financial affairs in accordance with the provisions of this law and the regulations, Instructions and decisions emanating therefrom.

2- Call the University Council and Deans' Council to convene a meeting, and to preside over their meetings, and supervise the documentation of the decisions and follow up on their implementation.

3- Prepare a yearly work plan in coordination with the association pertaining to the university's development projects, and to refer the said to the Board of Trustees for discussion thereof and reaching a suitable decision in its regard.

4- Prepare the university's annual draft budget for approval by the association and its presentation to the Board of Trustees for discussion, and present it to the Council for ratification.

5- Submit a report to the University Council and the Board of Trustees at the end of each academic year dealing with the performance of the University, the affairs of higher education and scientific research, community service and other activities at the university, and to include therein any suggestions in this regard.
6. Suspend study totally or partially at the university in cases he deems requiring of taking such a decision. In case the suspension of study is in excess of one week the President must present the issue to the board of trustees and likewise to refer it to the Council for purposes of taking the appropriate decision in its regard.

7. Any other jurisdictions given to him pursuant to the regulations issued under this law and the issued Instructions based thereon.

B. The President may delegate any of the jurisdictions given to him to any of his deputies or the deans or directors at the university, each within the scope of his position in accordance with this law and the regulations and Instructions issued pursuant thereto, including his jurisdictions in financial matters on condition that such delegation is written and defined.

Article (7):
A. The deputies of the president shall be appointed by a Board of Trustees decision based on the recommendation of the president for a renewable period of two years, and it is admissible to terminate the service of any of them in the same way as their appointment.

B. It is mandatory that the Deputy President is of Jordanian nationality and has the rank of professor, and is not an owner or a shareholder. In special cases, it shall be possible to appoint a non-Jordanian as a Deputy President should the interests of the University so require.

C. The jurisdictions of each of the president's deputies are to be determined through the president's decision.

Article (8):
D. Board of Trustees
A. There shall be for every university a board to be named (the Board of Trustees) consisting of fifteen members to be appointed by the Council for a period of four years. One of these members shall be designated as Chairman of the Board.

It is mandatory that at least a third of the members are to be holders of the doctoral degree, and the other two thirds are to be with experience and who hold at least a bachelor degree. It shall be constituted as follows:

1. President of the University
2. Three members to be selected by the Council
3. Five members at the maximum from among the owners or shareholders to be recommended by the association
4. The remaining members who are not owners or shareholders or workers in the University are to be recommended by the owner providing that at least half of them shall have the rank of professor from any Jordanian university.

B. It is inadmissible to name the Chairman of the Board of Trustees from among the owners of the University or the shareholders therein, and it is moreover inadmissible for the President of the University to be the Chairman of the Board of Trustees.

C. It is inadmissible to combine between membership in the board of trustees and membership in the Council, with the exception of the presidents of private universities who are members of
the Council pursuant to the provisions of the Law of Higher Education and Scientific Research. It is moreover inadmissible to combine between membership of the university's board of trustees and membership in the Board of Trustees of any other university.

1. The resignation of the Chairman of the Board of Trustees or any member thereof shall be accepted, and they shall be discharged of their duties by virtue of a Council decision.

2. In case the position of Chairman of the Board of Trustees or any member thereof is vacant the Council shall appoint a replacement for the remaining period of membership pursuant to the previsions of paragraph (A) of this article.

Article (9):

The Board of Trustees shall assume the following responsibilities and jurisdictions:

A- Formulate the university's general policy in light of the higher education policy.

B- Recommend to the Council the establishment of faculties, departments, and programs and academic specializations or integrate them with others or abrogate them.

C- Recommend to the Council the appointment of the President pursuant to the provisions of this law.

D- Appoint the deputies of the President and the dean by virtue of the recommendation of the President in accordance with the provisions of this law.

E- Ratify the Instructions presented by the president pertaining to regulating the work matters of the University.

F- Specify the numbers of students annually admitted to the university' various specializations and programs in light of the capacity defined for each specialization, and to apprise the Council of the numbers of admitted students at the beginning of each academic term.

G- Specify University tuition fees, and secure sources of funding to strengthen the university's financial resources, and to regulate matters relating to investment.

H- Specify the salaries scale for all those working at the University including faculty members.

I- Review, discuss and ratify the annual plan submitted by the President relating to the development projects which the University intends to implement.

J- Accept gifts, grants and endowments if from a Jordanian source and if less than one hundred thousand Dinars, on condition that they are allocated to expenditure on the development of the University.

K- Approve the university's draft annual budget and refer it to the Council for ratification.

L- Approve the annual report of the President relating to the university's work progress with a view to evaluating its accomplishments, and to also evaluate the balance sheet and the final accounts of the University and refer them to the Council.

M- Prepare the university's draft internal regulations and refer them to the Council for approval within a period not exceeding two months including the adoption of the faculty regulations which are in effect in any of the official (public (
Jordanian universities.
N- Look into any matter relating to the university which is presented by the President and in which no other party has jurisdiction pursuant to the provisions of this law and the regulations emanating therefrom.

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Article (10):
University Council
A- For every university there shall be a Council named (The University Council) chaired by the President and with the membership of:
, 1 Deputies of the President
, 2 Deans
, 3 Faculty member from every faculty to be elected by this body at the outset of each academic year
, 4 Two from among the directors of the academic, administrative and technical units in the University
, 5 Two individuals from the local community
, 6 One of the University students
, 7 One of the University graduates
B- The members of the Council referred to in items (4), (5), (6) and (7) of paragraph (A) of this article shall be appointed by virtue of the president's decision for a period of one year.

Article (11):
The following responsibilities and jurisdiction shall devolve upon the University Council:
A- Coordinate between the scientific, educational, training and consultation activities of the faculties and the other technical academic units at the University, and strengthen their relations with the institutions of both the public and private sectors. B- Undertake to raise the standard of services provided by the University in the areas of education, training, scientific research and community service.
C- Discuss the Instructions presented by the President relating to regulating work in the University, and refer these Instructions to the Board of Trustees for approval.
D- Discuss the university's draft annual budget and refer it to the Board of Trustees.
E- Any other matters that the President wishes to refer to it.

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Article (12):
Council of Deans
A- Each University shall have a Council named (Council of Deans) headed by the President and with the membership of:
, 1 Deputies of the President
, 2 Deans
B- The Council of Deans shall shoulder the following responsibilities and jurisdictions:
- Recommend to the Board of Trustees the establishment of faculties, departments, programs and academic specializations and to integrate them with others or abrogate them.
- Appoint faculty members at the university and promote them and give them tenure and to transfer them from one category to another, and to delegate them and to give them sabbatical leaves of absence for carrying out research, and give them holidays without salary, and to accept their
resignations and terminate their services.

- Evaluate the work and academic activities of faculty members, as well as their methods of teaching and academic research, and take the appropriate decisions in this regard.

- Send faculty members, full time lecturers and instructors (research or teaching assistants) and experts working in the academic field in the University or those affiliated with on missions and scientific undertakings and training workshops, and to extend the period of sending them and any other matter relating to those sent.

- Recommend to the board of trustees the numbers of students annually admitted to the university's various programs and specializations, and the tuition fees for each of these.

- Study the academic study plans presented by the faculties' councils, institutes and centers, while discussing these plans and issue decisions in their regard.

- Evaluate the standard of academic performance and attainment at the University.

- Award academic and honorary degrees and certificates.

- Establish a professorship position.

- Formulate Instructions for admission to the University in accordance with standards approved by the Council, and Instructions pertaining to number of students to be admitted thereto.

- Set the Instructions necessary for implementing the provisions of regulations related to academic activity in the University.

- Look into any issue related to academic work referred to it by the President which is not within the jurisdiction of any party referred to in this law or in any other legislation.

Article (14):

Faculty Dean and Council

A- A faculty dean shall be appointed who is responsible for managing its educational, administrative, financial and scientific research affairs, and will undertake to execute the decisions of the Faculty Council and the University Council, and will submit a report to the President at the end of every academic year on the performance and varied activities of his faculty.

B- It is mandatory for the faculty dean to have had the position of professor, and he shall be appointed by virtue of a Board of Trustees decision based on the recommendation of the President for a renewable period of two years, while his service will end with the end of the period of his tenure or upon the termination of his services by virtue of the appointment of an alternative to him.

C- It is permissible to appoint deans other than the Faculty Deans to assume the mresponsibility for any university activity, and will for this purpose undertake the tasks designated for them in accordance with the regulations and Instructions of the University, and will be appointed pursuant to the provisions of paragraphs (B) and (C) of article (31) of this law.
A- For every faculty there shall be a Council named (the Faculty Council) to be headed by the dean and in which the following are members:

1. Deputy or Deputies of the Dean.
2. The Chairmen of the Academic Departments in the Faculty.
3. A representative of every academic department in the faculty (college) to be elected by members of the faculty of the department at the outset of every academic year.
4. A member from outside the faculty who possesses expertise and experience to be appointed by virtue of the decision of the President in consultation with the dean.

B- A temporary council for the newly established faculty shall be formed for a single year by virtue of the decision of the Council of Deans based on the recommendation of the President. It shall comprise a chairman and at least three members, and will exercise the jurisdictions of the faculty dean and council and the departmental councils.

Faculty Members (Teaching Staff)

Article (15):
A member of the faculty at the university is:
A- A Professor
B- Associate Professor
C- Assistant Professor
D- Instructor

The University Budget and its Financial Resources

Article (16):
Notwithstanding the stipulation of the companies law or any other legislation:
A- The University has an independent budget particular to it, to be prepared by the President and to be approved by the association, and the President shall present it to the Board of Trustees for approval and shall be referred to the Council for ratification.
B- The resources of the University consist of the following:
1. Tuition fees
2. The proceeds of its immovable and movable properties.
3. Gifts, donations, grants and assistance pursuant to the provisions of this law and the law of higher education and scientific research, on condition that the Council of Ministers gives its approval in case these are from a non-Jordanian source.
4. The proceeds from teaching, consultative and research activities of the faculties and centers, as well as the proceeds from productive projects and the university's facilities.
C- A private account shall be opened which is independent of the company's accounts at one of the banks in the kingdom, in which are deposited the appropriations of the University in accordance with its budget, and expenditure therefrom shall take place by virtue of the president's decision.
D- The budget shall allocate (5%) of its annual operational budget for purposes of scholarships, training, scientific research, publishing and academic conferences.
Article (17):
A- Notwithstanding the stipulations of the companies law or any other legislation, the University shall maintain regular financial accounts and records for its activities in accordance with customary and accepted accounting procedures. The accounts and final reports derived therefrom shall be subject to auditing by a certified accountant to be appointed by the association for this purpose.
B- An internal monitoring and auditing unit shall be established which is directly answerable to the President, which will be responsible for supervising the implementation of the items of the budget insofar as revenues and expenditures, and it must submit regular reports to the President on the financial affairs of the University.

Article (18):
A- Every one of the Councils referred to in this law shall convene meetings at the invitation of the council President or his deputy in the event of his absence.
B- The University President may call any of the councils for a meeting.
C- No less than half the members of any council may request the latter's chairman to convene a meeting, and he must in such a case call the council to meeting within fifteen days from the date of the request.

Article (19):
The quorum for the meeting of any of the councils referred to in this law is the attendance of an absolute majority of the members and the decision shall be taken by the majority of the votes of those present at a minimum.

Article (20):
It is possible to object to any of the decisions issued by any council to the Council, which is hierarchically superior, while the decision issued by the Council shall be final.

Article (21):
Each of the councils referred to in this law may delegate any of the jurisdictions given to them by virtue of the provisions of this law or the regulations issued in accordance therewith to any of the committees emanating from the Council, or to any council that is lesser in rank.

Article (22):
A- The Council shall be responsible for supervising the University with a view to accomplishing its aims and mission, and shall issue the Instructions necessary for this purpose.
B- In case the University is in breach of the legislation particular to it the Council may, based on the recommendation of the Accreditation Council, pursue any of the following measures towards it:
   1- Apply the sanctions it deems appropriate in accordance with Instructions it issues for this purpose.
   2- Impose financial fines on it.
   3- Cease the admission of students to it.
   4- Constitute committees for direct supervision over it until such time that it is no more in violation, and the responsibilities and jurisdictions of these committees shall be determined by a Council decision.

Article (23):
Notwithstanding the stipulations of the companies law or any
other legislation:
A- The association shall be directly responsible for construction capitalist, projects (buildings and facilities) which are necessary for the University, and for securing the sources of financing in accordance with the plan adopted by the Board of Trustees.

Article (24):
B- The association may not interfere in the administration of the affairs and institutions of the University in any manner whatsoever, and must pursue its activities as a company from its offices outside the university campus.

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Article (25):
The provisions of this law and the law of higher education and scientific research shall apply to any non-Jordanian higher education institution or branch thereof irrespective of the legal status of the party that seeks to establish such an institution. The Council and the Accreditation Council shall issue, as required by the situation, the Instructions necessary for the execution of the provisions of this law.

Article (26):
The Council of Ministers shall issue, by virtue of the recommendation of the Council, the necessary regulations for the execution of the provisions of this law.
A- The private universities law No. (26) for the year 1999 is abrogated, and no stipulation in any other legislation shall apply which is not in harmony with the provisions of this law.
B- The regulations and Instructions at any university shall apply at the time of the issuance of this law until such time that it is amended or abrogated or substituted by another in accordance with the provisions of this law, providing that such occurs within a period of time not exceeding two years.

Article (27):
The Prime Minister and the Ministers are responsible for executing the provisions of this law.

2001/8/21 Abdullah the second Ibn Al Hussein

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3-1 The Standards of General Accreditation for Private Universities for the Year 2002 Issued in Accordance with Paragraph (A) of Article (9) of the Temporary Law of Higher Education and Scientific Research No. (41) for the Year 2001

Article (1):
These Instructions shall be named (The Standards of General Accreditation For Private Universities No. ( ) for the year 2002, and shall be applicable as of the date of their publication in the Official Gazette.

Article (2):
The following words and phrases wherever they occur in the Instructions shall have the meanings defined hereunder unless there is evidence to the contrary.

The Private Jordanian University.
The President of the University.
The Council:
Accreditation
Council:
The University:
The President:
Article (3):
Administrative and Academic Organization:
The University shall have an academic and administrative organization headed by the President, and directly linked to the latter, and is independent from the owner.
Article (4):
A- The University shall have the following councils, and it may establish other councils in accordance with applicable laws and regulations:
   1- Board of Trustees.
   2- University Council.
   3- Council of Deans.
   4- Faculty Council.
   5- Department Council.
B- The councils shall be constituted from (1-4) indicated in paragraph (A) of this article in accordance with the provisions of the temporary law of private universities No. (43) for the year 2001, and shall exercise their jurisdictions as delineated in the law.
C- The organizational and administrative structure of the University shall comprise the following:
   1- The University President, his Deputies and Assistants.
   2- The Deans of the Faculties, their Deputies and Assistants.
   3- Dean of Scientific Research.
   4- Dean of Students' Affairs.
   5- Chairmen of Academic Departments,
   6- Director of the Library.
   7- Director of Admissions and Registration.
   8- Directors of Administrative, Financial and Services Centers, units and departments.
Article (5):
The Faculty Council shall assume the following responsibilities and jurisdictions:
A- Review the academic plans of the faculty departments and refer them to the Council of Deans.
B- Suggest any other additional conditions for admitting students.
C- Supervise the organization of study in the faculty, and coordinate between the various departments therein.
D- Organize examinations procedures at the faculty and supervise them.
E- Endorse the examinations results at the end of each academic term.
F- Recommend to the Council of Deans to award academic degrees and certificates.
G- Supervise the organization of scientific research at the faculty and foster it in coordination with the deans of scientific research.
H- Recommend in respect of all matters pertaining to faculty members at the faculty and others carrying out teaching assignments, insofar as appointment, promotion, tenure, transfer, loan, delegation and grant academic leaves of absence, accept resignations, as well as other responsibilities devolving upon it in accordance with regulations and instructions.

I- Prepare the draft annual budget of the faculty.

J- Form the various committees relating to the functions of the faculty.

K- Look into matters referred to it by the Faculty Dean.

Article (6):

A- For every Academic Department of the faculty a chairman shall be appointed who is responsible for administering the educational, administrative and scientific research affairs of the department. He shall be moreover responsible for executing the decisions of the Department Council as well as those of the other university councils related to the department, and shall be responsible for disseminating the academic materials proposed for each academic term to the faculty members according to their specializations. Furthermore, he shall oversee the good progress of teaching at the department and shall present a report to the faculty dean at the end of every academic year pertaining to the performance of the department and its various activities.

B- It is mandatory for the chairman of the department to have held the position of Professor, and he shall be appointed by virtue of the decision of the University President based on a recommendation from the faculty dean for a renewable period of one year.

C- It is admissible in special cases and by means of a decision by the University President, and based on the recommendation of the dean, to appoint one of the faculty members of other academic ranks as the deputy of the department chairman.

Article (7):

Department Council

A- For each department there shall be a Council named (the Department Council) consisting of the Department Chairman or his deputy as well as all the teaching staff therein.

B- The Department Council shall undertake the following responsibilities and jurisdictions:

1. Suggest the academic plans of the department and suggest developing them and the methods of their implementation.
2. Approve the courses of the department's academic plan, their aims and the methods of teaching and evaluation, and amending or developing them.
3. Disseminate the courses of the academic plan to the various academic classes in a manner in harmony with the Instructions pertaining to awarding academic degrees at the University, and prepare the guidelines for the students.
4. Accredit the set books and the appropriate sources for each of the courses of the study plan.
5. Make the necessary arrangements for controlling the attendance of the students of the lectures at the proper times in cooperation with the other concerned parties.
6. Make arrangements, which ensure sound supervision and academic guidance for the department's department and solve their academic problems.
7. Formulate the bases and Instructions for the practical application and field training pertaining to students.
8. Formulate the necessary arrangements for the supervision of examinations at the department.
9. Assess the scientific research projects presented by the faculty members, and to submit the necessary recommendations pertaining thereto to the specialized committees.
10. Express opinion on promotions and appointment requests, and to look into holidays, tenure and promotion and termination of services, loaning and delegation and any other matter relating to the faculty members and lecturers at the department while taking into account that a faculty member does not participate in voting on a promotion or appointment pertaining to a position higher than his.
11. Prepare the description and contents of the academic plan in the department.
12. Discuss the results of the students' examinations and the lists of graduates and refer them to the Faculty Council.
13. Propose new academic specializations in the department.
14. Any other matters presented by the department chairman.

C- It is admissible for the Faculty Dean to head the Department Council in case of the latter's absence.
D- The meetings of the department's Council shall be periodic and regular, provided that they are no less than (6) meetings in a single academic semester. The minutes of the meetings shall be recorded and officially documented in the department.

Article (8):
Faculty Members
A- A faculty member at the University is:
   - Professor.
   - Associate Professor.
   - Assistant Professor.
   - Instructor.
B- It is inadmissible for the ratio of students to full time faculty members in every specialization to be in excess of the following:
   - In the fields of arts, the humanities, and the social and educational sciences (30:1).
   - In the fields of engineering, pharmacy, nursing, the auxiliary medical professions, agricultural sciences and information technology (20:1).
C- It is inadmissible for the percentage of full-time and part-time instructors who have a masters degree in every field of specialization relative to the total of the faculty members who have a doctoral degree to be in excess of (20%).
D- The maximum mandatory weekly teaching load of the members of the faculty are as follows:
   - (9) -1 hours for the Professor.
   - (12) -2 hours for the Associate Professor and the Assistant Professor.
(15) - 3 hours for the Instructor.

It is permissible when necessary to add what is not in excess of six accredited hours for each of them, except for the instructor a maximum of three hours, in lieu of a financial remuneration providing that the faculty member does not teach more than four different courses.

As for the quorum of the part-time faculty member - it is a maximum of six hours.

E- It is admissible for the university when necessary to agree contractually with part-time lecturers from recognized universities, providing that they do not constitute more than (20%) of the full-time faculty members in every field of specialization.

Laboratories Supervisors

Article (9): The necessary number of laboratory supervisors shall be appointed whereby the ratio of students to them in a single laboratory during teaching is not in excess of (20:1), while the teaching load of the supervisor shall not exceed 18 applied hours weekly, providing that he had attained a B.Sc. in the area of specialization at a minimum.

Laboratory and Workshop Technicians

Article (10): At least one technician who is a holder of a B.Sc. or an intermediate diploma shall be allocated for every applied laboratory or workshop, while the practical load of each technician shall be (18) practical hours weekly (at an average of 6 laboratories a week), and it is permissible for the laboratory technician to be responsible for more than one laboratory on condition that the load does not exceed (18) hours a week, and at a minimal average of one technician for every 60 students.

Article (11): Academic Schedule

A- The university's academic year consists of two semesters, the period of each of which is (16) weeks, and it is permissible to teach in the summer season providing that the period is not less than (8) weeks.

B- Attendance:

1- Attendance is mandatory for all students in accordance with the hours designated for each course of the academic study scheme.

2- A student is not allowed to be absent for more than (15%) of the hours set for a course.

3- In case a student is absent for more than (15%) of the total hours set for a course without a health or compelling reason acceptable to the dean of the faculty (college), then he/she shall be forbidden from taking the final examination and his mark for the course shall be considered (zero), and he must take the course again in case it is obligatory, and in any case the student's fail grade shall be incorporated in the semester's grade point and cumulative average for purposes of warning and dismissal from the faculty.

4- In case the student is absent for more than (15%) of the course hours, and the cause for such absence is illness or a compelling reason accepted by the faculty dean then he
shall be considered withdrawn from the course. The rules of withdrawal shall be applied to him, and the dean and director of admissions and registration shall be notified of such, and the word (withdrawn) shall be recorded in the student's academic record. As for students who represent the Kingdom or the University in official activities they shall be allowed to be absent at a rate not exceeding (20% 

5) It is a condition for a health excuse to be through a report issued by the physician of the University clinic or a clinic accredited by it, or issued by a hospital accredited by the University, and that the certificate (report) should be submitted to the faculty dean within a period of time not exceeding two weeks from the date of the student ceasing his attendance. In other compelling cases, the student shall present that which substantiates his compelling excuse within one week from the date of the absence of the causes of non-attendance.

6) The Deans of Faculties, Department Chairmen, faulty members, lecturers and Director of Admissions and Registration are responsible for implementing the rules pertaining to attendance.

C- Postponement of study:

1) The student may request postponement of his study prior to the beginning of the academic term which the study wishes to postpone in case he/she has reasons of which the specialized quarter is persuaded pertaining to postponement in accordance with the following:

A- The Faculty Dean, in case the requested postponement is for a single academic term, and is not in excess of four terms whether consecutive or separate.

B- Faculty Council, in case the requested postponement is for a period in excess of four terms and is not in excess of six terms whether consecutive or separate.

2) While taking into consideration the stipulation of paragraph B of article (23), it is impermissible to postpone the study of a new student or a transferred student except after the passage of one academic term since his enrollment in the college.

3) The period of postponement is not calculated from the maximum of the allowed period for attaining the BA degree.

4) The concerned department chairman shall be notified of the postponement decision. 2nd- It is inadmissible for a student enrolled at the faculties of engineering and pharmacy for the bachelors degree to remain for a period in excess of eight, and seven years at other faculties.

D- The academic quorum for a student at the university is 18 credit hours a semester as a maximum, while it is admissible for a university student to take three additional hours in the event that his mark in the previous semester is not less than (80% (or the equivalent). Moreover, it is admissible that the course load of the student in the semester of graduation to be (22 (hours in the event that the additional hour is a training or laboratory hour. As regards the summer semester, the maximum academic load of a student is (9) credit hours, and it
is admissible to increase the number of hours to (13) for purposes of graduation.

E- Transfer: it is admissible to have a transfer of students from one university to another in accordance with the following terms and conditions:
   - That his final mark in the secondary education exam or its equivalent is acceptable at the college to which he is transferred in the year in which he obtained the secondary school certificate or the year of his registration at the University.
   - That the student is registered in a University, which follows the regular attendance system (non-regular attendance is unacceptable).
   - That the percentage of credit hours studied at the University to which he transfers is not less than (50%) of the total of the academic plan at the University transferred to, and no course credit hours will be recognized in case more than (7) years have lapsed.

F- The minimum number of credit hours, in order to obtain the first university degree in accordance with standards of accreditation for each specialization to be determined by the accreditation Council is (126) credit hours.

G- The language of instruction: the Arabic language is the language of instruction at the University, and it is admissible to use another language for teaching purposes when necessary by virtue of a board of trustees decision based on the recommendation of the University Council.

The Programs and Specializations (Majors) offered by the University

Article (12):
   A- The sanctioned field of specialization must be adopted within a period not exceeding the end of the first year from such time that the students are admitted to that major, and in case it is not approved then the students admitted to that field of specialization will be distributed to the other accredited specializations, and the University shall assume responsibility for the consequences thereof.

B- Under no circumstances will the university initiate academic programs such as (evening, simultaneous and joint. etc.), which lead to the awarding of university degrees without obtaining the prior licensing of the council, and their accreditation by the Accreditation Council.

C- The Private University undertakes to announce in the beginning of each academic semester in which the students are admitted the majors that are only privately accredited, and in accordance with their precise appellations through which they were accredited.

D- It is inadmissible to admit any student to any major that is not licensed.

Article (13):
   The University adopts a set of regulations and internal Instructions necessary for regulating its academic and administrative activities, and referring these to the Council for approval, and providing the director general of the Accreditation Council with a typed copy thereof after
their approval.

Buildings and Facilities

Article (14):
The area of the University land and its facilities is as follows:

A- The University Land:
It is a condition that (34 m²) of land is designated for every student enrolled in the University providing that the number of students in the University is not in excess of (8000) students. The minimum university area is in accordance with the terms and conditions of the license for the establishment of private universities.

B- Lecture Halls:
The following requirements must be present in lecture halls:

1. The minimum area allocated to each student in the lecture halls is (1.5 m²).
2. The number of students in the section of scientific subjects offered shall be no more than (40) students, and in the humanities section no more than (60) students.
3. It is permissible for purposes of general lectures, which do not fall within the academic study plans to make available no more than two halls with a capacity of (100) students for each of them, provided that they are properly furnished and equipped.
4. The minimum area of the lecture or seminar hall is (40 m²) (forty square meters).
5. The minimum area of the total of lecture halls and seminars is (60%) of the total of university students at one time.
6. The university shall designate a lecture hall supervisor who shall ensure the fitness of the hall for teaching purposes insofar as hygiene, lighting, ventilation or otherwise pertaining to services and providing the requirements for teaching.

C- Auditorium for Activities and Seminars:
The university buildings should include at least one amphitheater of a minimum capacity of (200) students and of an area not less than (280 m²). The auditorium must be endowed with a theatre, a separate entrance and exit, with a special emergency exit. Moreover, the auditorium must be equipped with appropriate audiovisual equipment and the suitable lighting for theatrical performances.

D- Laboratories:
The laboratories must fulfill the following requirements:

1. The minimum area of each laboratory is (60 m²), and the maximum capacity for each lesson is twenty students.
2. There should be available at the university at least one languages laboratory consisting of two educational booths.
3. There should be available at the University, in addition to the laboratories of the sciences faculties, at least one computer laboratory comprising (20) twenty modern computers with (5) printers for every (500) five hundred students, over and above the computer laboratories designated for the computer department or the computer engineering department.
4. There should be available a research laboratory for each faculty offering science courses, providing that it is equipped with that which is suited for the nature of the
research activity in a manner fulfilling the requirements of public safety.

The University will provide the laboratories necessary for the specializations that it teaches, and will supply those with the equipment and tools necessary for teaching in accordance with the set curricula.

E- Workshops:

1. The area of a single workshop is at least (60 m²) and at an average of (4 m²) for each student, and the number of students shall not be in excess of (20) students in a single workshop, and there must be available a single workshop for each specialization at any engineering faculty.

2. The university shall make available the workshops necessary for the specializations that it teaches, and shall furnish them with the necessary equipment and tools for teaching in accordance with the set curricula.

F- The Offices of the Faculty Members and Administrative Personnel:

An area of (7.5 m²) shall be allocated to every faculty member or administrative officer in the common offices, and the area of a single office shall not be less than (9 m²), and the number of faculty members in a single office shall not exceed two, and there should be made available a separate office for the faculty dean and another one for the department chairman, and there is a necessity for making available meeting halls for the Colleges Councils and the departments in the same faculty (college).

G- The Library:

The University shall take into consideration the following criteria in constructing the library building:

1. Make available an area in the library for purposes of general accreditation at a rate of (0.8 m²) for every student enrolled in the university as a minimum (i.e. the equivalent of (800 m²) for every (1000) students enrolled in the University.

2. To provide a number of seats in the library, which may accommodate (25%) of the total number of students and faculty members at one time.

3. Allocate an area of (4.1 m²) for every (1000) volumes.

4. Keep and develop various information (knowledge sources-collections- at a minimum rate of (10) ten titles for each student, providing that the number of titles in the library is no less than ten thousand at the time of establishment.

5. The subscription of the library to five current periodicals, both hard and soft-electronic copies, in every specialization in which the university has a license pertaining to general accreditation, and to make these issues available for a previous period of at least (5) years, and in different forms such as paper, microfilm and compact discs etc.

6. Make available the sources necessary for study and research such as dictionaries, encyclopaedias, biographical dictionaries, secondary sources, atlases, bibliographies etc. in both Arabic and foreign languages.

7. Organize the library collections by means of a series of technical measures such as registration, indexing,
classification and the preparation of the indexes necessary for these collections in accordance with the latest systems, principles and international standards applied by University libraries, as well as through retention measures through covering and codifying the books.

8- Provide information services such as references, guidance, loaning, photocopying and the request of copies of the material that is unavailable in the library for researchers and students, and to facilitate benefiting from these services through different means.

9- Computerize the library in accordance with the latest computer systems available for this purpose, with a view to keeping abreast of developments in the area of information technology.

10- Allocate modern personal computers or screens—a single one for each (200) students, for use as automated indexes by students and researchers.

11- Appoint a number of employees at the library, at a rate of one employee for every (300) students, providing that the rate of those specializing in library science or information technology is no less than (50%) of the total of the library personnel.

12- The library halls should be air conditioned and furnished with furniture that is necessary for the seating of the students insofar as chairs, tables, cupboards, shelves and desks for the personnel, with one shelf for every (25 volumes on open shelves).

H- The Admissions and Registration Unit:

1- To allocate the sufficient spaces for the absorption of the admissions and registration personnel, with all that is required by the operation of the department insofar as storage facilities for the files and documents and otherwise. The areas of the offices are identical with those specified in paragraph F) above for faculty members and administrative personnel, whereby (10 m²) shall be allocated for every (100) students.

2- The Admissions and registration department shall be managed by a full-time director, assisted by a Registration Director and another for documentation. The department must include the following organizational units:
   - Acceptance Branch
   - Registration Branch
   - Documentation Branch

3- The department must provide the forms, documents and records necessary for the operation of the branches mentioned above, including: (application form, registration card, withdrawal and addition card, student's transcript of grades, certificates, record of graduates). The original documents, certified copies thereof, shall be kept for each student in a file particular to him/her.

4- The ratio of each registrar or clerk to students should not be in excess of (1:500).

5- All the activities of the department pertaining to admission, registration and documentation must be computerized, and the necessary equipment must be made available for this purpose, including at least one screen for every registrar.
- Provide the Ministry of Higher Education and Scientific Research with the accredited signatures of the persons authorized to sign on documents, certificates and all the papers issued by the University, and also with the official stamps and the certificates granted by the University.

I- Center/Health Clinics:
The following basic specifications must be present in the center/health clinics:
- 1 General Health Clinic, two in number, of an area of (20 m²) each.
- 2 Emergency Rooms, one in number of an area of (35 m²).
- 3 One pharmacy whose area is not less than (16 m²).
- 4 Laboratory for routine tests of an area of (20 m²).
- 5 Waiting Room of an area of (20 m²).
- 6 Administration Room of an area of (20 m²).
- 7 Storage facility of an area of (16 m²).
- 8 One restroom with a washbasin for personnel of an area of (4 m²).
- 9 One restroom with a washbasin for female personnel of an area of (4 m²).
- 10 One restroom with a washbasin for students, of an area of (4 m²).
- 11 One restroom with a washbasin for female students of an area of (4 m²).
- 12 A general practitioner (doctor) and a female general practitioner for every (4000) students.
- 13 Pharmacist.
- 14 Male nurse/female nurse for each clinic, and a male nurse/female nurse for the emergency room.
- 15 Laboratory technician/medical analysis.
- 16 Provide the pharmacy with a sufficient number and variety of medicines.
- 17 Provide the emergency room with a sufficient number of beds ranging in number from (2-4). There ought to be a barrier between the beds of female and male students.
- 18 An ambulance furnished with the necessary medical equipment, and the allocation of a driver and a nurse.

J- Sports Playgrounds:
There shall be in the University at least one outdoor playground for the following sports in accordance with the measurements shown below and the accepted standards and specifications:
- Basketball: (26 m x 14 m).
- Volleyball: (18 m x 9 m).
- Handball: (40 m x 20 m).
- Tennis: (24 m x 11 m).
- Football: (105 m x 70 m).

In case the number of students at the University exceeds (4000) students, then the private university must make available an indoor sports hall of a total area that is not less than (2000 m²), and not less than (7 m) in heights. It should have the following facilities:
- 1 Convertible playgrounds including: basketball, handball, volleyball, tennis, badminton, (2) squash courts at least, and with areas as indicated above.

2 Halls for practicing self-defense games: (karate, judo, tae
kwando), boxing, table tennis, gymnastics, and a physical fitness room.

3. Separate changing rooms, one for males and another for females, whereby each of these has at least four restrooms and sanitary facilities, and the bathrooms shall be furnished.

4. Supervisors' offices at an average of (7.5 m²) for every.

5. A fixed and mobile stadium and a main platform with a capacity for more than (200) persons.

Moreover, the University must provide at least one qualified trainer or supervisor.

I- Public and Private Facilities:

Those are the facilities specified for the various activities of the students, and include the major and minor restaurants (cafeterias), exhibition and recreational halls, prayer halls or mosques, and audiovisual display halls, and special activities halls such as: music, acting, journalism, sculpture, handicrafts and painting, chess, billiards, table tennis, and also the halls designated for the students unions, societies and student clubs. Also included are the museum and the additional labs for the scientific activities of students which are not formally required (such as the laboratories for radio and flying hobbies, etc.), as well as canopies for the seating of students provided with seats and encircled by a green area, and balconies and a terrace with ceilings specified for the usage of students. The areas of these halls are set whereby they can all accommodate (%25) of the students in accordance with the weights and conditions indicated in the following tables.

A- Facilities measured by their surface area:

<table>
<thead>
<tr>
<th>Facility</th>
<th>Name of Facility</th>
<th>All Kinds of Restaurants</th>
<th>Exhibition halls</th>
<th>Prayer hall</th>
<th>Audiovisual</th>
<th>Indoor Playgrounds</th>
<th>Terrace and balcony for student’s usage</th>
<th>Additional laboratories</th>
<th>Computer center building and its branches at the faculties</th>
<th>Canopies for seating of students</th>
<th>Halls and small - size scientific seminars</th>
<th>Every activity or club or student association</th>
</tr>
</thead>
</table>

K- Restrooms:

One toilet seat and one washbasin shall be allocated for every 30 students, while one toilet seat and one washbasin shall be allocated for every 20 faculty members or administrative personnel.

L- Fountains:

Refrigerated water fountains shall be allocated at an average of one for every (60) persons, and these fountains shall be distributed in a manner
serving the students and the personnel at their various places of congregation.

M- Green Fields:
The total planted green fields constitute no less than (25%) of the land area.

Area designated for each student in square meters

<table>
<thead>
<tr>
<th>Limits permitted for every 1000 students</th>
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<tbody>
<tr>
<td>Minimum</td>
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<tr>
<td>students</td>
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<tr>
<td>160</td>
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N- Car parking- the university must provide the following:

1-Parking spots designated for the cars of faculty and administrative personnel- one spot for every two persons and of an area that is no less than (12 m²) for each parking spot.

2-Parking area for the students' cars at a rate of one parking spot for every ten students and of an area not less than (12 m²) for each parking spot.

3-Parking allotted to buses at a rate of (30 m²) for each spot.

4-The University shall specify the areas mentioned above through organizing signs, lines and poles, which define that nature of use of the parking mentioned, while all the parking areas must be asphalted.

O- Water: The buildings of the university must include a ground water tank of a capacity of (300 m²) at least, and which will be
increased at a rate of (100 m²) for every (1000) students in
case the number of students is more than (2000) students. In
case there is boarding for the students then the previously
mentioned capacity shall be increased at the rate of one cubic
meter for every boarding student.

P- Drainage:
The University must be connected to the public sewage network in
case it exists; otherwise, a sanitation station particular to the University
should be constructed.

Equipment and Educational Means
Article (15): (A- Equipment and Educational Tools)
The University makes available the necessary equipment and
educational means for purposes of teaching at the University, and
particularly the following:
- Personal computers at an average of one computer at least
  for every faculty member, and one computer at least for
every (25) students.
- Slideshow sets at an average of one set at least with a
  suitable display screen for every lecture hall.
- Slideshow sets at an average rate of one set for every faculty
  college.
- Video and television sets for purposes of teaching at an
  average rate of at least one video and one television set for
every faculty.
- Photocopying machines at an average rate of one for every
  department at the faculty.
- A computer with a printer for every academic department or
  administrative unit.
- Provide an appropriate number of whiteboards- at the
  minimum (3) boards for each faculty.
- At least one set for data show for each faculty.

B- Records and Files:
The University shall offer the following:
- The records and files of the financial department and they
  include: files, cards and volumes of receipts for tuition fees,
  revenues, expenditures and supplies.
- Records and files relating to personnel affairs particular to
  the appointment of employees, and these include their
  contracts, academic certificates and other necessary
documents.
- The records and files of the University Administration, and
  these include files for storing the transactions particular to
  the University Administration.
- Guidebooks and printed folders that include a directory of
  the faculty members and their telephone numbers, and a
  directory of the names of administrators and university
  personnel, the student's guidebook, the university
  guidebook, the annual book, and other publications issued
  by the University.

Article (16): (General Rules)
A- The University grounds and what is on them insofar as facilities
shall be dedicated to academic and scientific purposes, and to
students' activities and services at the University.

B- Each Private University shall formulate future plans to be approved by the Council to attract faculty members and to ensure the presence of a sufficient number thereof with respect to all specializations in accordance with the accreditation standards for every specialization.

C- The University shall abide by the criteria for accepting students determined by the Council each academic year.

D- These criteria will be adopted for purposes of general accreditation at the private universities, in addition to the stipulations of the temporary private universities law No. 43 of the year 2001, and any Instructions or applicable and valid decisions in this area.

The Minister of Higher Education and Scientific Research
Dr. Walid Ma'ani

Chapter (2 ( Instructions for Granting Bachelor's Degree at Philadelphia University

Issued by the Board of Trustees under paragraph (D) of article (4) of the instructions of the Board and teaching staff members (faculty members) of private universities No. (2) for the year 1989 and its amendments

Article (1 :)
Theses instructions shall be called "Instructions for granting bachelor's degree at Philadelphia University", and shall be applicable as of the university year 2001/2002.

Article (2 :)
The provisions of these instructions shall apply to regular students registered for attaining bachelor's degree at the following university colleges (faculties):
- Literature and Arts
- Management (Administration) and Finance Science
- Engineering
- Information Technology
- Science
- Law
- Pharmacy

Article (3 :)
The university Board shall approve the teaching (tuition) plans or their amendments, which lead to the attainment of bachelor's degree at the various faculties, upon recommendation from the Council of the specialized academic departments.

Article (4 :)
The minimum level of the accredited hours required for the attainment of bachelor's degree shall be as follows:
Faculty of Literature and Arts 132 - accredited hours
Faculty of Science 132 - accredited hours
Faculty of Management & Finance Science 132 - accredited hours
Faculty of Law
Faculty of Pharmacy
Faculty of Engineering
Faculty of Information Technology

- 132 accredited hours
- 160 accredited hours
- 160 accredited hours
- 132 accredited hours

70

requirements:
Course (Subject (Code & No.

Article (5):
The teaching plan for each specialization (major subject) for which a bachelor's degree is granted, shall include the following:

First:
University Requirements: (24) accredited hours shall be allocated therefor, and shall include:
- Compulsory Requirements (*): these shall be studied by all the university students, and there shall be allocated for it (21) accredited hours distributed as follows:

<table>
<thead>
<tr>
<th>Academic Study Plan</th>
<th>Name of Course</th>
<th>Code &amp; No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arabic Language Skills</td>
<td>1</td>
<td>0120103</td>
</tr>
<tr>
<td>English Language Skills</td>
<td>1</td>
<td>0120101</td>
</tr>
<tr>
<td>English Language Skills</td>
<td>2</td>
<td>0120102</td>
</tr>
<tr>
<td>Intellect and Human Civilization</td>
<td>1</td>
<td>0111133</td>
</tr>
<tr>
<td>Computer Skills</td>
<td>1</td>
<td>0710101</td>
</tr>
<tr>
<td>Computer Skills</td>
<td>2</td>
<td>0710102</td>
</tr>
<tr>
<td>Military Science</td>
<td>1</td>
<td>0111100</td>
</tr>
</tbody>
</table>

Accredited Hours
3
3
3
3
3
3

- Optional Requirements: (3) hours shall be allocated therefor to the Jordanian students, and (6) hours to non-Jordanian students, and shall be selected by the student from among the following courses (subjects):

| Course (Subject (Code & No. |
|-----------------------------|-----------------|
| 0330101 |
| 0340101 |
| 0420150 |
*Military science course is considered to be compulsory for Jordanian students, and its results shall be reckoned (pass or failure) but it shall not be included in the calculation of the term or cumulative average.

Non-Jordanian students, however, shall study an alternative subject from the list of the optional university courses (subjects).

Name of Course
Subject ( )
Introduction to Management
Introduction to Macroeconomics
Human Rights
Introduction to Sociology
Introduction to Psychology
Principles of Logic
Contemporary Intellectual Issues
Human Thought and Civilization (2)
History of Science
Means of Communication and Society
Man and the Environment
Nutrition
Science and Society
Second Foreign Language
Arabic Language - for Foreigners
Qura'nic Sciences
Administration in Islam
Principles of Islamic Economics
Athletic Culture
Vehicle (car) Fundamentals
Arabic Language Skills

72
Accredited
Hours
3
3
3
3
3
3
Second:
Faculty Requirements: The following accredited hours shall be allocated thereto:
- Sections of the Faculty of Literature and Arts 24- accredited hours
- Sections of the Faculty of Science 21- accredited hours
- Sections of the Faculty of Management and Finance 21- accredited hours
- Sections of the Faculty of Law 21- accredited hours
- Sections of the Faculty of Pharmacy 32- accredited hours
- Sections of the Faculty of Engineering 32- accredited hours
- Sections of the Faculty of Information Technology 18- accredited hours

Third:
Section Requirements: The following accredited hours shall be allocated thereto, and shall be distributed over compulsory courses and other voluntary subjects, which shall be determined by the faculty Council
- Sections of the Faculty of Literature and Arts 81- accredited hours
- Sections of the Faculty of Science 87- accredited hours
- Sections of the Faculty of Management and Finance 84- accredited hours
- Sections of the Faculty of Law 84- accredited hours
- Sections of the Faculty of Pharmacy 101- accredited hours
- Sections of the Faculty of Engineering 101- accredited hours
- Sections of the Faculty of Information Technology 87- accredited hours

Fourth:
Free Courses: (3) accredited hours shall be allocated thereto:
A- A student may not register for a subject, if he had not studied the requirement preceding the said subject, otherwise his registration and mark for such subject shall be considered cancelled.
B- A student may not take a certain subject and its preceding requirement in the same term, unless his graduation relies thereon, or he is repeating the said subject. In such case, however, the student must obtain the written approval of the faculty dean.

Tuition Period and Tuition Burden
Article (6):
A- The maximum tuition period for obtaining the bachelor's degree shall be as follows:
- Sections of the Faculty of Literature and Arts
- Sections of the Faculty of Science
- Sections of the Faculty of management and finance
- Sections of the Faculty of Law
- Sections of the Faculty of Pharmacy
- Sections of the Faculty of Engineering
- Sections of the Faculty of Information Technology
- Evening Studies

7 years
7 years
7 years
7 years
8 years
8 years
7 years
10 years

B- The tuition year consists of two compulsory tuition terms of sixteen weeks each including the examinations period and a voluntary summer term of eight weeks comprising the examination period.
C- The accredited hours for each subject shall be computed on the basis that each accredited hour is equivalent to (16) class hours, whereas the laboratory and practical application hours shall be estimated for each subject apart, provided that each accredited hour shall be counted at two laboratory hours or two application hours at least.
D- The student shall bear the responsibility for registering the subjects included in his academic plan, in accordance with the registration procedures adopted at the university.
E- With due regard to the maximum limit of the tuition period for attaining the bachelor's degree stated in paragraph (A) of this article, the minimum limit of the accredited hours studied by a student registered for attaining the bachelor's degree shall be (12) hours for each tuition term, whereas the maximum limit shall be (18) accredited hours or (22) accredited hours, where the additional hours is a training or laboratory hour, at the approval of the faculty's dean and after verifying the availability of either of the two following conditions:

- That the student's (term or cumulative) average is not less than (80%).
- That the student's graduation depends on allowing him to study (21) accredited hours or (22) accredited hours, if the additional hour is a training or laboratory hour, as the case may be in the term in which he will graduate.
F- A student shall, at the approval of the faculty dean, be allowed to register for a number of accredited hours which is less than the minimum limit shown in paragraph (E) above, provided that it will not be less than (9) accredited hours. The student, however, may continue to study a number of accredited hours which is less than the minimum limit, as a result of his withdrawal from certain subjects, in special justified cases which must be approved by the faculty dean, with due regard to the contents of paragraph (B) of article (13).
G- The maximum limit of the accredited hours for which the student registers in the summer term shall not exceed (9) accredited hours. However, the maximum limit may reach (12) accredited hours, if the student's graduation in the said term is dependent on allowing him to do this, at the approval of the faculty dean.
H- A student may not obtain the first university degree in a period of less than three academic (scholastic) years in the specializations of literature and arts, management and finance science, law, science and information technology, and four tuition years in the engineering and pharmacy specialization.

I- A student registered for attaining bachelor's degree shall be classified at the level of the second, third, or fourth year, if he successfully completes not less than (30), (60), or (90) (accredited hours respectively under his tuition plan. However, a student at the faculties of engineering and pharmacy shall be considered at the fifth year level, if he completes (120) (accredited hours successfully).

Article (7):
Assiduity (Devotion)
-1 Assiduity is stipulated for all students, according to the hours prescribed for each subject in the tuition plan.
-2 A student may not be allowed to be absent for more than (%15) of the hours prescribed for the subject.
-3 Where a student is absent for more than (15%) of the total hours specified for the subject without sickness or compulsory excuse acceptable to the faculty dean, he shall be prohibited from sitting the final examination, and his result in the said subject shall be considered as (zero), and he must restudy it in case it is an obligatory subject. In all cases, however, the result of such failure shall be included in the calculation of the term and cumulative average of the student for purposes warning and dismissal from the faculty.
-4 Should a student be absent for more than (15%) of the hours specified for a certain subject, and such absence was due to sickness or to a compelling excuse acceptable to the faculty dean, he shall be considered as withdrawn from the said subject, and the withdrawal provisions shall apply thereto. The dean, however, shall inform the director of admission and registration thereof. The word (withdrawal) shall be recorded against the said subject in the student's academic register. As regards the students representing the kingdom or the university in official activities, they shall be allowed to be absent for a ratio not exceeding (20%) .
-5 It is stipulated for the sickness excuse to be based on a certificate issued by the student's clinic physician at the university, or a clinic approval by him, or issued by the hospital appointed by the university. Such certificate, however, must be submitted to the faculty dean within a period not to exceed two weeks from the date on which the student interrupts his assiduity (devotion). In other force majeure (inevitable) cases, however, the student must provide an evidence confirming his compelling excuse, within one week from the date of disappearance of the reasons for the absence.
-6 The faculty deans, heads of the sections, teaching staff members (faculty members), lecturers, and directors of admission and registration shall be responsible for the
implementation of the assiduity provisions.

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Second:
Examinations

Article (8): (1

First:
The final marks for each subject shall be calculated on the basis of
one hundred, to nearest whole number.
-1 The final mark for each subject shall be the total marks of
the final examination and the marks of the term works.
-2 The final examination for each subject shall be held once at
the term end, and shall be in writing and inclusive of all the
subject course. However, (50%) of the final mark of the
subject shall be assigned thereto. The final examination
mark might include practical and verbal examinations, or
reports for which a certain percentage shall be allocated.
The final examination papers shall not be returned to the
students.
-3 The term works for each subject shall include two written
examinations at least, and shall be notified to the students at
least one week prior to the date of their holding, provided
that the first examination will be held at a maximum date
not to exceed the end of the seventh week from the
beginning of each of the first and second terms (and the
sixth week of the summer term). The papers, however, shall
be returned to the students within a maximum period of
one-week following the holding of the examination (72
hours in respect of the summer term). The term works
might include, in addition to the two terms written
examinations, oral examinations, reports, researches, fully
or partly, as may be resolved by the section Council. The
examination papers, reports and researches shall be returned
to the students after their correction.
-4 There might be excepted from item (3) above the subjects
concerning seminars, laboratories, field work, and projects,
where the relevant faculty Council shall determine the
method for the appraisal of the said subjects, provided that
this will be notified to the students at the beginning of the
tuition term.
-5 Any student who is absent from a declared term examination
without sickness or compelling excuse acceptable to the
dean of the faculty to which he is affiliated, shall be given
a) zero) mark in the said examination, and shall be counted in
his final mark.
-6 Any student who is absent from a declared term examination
for sickness or compulsory excuse acceptable to dean of the
faculty to which he belongs, must provide an evidence
confirming his excuse, within one week following the date
of the disappearance of the excuse, in which case the
instructor of the said subject shall hold a compensatory
(make-up) examination for the student.
-7 Any student who is absent from a final examination for
sickness or compulsory excuse acceptable to the dean of the
faculty to which he belongs, must provide an evidence
confirming his excuse, within three days following the date
for holding the said examination.

Third:
The head of the academic department shall entrust one of the subject instructors to coordinate among themselves with respect to the plan for teaching the subject, the prescribed books, the examinations, and the marks.

Fourth:
- The subject instructor shall inform his students at the beginning of each tuition term of the method of his appraisal of the students' academic achievements in the said subject.
- The subject instructor shall be responsible for correcting the examination papers concerning his subjects, and for receiving the marks and their registration in their relevant statements (transcripts) and coupons, as well as for delivering period of (48) hours from the date of holding the final examination for the said subject.

Fifth:
- The alteration (amendment) of the student's final mark for a certain subject may be only considered in exceptional cases justified by the subject instructor in writing to the faculty dean, within a maximum period of one week after delivery of the results. The dean, however, shall inform the department of admission and registration thereof.
- A student may apply for the review of the final examination paper to the competent faculty dean, within a maximum period of one-week following the announcement of the results, on a special form set for this purpose against a fee of two Dinars.
- The review process shall be restricted to the material error in adding up the marks, or the forgetfulness (omission) of correcting questions or parts thereof. A committee formed from the faculty dean, the department chairman, and the subject instructor shall review the examination paper.

Sixth:
All the examination papers, reports, and researches shall be returned to the student after their correction and recording their marks. But, as regards the final examination papers, they shall be maintained at the faculty deanship for a period of two tuition terms.

Seventh:
- Where a student is absent from the final examination of a certain subject for sickness or compulsory excuse acceptable to the dean of the faculty to which he belongs, the expression (incomplete) shall be recorded for him against the said subject. However, the student must sit (present himself) for the compensatory (make-up) examination within a maximum period of two weeks from the start of the subsequent term, otherwise (zero) mark will
be recorded for him in respect of the said examination and he will be given the result deserved by him, unless he had deferred his study to the subsequent term.

-2 Any student who is absent from a final examination without sickness or compulsory excuse acceptable to the dean of the faculty to which he belongs, the remark (absent) shall be recorded in the said examination. However, such absence shall be considered as associated with an acceptable excuse, where an evidence confirming this is provided, whereupon the result will be converted to (incomplete). The student must eliminate the expression (incomplete), in conformity with the provisions of paragraph (1) of item (seventh), otherwise his mark in the said examination will be considered as (zero) and will be counted under his cumulative average.

Eighth:

1- The minimum mark for success in a subject is (50%), and the minimum final mark for a subject is (35%).

2- With due regard to the provisions of article (10), the cumulative average shall be the average of the marks of all the subjects studied by the student, whether success or failure, until the date of calculation of the said average. The subjects in which the student obtains the expression (incomplete) shall be included in the calculation of the cumulative averages, when eliminating the said expression.

3- Cumulative averages shall be classified according to the appraisals indicated in the following schedule:

<table>
<thead>
<tr>
<th>Cumulative Average Appraisal</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent</td>
<td>84-100%</td>
</tr>
<tr>
<td>Very Good</td>
<td>76 to less than 84%</td>
</tr>
<tr>
<td>Good</td>
<td>68 to less than 76%</td>
</tr>
<tr>
<td>Fairly Good</td>
<td>60 to less than 68%</td>
</tr>
<tr>
<td></td>
<td>81</td>
</tr>
</tbody>
</table>

4- The term average is the average of the marks of all the subjects studied by the student in the said term.

5- With due regard to the provisions of article (10), any of the preceding averages shall be calculated by multiplying the mark of each subject included in the average by its accredited hours and dividing the total of the multiplication product over the total of the accredited hours.

6- The average shall be computed to the nearest decimal digit.

7- The dean shall place the name of the student attaining a term average of (85%) and over on the faculty's list of honor, and this tuition load for the said term will not be less than (12) accredited hours.

Article (9):

Restudying the Subjects

A- In all cases of repetition the higher mark attained by the student in the said subject, shall be included in the computation of his cumulative average. However, the higher mark shall be considered only for the purposes of completing the graduation requirements provided for in paragraph (A) of article (18) of
these instructors.
B- In case a student restudies any subject, the hours relating to the said subject shall be included in the computation of the number of hours required for graduation for one time only.
C- A student may restudy any subject for the purposes of raising his cumulative average in the said subject.
D- A student may study a voluntary or free subject in lieu of a voluntary or free subject in which he failed.

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Placing the Student under Probation
Article (10 :
A- A student shall be placed under control, if his cumulative average declines below (60%) at the end of any tuition term. The department of admission and registration will notify the student thereof in writing at his latest address with the university.
B- A student who is placed under control must eliminate the reasons which led to his placement under control within a maximum period of two tuition terms following the term for whose results he was placed under control.
C- Should the student be unable to eliminate the reasons, which led to his placement under probation according to paragraph (B) of this article, he shall be dismissed from his specialization section.
D- There shall be excepted from dismissal from the specialization section in implementation of the provisions of paragraph (C) of this article, any student who attained a cumulative average of (%59.9-59.5) and completed successfully (90) accredited hours at the faculties of science, literature, management and finances science, law, and information technology, and (105) accredited hours at the faculties of engineering and pharmacy, provided that the said hours have been computed according to the tuition plan of the specialization section. However, the student who attained a cumulative average of less than (59.5%), shall be granted an opportunity of two additional tuition terms in order to adjust his academic situation before he is finally dismissed.
E- A student shall be dismissed from his section if he attains a cumulative average of less than (50%) in any tuition term, after studying not less than (12) accredited hours which are included in the computation of his average.

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Article (11 :
A student who is dismissed from his section according to the provisions of paragraph (C) or paragraph (E) of article (11) of these instructions, may apply for transfer to other university sections before the start of the subsequent term, in which case the provisions of article (17) of these instructions shall apply thereto. But, in case he is not accepted at any other sections, he shall be finally dismissed from the university. When the student is accepted at the new section, one tuition term shall be deducted from the maximum limit of the graduation years against every (15) accredited hours counted (credited) for him.

Withdrawal from and Addition of Subject
Article (12 :
A- A student shall be allowed to withdraw from subject for which he was registered and add new subjects, within the first five tuition days (without the holidays) of the first and second
tuition terms, and within the first three tuition days (without
the holidays) of the summer term. However, the subjects from,
which he withdrew, will not be registered in his academic
record.
B- With due regard to the contents of paragraph (A) of this article
and paragraph (F) of article (7), a student shall be allowed to
withdraw from studying one or more subjects within a
maximum period up to the end of the thirteenth week of the
first and second tuition terms, and the end of the seventh week
of the summer term. In such case, the subject shall be
registered in the student's record, and the remark (withdrawn
shall be recorded against it.
The said subject, however, shall not be included in the number of
hours studied by the student with respect to success and failure, and
the graduation requirements. But, if the student does not withdraw
during the said period, the subject instructor shall record the
student's result in the transcript (statement of marks).
The number of hours for which he is registered may not, as a
result of such withdrawal, be less than the minimum limit of the
tuition burden allowed under these instructions, except by a
decision from the faculty dean, provided that the number of
accredited hours studied by the student during the term will not be
less than nine accredited hours.
C- If the student is considered to have withdrawn from all the
subjects for which he was registered for any term according to
paragraph (F) of article (7) of these instructions, his study
during the said term shall be considered as "deferred", and the
said term shall be counted from the deferment period allowed
under paragraph (A) of article (14) of these instructions, and
this shall be written down in his academic record.
D- A student may apply to the faculty dean for withdrawal from all
the subjects registered by him for the said term. After approval
of the university Board upon recommendation from the faculty
Council thereon, his study during the said term shall be
considered deferred (postponed). However, the student must
submit such application at least two weeks prior to the date of
the final examinations.

Deferment and Cessation of Study and
Withdrawal from the University
Article (13):
A- A student may defer his study at the university for a period not
to exceed four terms (two years), whether intermittent or
continuous.
B- Where teaching has started in either of the first or second
academic terms and the student was not registered for such
term, his registration at the university shall be considered as
cancelled, unless he provides a compelling excuse acceptable
to the authority concerned with the acceptance of the excuse.
The validity for the acceptance of the excuse shall be
distributed as follows:
- The faculty dean: if the excuse is submitted within two weeks
following the commencement of study in the tuition term,
then in such case the student may be allowed to register for
the subject or postpone his study.
- The faculty dean: upon recommendation from the faculty Council, if the excuse was submitted within a period exceeding two weeks from the commencement of the study and in case his excuse has been accepted, he will be considered to have postponed his study in the said term.

C- The deferment period shall not be counted from the maximum limit of the graduation years, or for the purposes of eliminating the reasons for placement under control, or for the purposes of removing the expression (incomplete).

D- Should the student surpass the agreed deferment period, he shall lose his seat at the University. However, he shall be entitled to apply again for rejoicing the university, and if he is accepted in the same specialization section, his academic record shall be fully maintained, provided that he will complete the graduation requirements. In such case, the provisions tuition period shall be counted for him under the maximum limit of the graduation years. But, if he is accepted at another department, the provisions of the two paragraphs (B) and (C) of article (19) of these instructions shall apply to him.

However, in the cases where the student loses his seat due to surpassing (the agreed deferment period) for a compelling excuse, then the university Board shall be entitled, upon recommendation from the faculty Council, to consider the surpassing period under the maximum limit of the deferment period allowed under paragraph (A) of this article.

E- The study for the new student at the university, or the student transferring thereto, may only be deferred after the lapse of at least one tuition term on his study at the university.

F- Should the student wish to withdraw from the university, he must apply for this, on the specified form, to the department of admission and registration. In such case, the remark "withdrawn from the university" will be marked for him in his record, and he will lose his seat therein. The director of admission and registration shall inform the relevant authorities inside and outside the university of the withdrawal cases. However, should the said student wish to rejoin the university, he must submit his application. In case he is accepted in the same section of his specialization (major subject), his academic record shall be fully maintained, provided that he will complete the graduation requirements according to the academic plan applicable at the time of his return to the university. However, the previous study period shall be counted for him under the maximum limit of the graduation years. But, if he is accepted in another section, the provisions of item (second) of article (17) shall apply thereto.

G- If the student interrupts his study for one or more academic terms, without detaining a written approval from the relevant dean to postpone his study for the said period, he shall lose his seat at the university. In such case, however, he shall be entitled to submit a new application for rejoining the university. Should he be accepted in the same section of his specialization, his academic record shall be fully maintained, provided that he will complete the graduation requirements.
according to the tuition plan applicable at the time of his return to the university. However, the previous tuition period shall be counted for him under the maximum limit of the graduation year. But, if he is accepted in another academic department, the provisions of item (second) of article (17) of these instructions shall apply thereto. In the cases where the student loses his seat for lack of registering for a period of one or more tuition terms due to a compelling excuse, then the university Board shall be entitled, upon recommendation from the faculty Council, to consider the said period under the maximum limit of the deferment period allowed under paragraph (A) of article (14) of these instructions.

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University.
Transfer from other Universities
Article (14):
First:
Applications for transfer from other universities shall be submitted in accordance with the following conditions:
1. The student must fulfill the conditions of admission to the university, and must fulfill the other conditions required by the relevant faculty and ratified by the university Board.
2. The student must be transferring (moving) from a university, or a university institute, or a recognized university college.
Second:
The department of admission and registration shall refer the accepted applications to the competent faculty dean, in order to calculate the hours studied by the student at his university in the light of the tuition plan of the section in which he will specialize, provided that not more than (50%) of the total accredited hours will be counted for him under the tuition plan approved for the said specialization, and the department of admission and registration shall be notified of this in writing. The university President, however, may in special exceptional cases compute (credit) not more than (75%) of the total accredited hours under the tuition plan approved for such specialization.
Third:
The subject previously studied by the student at other university(ies), shall not be included in his cumulative averages at Philadelphia University.
Fourth:
One tuition term shall be deducted from the maximum limit of the graduation years against every (12), accredited hours counted for the student coming from outside the university.

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Crediting of Hours Accredited Outside the University of Philadelphia to its Students
Article (15):
With due regard to the contents of paragraphs (second, third, fourth (of article (15) of these instructions, Philadelphia University students shall be permitted to study not more than (24) accredited hours at other recognized university. However, the said hours shall be credited to them according to the following conditions:
1. The student must have successfully completed the study of not less than (36) accredited hours at Philadelphia University.
2. The student must obtain a prior written approval from the competent faculty dean.
Moving from One Department to Another

Inside the University

Article (16):

First:
Applications for moving shall be submitted to the department of admission and registration at the beginning of the first or second tuition term of each year, and the said applications shall be resolved (determined) by it according to the following conditions:

1. The student must not have been dismissed from the section to which he wishes to move.
2. His average in the general secondary certificate examination must be within the acceptable average according to the acceptance year of his joining the university, or in the year in which he applies for the transfer.
3. The vacancy must be available at the section to which he wishes to move.

Second:

1. When a student moves to another section, the subjects selected by him from among the subjects which he studied at the section from which he moved shall be counted for him, and shall be included under the tuition plan of the section to which he moved. The marks of the said subject or subjects shall be included in the student's cumulative average.
2. The student moving from one section to another inside the university may apply in writing to the dean of the faculty to which he moved to cancel his previous academic record without taking account of any subject thereof. In such case, he will be fully considered as a new student.

Requirements for Obtaining Bachelor's Degree

Article (17):
The bachelor's degree shall be awarded to the student after fulfilling the following requirements:

A- Success in all the subjects required under the tuition plan prescribed for the bachelor's degree at his specialization section, and attainment of a cumulative average of not less than (%60) in all the subjects studied by him.
B- Not to exceed the maximum limit of the graduation years provided for in paragraph (A) of article (7) of these instructions.
C- He must be a regular student during his last three tuition terms at the university, including the term in which he will graduate; even if this would be a summer term. However, the deferment period shall not be considered under the said period.
D- Abidance by the provisions of article (15) of these instructions, when necessary.

Article (18):

Article (20):

General Provisions (Rules):

A- In case the probability of a student's graduation relies on one compulsory subject only, and such subject was not offered in
the term in which he will graduate, or was offered but was inconsistent with another compulsory subject, or the like, then his faculty's dean shall be entitled, after taking the opinion of the section's head, to give his consent for the student to study another alternate subject, provided that he will inform the director of admission and registration thereof.

B- In case the probability of a student's graduation is dependent on passing in one subject which was previously studied by him twice or more, but he did not succeed in it, then he may, at the approval of his faculty's dean upon recommendation from the competent section's head, be allowed to study an alternate subject.

Article (19): Where a student needs less than (12) accredited hours in his graduation term, he shall be entitled to register the hours needed by him for the graduation.

A- In case a student holder of a bachelor's degree from Philadelphia University in a certain specialization wishes to study for a bachelor's degree in another specialization at the university, he must apply for this to the department of admission and registration. His application, however, will be decided in conformity with the acceptance conditions concerning the new specialization. His application shall then be referred to the competent faculty's dean, in order to compute the subjects in which he passed, and which fall within the tuition plan of the new specialization. However, one tuition term shall be deducted from the maximum limit of the graduation years against every (15) accredited hours credited to him. The number of hours studied by him for attaining the bachelor's degree in the second specialization (major subject) shall not be less than (45) accredited hours.

B- The provisions of article (15) of these instructions shall apply to the students who hold bachelor's degree from another university, but who wish to study at Philadelphia University for other specialization (major subject).

C- Should a regular student at Philadelphia University apply for joining it for another specialization, his academic record shall be fully maintained, provided that he will complete the requirements for graduation in the second specialization, in conformity with the provisions of paragraph (A) of article (21). In such case, the previous tuition period shall be credited to him under the maximum limit of the graduation years.

Article (21): The specialization section and the department of admission and registration shall be responsible for following up on the student's academic progress, and for ensuring that he has fulfilled the graduation conditions.

Article (22): The student must obtain an attestation for acquittance (discharge) from the university, in order to complete his graduation formalities.

Article (23): No student may argue (contend) that he was not aware of these instructions, or that he was not cognizant of the pamphlets issued by
the university or the information published on its notice Board concerning these instructions.

Article (24):
The bachelor's degree certificate shall bear its due date.

Article (25):
The university Board shall resolve the problems that might arise in respect of the implementation of these instructions.

Article (26):
The university President, the deans of faculties, and the director of admission and registration are hereby commissioned to implement the provisions of these instructions.

Article (27):
These instructions shall supersede any previous instructions to this effect.

Chapter (3)
Regulation Pertaining to Faculty Members at Philadelphia University

Regulation No. 1, for the Year 1999

First Section:
Definitions

Article (1):
This regulation shall carry the title "regulation pertaining to the regulation of faculty members at Philadelphia University for the year 1999". The regulation shall become effective from the date of its approval by the University Board of Trustees.

Article (2):
The following words and expressions, wherever stipulated in this regulation, shall have the meanings assigned to them below, unless indications prove otherwise.

University:
Council:
Council of deans:
President:
Dean:
Department:
Committee:
The University of Philadelphia
The Council of the University of Philadelphia
The Council of Deans of the University of Philadelphia
President of University
any Dean at the University of Philadelphia
any Administrative Department at the University
The Committee in Charge of Appointments and Promotions

Article (3):
Members of the Faculty Staff at the University are:
-Professors
-Associate Professors
-Assistant Professors
Second Section:
Appointment of Faculty Members

Article (4):
The Council of Deans shall establish a committee from faculty members, to be known as (the committee for appointments and promotions). It shall comprise five members and shall be presided over by the president of the University. It shall include in its membership professors from amongst deans of colleges and, shall exercise its jurisdiction as outlined in this regulation. The President may delegate one or more members of the faculty at the University, from amongst those who hold the rank of professor to complete the quorum should this become necessary.

Article (5):
A- A member of the faculty of the University is appointed by a decision from the Council of Deans, subsequent to a recommendation from the Council of the Section and, the Council of the college concerned, and, the committee in charge of appointments and promotions.
B- Consideration for appointment at the section and the college shall be given to those who hold the required status for the post or, higher.

Article (6):
Appointment to membership of the faculty shall be conditional on the following general conditions, in addition to the other special conditions and qualifications as stipulated in this regulation:
A- That he shall be capable of carrying out his university functions and, particularly teaching.
B- That he shall be physically fit, based upon a report from a Medical Committee, accredited by the University.
C- That he shall not have been convicted of a felony or a misdemeanor, in violation of honor or the public code of behavior.

Article (7):
Appointment to the post of instructor at the University shall be contingent on the following:
A- That he shall have earned the degree of Master of Arts, or its equivalent, in the field of specialization to which he shall be appointed.
B- That he shall have spent, at least three years in the field of research, or instruction, at a recognized university or advanced institute, after having obtained the degree of master of arts.
C- An instructor shall not be promoted to the rank of assistant professor unless he has obtained the Ph. D degree or its equivalent.

Article (8):
The appointment of an assistant professor at the University shall be conditional on having earned the Ph.D. degree or its equivalent, from a recognized university, or that he shall have obtained a specialized certificate equivalent to a Ph.D. degree, from a recognized specialized academic or professional institute.

Article (9):
A- While observing the provisions of article (6) of this regulation, the appointment of an associate professor at the university, shall be conditional on the following:
1- That he shall have obtained the academic qualification
provided for in article (8) of this regulation.
2- That he shall have held the post of assistant professor, for a period not less than five years, at a university or a recognized academic institute of a university level.
3- That he shall have published an academic contribution, while holding the post of assistant professor, thereto.

Article (10):
Appointment to the post of professor at the University is conditional on the following:
99
A- That he shall hold the academic qualification provided for in article (8) of this regulation.
B- That he shall have held the post of associate professor, for a period not less than five years, at a university or at a recognized academic institute of university level.
C- That he shall have published, while holding the post of associate professor, an academic contribution, which has contributed to knowledge.

Article (11):
A- The evaluation of the required academic attainments, for appointment to the University faculty, shall be carried out by the committee on appointments and promotions.
B- As for evaluation of academic contributions, or specialized professional works, presented for the purpose of appointment to the faculty, it shall be carried out by specialized committees, to be set up by the Council of Deans, at the initial recommendation of the department, thence the Council of the College and, the Committee of Appointments and Promotions. Members of such Committees must hold the status of professors and, be specialized in the field subject to evaluation.

Article (12):
It is permissible to consider practical experience, in other than in the field of research and university teaching, for purposes of setting salary, only for appointment to membership of faculty at the University; this shall be on the basis of two years of said experience, as equal to one year of service as a maximum and, provided it shall not exceed ten years of experience.

Article (13):
When a person is appointed member of the University faculty, it is permissible to recognize in the appointment the rank which he had held or, still holds in any other university recognized by the university, so that such rank shall be the basis, in setting his salary or his seniority, and provided that he enjoys the provisions stipulated in this regulation.

Article (14):
It is permissible to appoint the holder of a doctoral degree, whose required attendance has not been ascertained, as a full-time lecture; and it is permissible to transform his status to an assistant professor if:
A- If he has spent three years in the rank of a full-time lecturer at the University.
B- If report from the head of his department was forthcoming and, another report from the dean of his college, testifying to his effectiveness in teaching, as well as good behavior.
C- If there is to his credit, three research works, published in an
established academic publication, regardless of the number of years he may have served, as a lecturer at the University. It is not permissible for him to claim such research works for a second time, for the purpose of promotion to the rank of associate professor.

Third Section:
Promotion of Faculty Members

Article (15):
Promotion of a faculty member at the University is carried out by a decision of the Council of Deans, subsequent to a recommendation from the Council of the Department, the Council of College and the committee in charge of appointments and promotions.

Article (16):
A- It is permissible for an assistant professor or an associate professor, to submit a request for promotion to a higher rank, six months before expiry of the legal time, which is a condition for promotion to a higher rank, if other legal pre-requisites were present for occupying the post.
B- And if the procedures for promotion were completed before expiry of the legal limit, the date of promotion to the higher rank shall be the date of completion of the legal limit.
C- And in all circumstances, the Council of Deans shall issue its decision on promotion, during a period not to exceed six months from the date of forming the committee for evaluation of the academic contribution.

Article (17):
A- In addition to the other conditions, it is a condition for promotion that a candidate from amongst the faculty members should present a published academic contribution, containing a new addition to work or to knowledge, in his field of specialization.
B- The following principles shall be adopted, in accepting said contribution, without the need for initial assessment if firstly:
The contribution shall be accepted without need for initial assessment if:
-1 Published material or (accepted for publication), in recognized journal, provided that such journals are scientific, specialized and meticulous, in accordance with criteria adopted by the University for this purpose, and be regularly published by university for this purpose, and be regularly published by universities, societies and centers of learning.
-2 Published materials or (accepted for publication) consisting of résumés by the candidate for promotion at Philadelphia University from master of art or doctoral thesis, which had been supervised or will be supervised by the University, provided that such journals in which the material had been published or had been accepted for publication are specialized in the field and, deduced from several studies.
-3 Studies which have actually been published in the minutes of specialized scientific conferences, at which, research papers presented are assessed by specialized judges, and, at which one paper by the candidate had been accepted.
- Reports on professional attainments, accompanied by relevant literature on the subject, provided that such reports have been published or (accepted for publication) in specialized scientific journals, with high standing, and recognized by the University; two research reports are the maximum accepted for one promotion.

Secondly:
It is permissible to accept an academic contribution presented for purposes of promotion, subsequent to sending it for preliminary assessment and upon receiving positive assessments pertaining to it, if such contribution were:
- Published books containing new addition to knowledge in a field of specialization, provided that the number of words shall not be less than fifty thousand works.
- Published translated book, and a candidate may not claim credit for one promotion for more than one book. It is a condition that the translated book shall be, in the field of specialization of the candidate, and that the number of words shall not be less than one hundred thousand words. The book shall be regarded as a joint research work.
- Published textbooks -and a candidate may not claim one published textbook for each promotion-it is a condition that the subject matter of the translation shall be in the field of specialization of the candidate and, that its number of words is not less than seventy five thousand words.
- Research papers published in specialized journals, or published specialized studies (Monographs). It is a condition that such research and specialized studies must have been evaluated by experts, for purposes of publication.

A specialized study is deemed the equivalent of a published research work; the candidate may not be credited for more than the specialized study as the equivalent of a published research work. And only one study shall be counted in one promotion.

Edited books (or parts of books) comprising an adequate study of a book or, part thereof. Not more than three books of evaluation or parts therefrom shall be considered for each promotion and, it is a condition that the subject matter shall be in the field of specialization of the candidate for promotion.

Thirdly:
It is permissible to send the academic contribution, which has not been accepted for purposes of promotion to the residents for their perusal, if it has actually been published.

Fourthly:
That the candidate for promotion shall have published, or had been accepted for publication, at least two research works, during his tenure of service at the university, other than those excepted from the master of arts and doctoral dissertations which he had supervised or is supervising.

Fifthly:
In all circumstances, the number of published research works shall be at least two research papers for promotion to the rank of associate professor, and three research works for promotion to the rank of professor but, from other than those derived from master of arts and doctoral dissertations which he had supervised or is supervising.
Article (18 :(A -

1. The number of research papers for purposes of promotion shall be defined by numbers. Printed books, written books or edited books or parts thereof, shall be evaluated in an identical manner as those researches and in the following manner:

<table>
<thead>
<tr>
<th>Individual research</th>
<th>Joint research with another</th>
<th>Joint research with two co-researches</th>
<th>Joint research with three or more</th>
</tr>
</thead>
<tbody>
<tr>
<td>104</td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

-2 A research paper, excerpted from a Master of Arts or doctoral dissertation, which has been supervised or is being supervised by the candidate for promotion, is to be calculated as (20) marks for the principal, and (20) marks for the associate supervisor.

-3 A translated book shall be evaluated as follows:

<table>
<thead>
<tr>
<th>Individual translator</th>
<th>A translator in association with another</th>
<th>A translator in association with more than one translator</th>
</tr>
</thead>
<tbody>
<tr>
<td>50 points</td>
<td></td>
<td></td>
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</tbody>
</table>

-4 A report in normal circumstances is assessed as follows:

<table>
<thead>
<tr>
<th>Individual translator</th>
<th>A report prepared jointly with another</th>
<th>A report prepared with two other</th>
</tr>
</thead>
<tbody>
<tr>
<td>50 points</td>
<td>20 points</td>
<td>10 points</td>
</tr>
</tbody>
</table>

B- It is a condition for an assistant professor, who is a candidate for promotion to associate professor to:

-1 That he shall have presented at least four academic research papers, subsequent to having received his doctoral degree.

It is a condition that he must be the principal researcher in at least:

<table>
<thead>
<tr>
<th>100 points</th>
<th>50 points for each one</th>
<th>50 points for the principal research</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 points</td>
<td>50 points for the second research</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>10 points for each of the other researches</th>
<th>50 marks</th>
<th>25 marks for each</th>
<th>15 marks for each one</th>
</tr>
</thead>
<tbody>
<tr>
<td>25 marks</td>
<td></td>
<td>25 marks</td>
<td>25 marks for the first, 15</td>
</tr>
<tr>
<td>10 marks for the second and 10 marks for the third</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
least two of them, provided that such research papers have not been excerpted from Master of Arts or doctoral dissertations which he had supervised or was supervising and, shall obtain at least (250 ( marks).
- 2 That his evaluation for his teaching marks, shall not be below (good .)
- 3 That his evaluation in the joint report should be at least (good).

C- It is a condition for an associate professor, who presents his candidacy for promotion to the rank of professor to:
- 1 That he should present an academic contribution, in no less than five research papers which have been presented during his tenure in the rank of associate professor; and that he shall have been the principal researcher in at least three of them, provided that such research papers shall not have been excerpted from master of arts or doctoral dissertation, which he had supervised or was in the process of supervising, and should have obtained at least a mark of (200).
- 2 That his evaluation in his teaching work shall not be less than (good .)
- 3 That his evaluation in the joint report shall not be less than (good).

Article (19):
It is not permissible for a candidate to submit amongst his research work any of the research papers which he had formerly submitted and had been calculated to his credit in previous academic promotion, or had by virtue of which obtained an academic degree or rank.

Article (20):
A- A request for promotion shall be presented to the chairman of the department concerned with an enclosure of six copies of academic contributions for submission to the department council for its consideration, and to recommend at least ten of the specialized professors for evaluating such contribution. The department chairman shall refer the assessment of the department council to the dean of the college who in turn shall submit the matter to the college council for its opinion, and thence for its referral to the presidency of the University in order to complete the necessary measures for promotion.
B- If the number of the faculty members in the department of a rank equal to that for which promotion is requested or higher is less than three the dean shall submit the request to the College Council directly in the presence of members of the faculty present in the department and who are of the rank for which the promotion had been sought or of a higher rank. They shall have the right to participate in discussing the matter without voting upon it.
C- In all circumstances it is not permissible to consider a request for promotion, whether in the department council or in the College Council except by faculty members who are of an equal rank to that for which promotion is being sought or higher.

Article (21):
The College Dean and the chairman of the department concerned
shall submit a joint report on the member of the faculty who is standing for promotion in which they evaluate the degree of his success in teaching. It shall also contain an appraisal of his University relationships and his other activities within the University and outside it.

Article (22):
The Committee for appointment and promotion shall consider the request for promotion and the opinion of the College Council, the Department Council and the joint report and shall forward its recommendations to the deans Council containing the academic contribution which has been chosen for evaluation or reading and the names of the evaluators with a view to taking the appropriate decision concerning the promotion.

Article (23):
The academic contribution shall be sent to four from amongst the list of evaluators which the council of deans had approved, along with a brief on the academic and practical experience of the candidate for promotion, and a statement on the rank for which he stands as a candidate together with a reference to the need for submitting their reports within a maximum of two months from the date of receiving the academic contribution, provided that these reports comprise their views concerning academic originality of the contribution and its seriousness and high academic standard, and to stipulate explicitly on the extent to which the candidate deserves promotion.

Article (24):
Upon the receipt of three reports from the evaluators or the expiry of six months from the date of the decision of the Council of Deans to send the academic contribution to them for evaluation, whichever comes first, the Committee for appointment and promotion shall consider the request for promotion from its various aspects and shall submit its recommendations to the Council of Deans which will then consider the matter and adopt the appropriate decision.

Article (25):
The candidate for promotion shall be informed of the decision of the Council of Deans whether such decision has been positive or negative.

Article (26):
A faculty member may present along with his academic contribution a report on his other professional or technical accomplishments, which he deems to reinforce his request for promotion.

Fourth Section:
The Duties of a Member of Faculty

Article (27):
The duties of the faculty member at the University comprise the following within the framework of the university’s general policy. A- Teaching. B- To carry out original research and studies, and to participate in academic seminars. C- To supervise the research work of the students, their reports and their academic and social activities, and to direct them academically and morally.
D- To conduct examinations.
E- To participate in councils and University Committees as well as in those in which the University participates.
F- To carry out any work which promotes the University and leads to its progress.
G- To give full time to his academic work at the University and to exert his maximum effort to promote its academic mission, and to preserve the high standard behooving the standing of the university in the fields of research, teaching, orientation, administration and rendering service to society.

Article (28):
A- It is incumbent on a member of the faculty to submit to the Department Chairman an annual report outlining his activities in various fields of teaching, academic research and services rendered to the University and society.
B- It is incumbent on the Chairman of the Academic Department to submit an annual report to the College Dean comprising the various activities of the department, its achievements and its future plans.
C- It is incumbent on the College Dean to submit a report on the college and the activities of the departments to the President of the University.
D- Reports provided for in paragraphs (A), (B) and (C) of this article shall be submitted a month before the end of the academic year in accordance with a special form for this purpose.

Article (29):
A- The number of weekly working hours for a member of faculty shall be (40) hours, of which (9) nine accredited hours shall be devoted to the duties of teaching for a professor, and (12) twelve accredited hours for an associate and assistant professor, and (15) fifteen hours for an instructor, while the remaining weekly working hours shall be distributed amongst the various duties provided for in article (27) of this regulation.
B- The teaching load for a Vice President or a College Dean shall be reduced by an average of six accredited hours, while it shall be reduced to (3) three accredited hours for each of the Assistant President, the assistant dean and the Chairman of the Academic Department.

Article (30):
A- It is permissible for a faculty member with the exception of the University President, his assistants and the deans to give and deliver lessons or lectures outside of the premises of the University with the prior approval of the President and at the recommendation of the College Dean and the department chairman concerned. It is not permissible that the number of lessons or lectures which a faculty member has been permitted to deliver or give after obtaining the approval of the President that they exceed three accredited hours per week during the semester. It is permissible for a college dean with the prior approval of the President of the University to teach three accredited hours weekly outside of the University, in case he did not have additional teaching duties at the University.
B- It is permissible for a faculty member to carry out consultancy
work relating to his field for specialization with the prior approval of the President at the recommendation of the College Dean and the Chairman of the Department concerned.

C- In all circumstances the work of a faculty member stipulated in paragraph (A) and (B) of this article shall not be in contradiction with his obligations towards the University, or that they lead to his relief from performing his teaching load.

Article (31 :)

It is permissible to delegate a faculty member to carry out another function within the University. The period of delegation of a faculty member shall be calculated as a part of his actual service in the University for purposes of promotion, and bonuses accorded to members of the faculty at the University.

Fiveth Section:

Holidays of Member of Faculty

Article (32 :)

A- The annual holiday for members of faculty at the University shall be as follows:
   1- Eight weeks for the administrative staff from amongst members of the faculty.
   2- Eleven weeks for each of the other members of faculty and full-time lecturers.

B- The annual leave provided for in paragraph (A) of this article shall be distributed in accordance with instructions to be issued by the President unless the nature of work should dictate a different arrangement, and in all circumstances the holiday shall be an annual holiday and it is not permissible to accumulate holidays.

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C- A faculty member on leave shall receive his full salary plus his allowances during the holiday period.

D- The President may request a faculty member to work during his holiday in exchange for a sum equivalent to what he would have earned as a salary for the period of the holiday, in addition to transport allowances, family allowances and housing allowance if present.

Article (33 :)

- 1The President may, after taking the opinion of the concerned College Dean, grant a faculty member a leave not exceeding a period of two weeks in order to perform the pilgrimage duty provided that he had served at least three years in the University. This leave shall be only be granted once during his tenure of service at the University.

- 2A faculty member may be granted with full payment of salary a leave of three days in case of the death of any of his immediate family or derivatives of the first degree or marriage partner or one of his brothers or sisters.

- 3A pregnant faculty member shall be entitled to a maternity leave amounting to forty days with full salary plus allowances on the basis of a certified medical report.

Article (34 :)

- 1The President may grant a faculty member a leave without pay for a period not exceeding one year at the direct recommendation of the President provided that the faculty member has already served at least five consecutive years in actual service at the University.
2. The leave without pay granted to a faculty member by virtue of this article shall not be regarded as an actual period of service at the University for purposes of promotion, bonuses and seniority. It is permissible to accept for seniority purposes only such leave if the member in question had done teaching work and research at another recognized University or institute.

3. It is permissible in special circumstances at the discretion of the President to grant a faculty member an emergency leave without pay for a period not exceeding one academic semester.

Article (35): (1)
1. A sick leave shall be granted on the basis of a report from the accredited doctor if such leave did not exceed one week. If the period of sickness were to exceed one week then the faculty member should submit a report to this effect from a medical authority accredited by the University.
2. The sick member of the faculty shall receive for his sick leave his salary and allowances in the following manner:
   A- For the first two months of sickness the whole salary with allowances.
   B- The subsequent two months of sickness half his salary with half his allowances.
   C- After the lapse of four months of the illness of a faculty member he shall be subject to examination by a Medical Committee. If it should transpire that the sickness was liable to recovery during an additional two months then the sick leave
Sixth Section:
Lecturers and visiting Professors
Article (36):
The Council of Deans may contract with full time lecturers to work at the University, by a recommendation from the Council of the Department and the College Dean, and by a recommendation from the Committee of Appointments and Promotions. The contract shall define the conditions of work and shall be signed by the President. It is a condition that the lecturer shall work full time:
A- He should be a holder of at least a Master of Arts degree.
B- It is permissible to appoint the lecturer to the rank of Master of Arts after the lapse of three years from his university teaching as an instructor.
Article (37):
A- The President may at the recommendation of the College Dean assign to part-time lecturers teaching work at the University for one academic semester or more in accordance with standard procedures at the University for such assignments.
B- The President may invite persons from outside the University to deliver lectures or to carry out scientific or training assignments for a limited period in accordance with the procedures and conditions determined by the President of the University.
Seventh Section:
Termination of Service
Article (38):
The services of a member of faculty at the University shall be considered terminated in any one of the following cases and as from the date stipulated in the decision relative to it, or from the date of the occurrence of the event by which service has been terminated:
A- Acceptance of resignation.
B- Loss of employment.
C- Termination of service or contract.
D- Loss of one of the conditions of appointment as stipulated in this regulation.
E- To reach retirement age.
F- Death, and the University shall pay his salary and allowances to his family for the month during which he had passed away, in addition to payment of his rights in full.
Article (39):
A- The resignation of a member of the faculty shall be submitted in writing to the chairman of the department concerned two months before the end of the academic year or the expiry of the contract. The chairman of the department shall refer the resignation to the Dean of the College.
B- The College Dean shall refer to the President the resignation for purposes of deciding what he deems appropriate. The president may not be bound by the time condition if he finds a justification for such conclusion. And in all cases the President...
shall inform the member of the faculty of his decision during a period not exceeding eight weeks from the date of its submission, failing which it shall be considered as definitive and accepted.

C- A faculty member who has submitted his resignation shall not dissociate himself from his work until it had been accepted, otherwise he would be considered as having forfeited his employment.

Article (40):
A contract between the university and a member of the faculty shall be regarded as terminated at the date indicated for its expiry unless agreement were to be reached between the two parties in writing for its renewal for a similar tenure or for another period. This shall be done at least two months before the expiry date of the contract.

Article (41):
A member of the faculty shall be deemed to have forfeited his post if he should absent himself from his work without a reason accepted by the Council of Deans for a period, which exceeds three consecutive weeks. It is not permissible, moreover, to reappoint him or re-employ him at the University save by a decision of the board of trustees.

Article (42):
The financial regulations enforced at the University and the conditions of the contract concluded with a member of the faculty shall determine the financial provisions consequent upon the acceptance of the resignation of a member of the faculty or the termination of the contract or the loss of his post.

Eighth Section:
Disciplinary Measures
Article (43):
A member of the faculty staff shall perform the tasks and University duties assigned to him, and to abide by the provisions of the laws, regulations, instructions and decisions in application. He must also refrain in the course of performing these tasks from the following, subject to the liability and disciplinary measures stipulated in this regulation.
A- To commit any act which may be in conflict with his duties and University tasks.
B- To commit any act which adversely reflects on the reputation of the University or those working thereat.
C- To exercise any partisan, sectarian or provincial activities within the premises of the University.
D- To participate in membership of boards of directors of companies unless delegated to do so by the President of the University or by his approval.

Article (44):
If a member of the faculty should contravene the laws, regulations, instructions and decisions, which are in application he shall be subject to the imposition of one of the following disciplinary measures:
A- Alert: if such disciplinary act were inflicted upon him twice during a period of three consecutive years, it shall be raised in the third instance to the sanction of warning.
B- Warning: if this sanction is inflicted on him during five
consecutive years, it shall be raised in the third instance to the level of a final warning.
C- Final warning: a person upon whom this sanction has been imposed shall be referred to a disciplinary board if he should commit any subsequent violation.
D- Delay in considering promotion notwithstanding that the required conditions have been met, provided that the period of delay shall not be less than one year and shall not exceed three years.
E- Discharge from service accompanied by payment of all financial amounts due to him.
F- Dismissal.

Article (45):
While observing the provisions of article (46) of this regulation disciplinary sanctions provided for in article (44) of this regulation shall be applied by virtue of the following jurisdictions:
A- The chairman of the department may impose the disciplinary sanction of alerting, and it is permissible for the recipient of such alerting to appeal this decision to the dean in charge within seven days of communicating of such disciplinary action to him.
B- The college dean may impose the sanctions of alerting and warning, and it is permissible for the recipient of any of the two to appeal the decision to the President within seven days from the date of its communication to him. The dean may set up a committee of investigation to look into the violations attributed to a faculty member before signing the sanctions.
C- The President may impose the sanction of alerting, the sanction of warning and the sanction of final warning.
D- The disciplinary board may impose any of the sanctions stipulated in article (44) of this regulation in accordance to what becomes evident to it and in proportion to the circumstances of the disciplinary case brought against him.

Article (46):
A- It is not permissible to inflict any disciplinary sanction by a person holding a lower rank academically and administratively on another person holding a higher rank. In such a circumstance a recommendation to impose the sanction shall be referred to a person of a higher rank who would be entitled to impose such sanction.
B- It is not permissible to impose any disciplinary sanction, or to raise or reduce such sanction before hearing the statement of the faculty member and affording him an opportunity to defend himself, before a competent quarter, which has the jurisdiction of imposing disciplinary measures against him.

Article (47):
A- The Preliminary Disciplinary Board shall be set up for a period of one year liable to renewal by a decision from the Council of Deans constituted of three members of the faculty at the University who hold the rank of professor. The Council of Deans shall appoint a chairman from amongst its members, and the Council of Deans may relieve any one of them from membership of the Council or accept his relief from it.
B- The Appeals Board of the Disciplinary Council shall be set up for one year renewable by a decision from the Council of
The Council of Deans shall appoint from amongst its members a chairman.

C- The Council may appoint one reserve member or more in each of the two disciplinary boards to replace any principal member who absents himself from the meetings of any of them for any reason.

Article (48 :
A- The two Disciplinary Boards shall convene at the invitation of their chairman, and the board shall adopt its decisions by majority.

Article (49 :
A- If a violation has been attributed to a faculty member, or if a complaint has been presented against him, and the dean judges that it calls for a disciplinary sanction stiffer than what his jurisdiction or that of the chairman of the department allows then the violation shall be referred to the President accompanied by minutes of the investigations carried out concerning it with his comments or those of the chairman of the department whichever the situation requires.

B- The President may take the measures that he deems necessary concerning the violation referred to him in accordance with the provision of paragraph (A) of this article, such being in light of the actual facts pertaining to it including the imposition of the appropriate disciplinary sanction on the violator within his jurisdiction; or he may set up a three member Committee to investigate the violation to be chaired a member of the faculty who holds the rank of professor and to dispose subsequently of such violation in the light of the outcome of the investigation either by its dismissal or by imposing sanctions or by referring it to a disciplinary board.

C- If the President should decide to refer the violator to a disciplinary board then the chairman of the three member investigative Committee provided for in paragraph (B) of this article shall defend the veracity of the committee's report before the disciplinary board including the presentation of statements and pleadings.

Article (50 :
A- A member of the faculty who has been referred to a disciplinary board shall be provided with a copy of the brief entailing the violation attributed to him. Such communication shall be sent to his office at the University or to his residence, at least seven days before the scheduled date of the meeting to look into the violation, and he may reply in writing to the brief entailing the accusation during such period.

B- A member of the faculty referred to a disciplinary board is entitled to be fully informed of all the papers relevant to the disciplinary case against him, and to attend the trial in person or to select an authorized representative for this purpose from within the University or from outside of it who shall accompany him to defend him at the trial.

C- The President may suspend from work a member of the faculty referred to a disciplinary board or to the Attorney General or to the courts, and in such a case his salary and allowances shall
be suspended, but the President may disburse no more than half of such sums during the period of his suspension from work.

Article (51 :)
A- A Disciplinary Board to look into the disciplinary case shall convene during a period not exceeding two weeks from the date of referral of the case to it.
B- The sessions of each of the two disciplinary boards shall be in camera including the session at which the decision of the Board shall be declared.

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Article (52 :)
Each of the two disciplinary boards may invite witnesses or experts and to listen to their statements after performing the oath. It may also set up a Committee as it deems appropriate from amongst its members to investigate any aspect relating to the violation before the board including the carrying out of physical inspection with the advice of the experts, to enable it to issue the appropriate decision pertaining to the case.

Article (53 :)
If a member of the faculty who has been referred to any of the two disciplinary boards should absent himself from any of the sessions, then his trial shall be conducted in his absence and a decision shall be issued forthwith by the Council.

Article (54 :)
A- It is an entitlement for whoever a decision by the Preliminary Disciplinary Board has been imposed against him in accordance with any of paragraphs (D), (E), (F), of article (44 of this regulation to contest the decision before the Board of Appeals within fifteen days from the date of communicating the decision of the Preliminary Disciplinary Board to him. The contestation shall be deposited in a written pleading at the office of the President against a receipt from the director of this office, and the appeal file shall then be referred to the Appeals Disciplinary Board for consideration.
B- The appellant shall be informed of the date of the session that will be held by the Disciplinary Appeals Board to consider his appeal. This shall be done in a written notification to be sent to his place of work at the University or to his residence, and this shall be done at least fifteen days before the scheduled time of the meeting.
C- The decision of the Preliminary Disciplinary Board shall be considered final if the sentenced should fail to make his appeal during the legal period allotted.

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Article (55 :)
The presidency of the University shall carry out all the notifications pertaining to disciplinary cases provided for in this regulation.

Article (56 :)
A- If the President or any of the two Disciplinary Boards, or any Committee investigating any violation subject to disciplinary action deemsthat the violation under consideration has the elements of a criminal offence then the case shall be referred by the President to the competent attorney general to take the appropriate legal measures regarding it, in which case
disciplinary measures shall be suspended pending the issuance of a final decision on the criminal case.

B- A decision concerning the criminal case exonerating a member of the faculty of responsibility, or his acquittal from the criminal offence attributed to him does not prevent the adoption of disciplinary measures against him in accordance with this regulation.

Article (57):
Final sentences issued in disciplinary cases shall be implemented by a decision of the President.

Nineth Section:
General Provisions

Article (58):
The salaries of members of the faculty, their allowances, their bonuses and all other rights and financial matters shall be determined in accordance with a scale of salaries and allowances enforced at the University of Philadelphia.

Article (59):
The President shall issue the necessary executive and organizational instructions for implementation of this regulation, provided that these shall not be in conflict with, or in violation of its provisions.

Article (60):
This regulation shall invalidate any other regulation, instructions or decisions issued formerly to the extent that they may be in contradiction with the provisions of this regulation.

Chapter (4):
Instructions for Scientific Research
At Philadelphia University

Instructions for Scientific Research
At Philadelphia University
Issued under the Regulations for Scientific Research at the University No. (1) For the Year 2001

Section One:
Names (nomenclature), objectives and jurisdictions

Article (1):
These instructions shall be called the (Instructions for Scientific Research at Philadelphia University), and shall be applicable as of their ratification date.

Article (2):
The following words, wherever they occur in these instructions, shall have the meaning assigned thereto, unless otherwise indicated

University:
Faculty:
Center:
Dean:
Council:
Researcher:
Research:
Author (writer):
Book:
by the context (contrary evidence :(
Philadelphia University
Any of the University Faculties
Any scientific center at the University
The Dean of Scientific Research
The Council of Scientific Research at the Faculty
Any person who conducts research within the purposes of these instructions, whether he was a teaching staff member (faculty member), a full time lecturer, or a person who conducts a research project individually or jointly as a main researcher.
Any material published in a magazine, periodical or compact series.
The teaching staff member at the University who applies for a support to publish a research or book.
Any study, composed work, translation, or text achieved from hand-written (manuscript) or printed origins, which is published in details in the form of a volume or individual volumes.

Article (3 :)
A- These instructions aim, at regulating, encouraging, boosting, following up and publishing of scientific research.
B- It is intended by the support of scientific research in these instructions to signify the various means of material, moral, time and human support provided by the University to the) faculty) staff teaching members and full-time lecturers.
C- Priority in supporting the scientific research shall be given to scientific research projects, which serve the aims of development in the Kingdom.

Article (4 :)
The sources of material support for scientific research at the University consist of two basic sources:
A- The budget of scientific research at the University.
B- Outside support sources assigned for the scientific support purposes, which are approved by the Board of Trustees.

Article (5 :)
The University shall provide the suitable atmosphere and the necessary resources for promoting scientific research, by sparing the time for the faculty members to conduct research, and by providing the places, equipment (appliances), office services, and any other requirements for scientific research.

Article (6 :)
A committee shall be formed at each faculty at the beginning of the University academic year for scientific research at the said faculty, and shall be formed from the dean, or his designee, as chairman, and membership of the department's representatives in committees aiming at supervising and encouraging scientific research. However, in case there are no academic sections at the faculty, the Faculty Council shall form from amongst its members a committee for scientific research consisting of three members, and

the dean of each faculty shall inform the said dean of all the researches underway (in process) at his faculty.

Article (7 :)
Scientific Research Budget:
A- The Faculty Dean shall prepare, in agreement with the Scientific Research Committee at his faculty, an annual draft budget for scientific research at the faculty, and shall present it to the dean.

B- The dean shall prepare the draft budget of scientific research at the University, in the light of the annual draft budgets provided by the Faculty Deans or centers, and shall present it to the Scientific Research Council for its review and for recommending it to the President for the purpose of presenting it to the University Board, in order to adopt the appropriate decision.

C- The University Board shall determine an annual budget for scientific research at the University.

Section Two:
Supporting Research from the University Budget

Article (8):
The financial support for research projects shall be on an annual basis. However, if a researcher is in need of a period, which is longer than one year, he must apply for an extension of the period for the performance of his research project to the following financial year, and must justify this in writing.

Article (9):
The Council shall prepare an application form for supporting scientific research, provided that it would be observed to show the following therein:

A- The researcher's name, his academic department, his rank, and the date of his appointment at the University.

B- Description of the research project intended to be conducted.

C- A brief presentation of the work previously achieved on the research topic, and the statement of the objectives aimed at by the researcher.

D- The researcher's experience in the domain of the research project.

E- Statement of the references, equipment, materials and facilities required for the project, whether these are available at the university or not, together with a statement of the costs, the time for using them and the aspects of disbursement.

Article (10):
A- The researcher shall submit the application for scientific research support to the head of his academic department after consulting the opinion of the department's council, which will in its turn refer the application to the faculty dean, who in his turn will present it to the deanship of scientific research, after seeking the opinion of the scientific research committee at the faculty, provided that this will be performed within a maximum period of two weeks.

C- The Council may refer the applications submitted to it for supporting a scientific research project to any specialized quarter deemed appropriated by it for purposes of evaluation. The Council, however, shall recommend to the President the amount of remuneration to be paid to the evaluator.

D- The Council shall consider the projects submitted, and shall recommend the amount of support for each of them to the President, The financial support for the scientific research project, however, shall be approved by a resolution from the President at the recommendation of the dean, provided that the
progress reports on the extent of the advancement in the performance of the research will be forwarded to the scientific research deanship.

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E- The Scientific Research Council shall allocate an amount not exceeding (5%) of the scientific research budget for supporting research projects in which the amount of support does not exceed (100) Dinars. In such case, the support decision shall be adopted at the recommendation of the dean and the approval of the University President.

Article (11): (1)
The financial assistance provided to the project from the scientific research budget at the University, shall include the following:

A- Wages of assistants.
B- Printing expenses.
C- Technical services that are available at the University.
D- Costs of references.
E- Costs of equipment.
F- Supplies and consumables.
G- Travel and accommodation expenses.
H- Sundries.

Transfer from one department to another shall be permissible at the approval of the dean. The researcher may also request travel and accommodation expenses from the allocations set for supporting his research, if he had not mentioned this in his original application, provided that he will indicate to the dean his need to travel for purposes of the research. In all cases, however, the total amounts disbursed to the researcher, such as travel and accommodation expenses, should not exceed (30%) of the total amount earmarked for supporting such research.

Article (12): (1)
All the references, supplies, and equipment purchased from the funds allocated for scientific research assistance, shall be the property of the University, and may be loaned to the researcher until his need thereof has ended, so long as he is employed by the University.

Article (13): (1)
A- The researcher shall submit progress reports on the extent of advancement in the performance of his research, to the dean.
B- The researcher shall send copies of the results of the research, upon its completion, to the head of the department, and to both the Chairman of the Committee and the Faculty Dean, who will in his turn present it to the dean who will recommend for its acceptance.
C- The researcher shall have the right to publish the results of his research in the manner deemed appropriate by him. He shall, however, mention the university's support of his research by affixing the following phrase under the item of thanks "this research was performed by support from the deanship of scientific research at Philadelphia University."

Article (14): (1)
The support prescribed for research may be discontinued or
recovered by a resolution form the University president, upon recommendation from the Scientific Research Committee, in any of the following cases:
A- Failure in executing the research in its prescribed stages, without excuse acceptable to the Scientific Research Council.
B- If it has been confirmed that the amount was disbursed in aspects other than those specified for it.

Section Three:
Supporting the Scientific Research from Outside Sources

Article (15): These sources include the following grants, which are approved by the Board of Trustees:
A- Unconditional grants given to support the scientific research at the University.
B- Grants paid to the University, which are conditional upon the carrying out of scientific researches in specific domains, subjects or fields.
C- Grants given to the researcher to conduct a specific research. Such grants shall be placed under the supervision of the University. The University, however, shall undertake to the researcher to enable him to avail of its reference books or works, equipment and other facilities.

Article (16):
The grants provided for in paragraph (A) of article (15) above, shall be included in the scientific research budget at the University, and the provisions set forth in articles (8-14) above shall apply thereto. The University, however, shall not deduct any amount therefrom against administrative expenses, or against the expenses for using the University facilities.

Article (17):
A- The grants provided for in paragraph (B, C) of article (15) above, shall be governed by the provisions of articles (10-14), so long as they do not contradict the grantor’s conditions, which were accepted by the University.
B- The University shall deduct (15%) of the total grant amount against administrative expenses and against the expenses for using the University facilities.

Article (18):
If the grant contains amounts allocated for rewarding the research for overtime work or for work during his vacation, then such remuneration will be paid in accordance with the grant conditions and its appropriations, if any. The said remunerations, however, shall include the travel expenses on daily basis permitted in the grant and given in conformity with the grant conditions, or in accordance with the regulations applicable at the University.

Article (19):
The University shall be entitled to agree with external institutions (bodies) to conduct researches and studies for the account or on behalf of such institutions, and shall also be entitled to invite applications from the faculty members and full time lectures to participate in such researches and studies, or to ask them to participate therein. The provisions of article (18) above concerning the remunerations shall apply thereto. Likewise, the provisions of article (10-14) above shall apply thereto.
Section Four:
Supporting the Publishing (Propagation) of Science and Participation in Scientific Conferences.

Article (20):
A- Philadelphia University shall support the publication of researches and books written by one or more authors from the University.
B- The University shall allocate in the annual budget of scientific research a certain amount for backing the propagation of science at the University.
C- The dean shall recommend to the University President the avenues for disbursing the allocations set for upholding the propagation of science at the University.

Article (21):
The Scientific Research Council shall prepare a "publication support" form, which shall include:

1. The author's name, and his section, grade and date of his appointment.
2. Title (name) of the research or book whose publication is intended to be supported.
3. The actual or estimated expenses for publishing the research or book.

Article (22):
In case an author applies for obtaining support for publishing a research for him, which was accepted for publication in a magazine, or periodical, or services of a recognized scientific standing, and its publishers have requested him to participate in the expenses for printing and publishing the research, then the amount of participation shall be paid to the publishers upon recommendation from the council to the University President, provided that the (the author) will mention the support provided by Philadelphia University for publishing his research.

Article (23):
A- Where an author applies for obtaining support to publish a certain book, he must enclose with his application three copies of the book manuscript in its final form.
B- The scientific research council shall refer the book manuscript to at least two arbitrators of high scientific standing and experience in the subject of the book.
C- The arbitrator shall be paid the financial remuneration recommended by the Scientific Research Council and approved by the University President.
D- The arbitrator shall be requested to express opinion on the following:
   1. The degree of seriousness, honesty, originality, good presentation and classification of the written book.
   2. The scientific value of the translated origin, and the degree of proficiency and accuracy of the translation.
   3. The scientific value of the text investigated form a printed manuscript originals. The examiner (investigator) must be acquainted with the original text and the extent of accuracy in the investigation, appraisal of the text, as well as the soundness of the remarks and the adequacy of the interpretations. The investigator must also be well versed and have sound opinions regarding the introductions or studies that might be added to the investigated (examined) text.
Article (24):
The following principles shall be adopted when supporting the publication of books:
B- The author must pledge in writing that the book presented for obtaining support has not been previously published, neither in part nor in full.
C- The author must mention the university's support of his book by affixing the following phrase on the outer and inner covers of the published book: "this book was published through support from the deanship of scientific research at Philadelphia University."
D- The responsibility for the follow up and checking out of the printing, shall be borne by the book author.
E- The author shall notify the council chairman in writing of the issuance of the publication, and shall send a copy of such notification to the library director.
F- The author shall provide one hundred copies of his composed work, after completion of its printing, to the Deanship of Scientific Research at the University, for the purpose of filling, dedication, and exchange.

Article (25):
The University shall be entitled to commission an author to write a book, and shall have the right to refer it to arbitrators in order to verify its validity for publication and its fulfillment of the conditions of the specified purpose, in order to be considered among the publications of Philadelphia University. The provisions of article (27) shall apply to this article.

Article (26):
The University may, by a resolution from the University Board at the recommendation of the scientific research council, publish a valuable composed work, or an excellent translation, at its own expense, under a series of Philadelphia University publications, characterized by uniformity of the outer shape of the published work. This type of publication, however, includes the following works:
A- The researches which were supported by the University and which were subjected to arbitration.
B- The composed writings (publication), researches, studies, and revised manuscripts continuing a significant addition to human knowledge, or whose publication serves the objectives of development in the Hashemite Kingdom of Jordan in particular, and the Arab world in general, and which were subjected to arbitration.
C- The excellent translations which convey a significant part of human knowledge form and to the Arabic language, and which were subjected to arbitration.
D- The scientific works, studies and researches, which the University commissions one or more persons to conduct, after their appraisal by one or more specialized persons.

Article (27):
The following principles shall be adopted with respect to Philadelphia University publications:
The University Board shall determine, upon recommendation from the Scientific Research Council, the number of copies for each published work.
A- The owner(s) of the published work shall be given a remuneration to be decided by the University Board at the
recommendation of the Scientific Research Council.

B- The owner(s) of the published work shall be granted a ration of (15-12)% of the number of the books to be published, on the basis of the Council's decision.

Article (28):
The following principles shall be adopted for attending conferences:
A- The researcher must provide an evidence of the acceptance of his research, in order to participate in the conference.
B- It shall not be permissible to use the same research for attending more than one conference.
C- At least one academic term should have elapsed on the presence of the researcher at the University.
D- Priority of support shall be given to the researcher who had not previously traveled to attend a conference.
E- The Scientific Research Council shall be entitled to fix a maximum limit for support, at the recommendation of the Council and the approval of the University President, which shall not exceed the following:
- 800 Dinars to the United States of America (USA), Canada and Japan.
- 600 Dinars to European countries.
- 45 Dinars to Arab countries.

Provided that he had not received a full coverage from the quarter, which called for the conference.
F- The researcher must submit a detailed report on the conference activities, after returning home, to the deanship.

Section Five:
Patents (on inventions):

Article (29):
A- Any patent (on an invention) attained as a result of a research in which the researcher(s) used the university resources or laboratories, shall be registered in the name of the University and the name of the researcher(s) jointly. However, the University shall receive a ration of forty percent (40%) of any income realized by such patent, whereas the researcher(s) shall obtain sixty percent (60%) of the income. Twenty five percent (25%) of the University's share shall be allocated for the purposes of research at the department(s) to which the researcher(s) belong.
B- Any patent attained as a result of research supported by the University directly, shall be registered in the name of the University and the name of the researcher(s) jointly. However, the University shall receive a ratio of fifty percent (50%) of any income realized by such patent, whereas the researcher shall obtain a ratio of fifty percent (50%) of the income. Fifty two percent (52%) of the University's share shall be allocated for the purposes of research at the department(s) to which the researcher(s) belong.
C- Any portion of a patent attained as a result of a research supported by the University through an overseas scholarship, shall be registered in the name of the University and the name of the researcher(s) jointly. However, the University shall receive a ratio of fifty percent (50%) of the patent's portion, and shall allocate (35%) of the University's share for the purposes of research at the department(s) to which the
researcher(s) belong.

Article (30):
All the administrative and financial transactions concerning the support and publishing of scientific research, shall be governed by the regulations, instructions and administrative and financial resolutions in effect at the University.

Article (31):
The University President, the dean of scientific research, and the faculty deans are commissioned to implement these instruction, each as concerns him.

Chapter (5)

Financial System at the Philadelphia University

Section One:
The Name of the System and the Terminology

Article (1):
These bylaws shall be called (the finance bylaws of Philadelphia University), and shall be applicable as of 6/8/1995.

Article (2):
The following words wherever they should occur in the Instructions hereunder shall have the meanings assigned thereto, unless otherwise indicated by contrary evidence.
The Board of Trustees: Philadelphia University.
The University: The University Council.
The Council: The President of the University.
The President: The Dean of Scientific Research.
The Dean: Any an Administrative Unit or a Research Center or The Unit: an Institute at the University.
The Director: Director of a Unit at the University.
The Finance Director: Director of the Finance Department at the Finance Officer:
University
Employee:
University.
The accountant and treasurer and auditor and accounts clerk at the University, and any other employee thereat who is charged with collecting, keeping and disbursing the University's moneys.
All those who work at the University such as faculty members or employees.

Article (3):
The provisions of these bylaws shall apply to all the financial matters particular to the university.

Section Two:

Duties and Responsibilities

Article (4):
The president is responsible for collecting the moneys of the
university and is empowered to order the disbursement of the moneys allocated to the university in accordance with its annual budget and financial Instructions issued by the Board of Trustees. Moreover, he may delegate in writing any of his jurisdictions stipulated in these bylaws to any of the university employees whose nature of work may require such delegation, and he may abrogate such delegation in writing.

Article (5)
The Finance Department at the university, is the quarter responsible for all the university's financial affairs and shall be responsible for receiving and collecting the university's moneys, and paying its financial obligations, pursuant to the private universities law, and the regulations and instructions of the University, and the decisions issued in accordance therewith.

Article (6)
A- The finance director is responsible before the president for the accounts, financial transactions and records of the university, and is likewise responsible for maintaining the properties of the university and ensuring that the provisions of these bylaws are implemented.
B- The finance officers are responsible for carrying out the finance activities assigned to them, and formulating the financial registers, accounts and records, in accordance with the applicable regulations and instructions.

Section Three:
The Budget
Article (7)
The University has an independent budget particular to it.

Article (8)
A- The university's annual budget comprises its estimated revenues and expenditures for a financial year, starting from the first day of January and ending on the last day of December of the same year.
B- The budget shall be formulated through sections, chapters and articles.

Article (9)
A, The President shall issue the instructions he deems suitable for determining the procedures of preparing the annual budget, its appendices, its date of submission and the statements attached thereto on a date not exceeding the first of November of every year whereby the board of trustees shall have the opportunity to ratify it one month prior to the start of the university's financial year.
B- The President shall present the draft budget to the Board of Trustees for ratification, after it is reviewed by the competent quarters at the University and a recommendation by the Council.
C- In case the university budget is not approved before the start of the financial year of the budget, then expenditures shall continue through monthly allocations of funds in relation to
which the President shall issue disbursement orders at a ratio of 1:12 of the budget of the previous financial year in order to cover recurrent costs and the deferred financial obligations for a maximum period of two months, providing that those amounts expended in such manner will be disbursed from the new budget after its approval.

Article (10):
None of the allocations of the budget or its appendices may be used for purposes other than those specified in such budget or its appendices.

Article (11):
It is permissible in the course of a financial year to make additional allocations in the appendix of the annual budget, such being in cases determined by the Board of Trustees, providing that in so doing, the same procedures and stages followed in preparing, formulating and ratifying the university's annual budget are applied, with the exception of the provisions pertaining to the time schedule of its presentation.

Article (12):
It is permissible to transfer budgetary allocations in accordance with the following jurisdictions:
A- From one chapter to another by virtue of a decision by the Board of Trustees based on the president's recommendation.
B- From one chapter to another within the same section, by virtue of a decision of the Chairman of the Board of Trustees based on the president's recommendation.
C- From one article to another within the same chapter through a decision of the President, based on the recommendation of the dean or the competent director.
E- It is incumbent in all cases, where the allocations stipulated in this article are transferred, to obtain the opinion of the director of finance, whereby such transfer will not conflict with the financial obligations devolving pursuant to the budget, and also ensuring the existence of surplus allowing the transfer.

Article (13):
Expenditure shall take place from the allowances made in the budget in accordance with financial expenditure orders issued by the President or any person whom he empowers.

Section Four:
Expenses

Article (14):
A- The President shall issue the instructions particular to the expenditure procedures, the auditing of transactions, the division of expenses and defining their nature, and indicating the documentation confirming expenditure, and the method for laying out expenditure vouchers, preparing and registering them.
B- The disbursement shall take place in accordance with financial vouchers, after their auditing and authorization by virtue of the signature of the Finance Director.

Article (15):
A- Salaries, allowances and wages shall be disbursed at the end of each month.
B- The salaries and allowances of those sent on scholarships or training courses abroad will be disbursed in accordance with the
instructions issued by the Board of Trustees for such a purpose.

C- The President may approve the disbursement of the salary and bonuses of any of the employees at the University for a period not exceeding two months, such being during his yearly or summer vacation.

D- It is permissible to pay to those contracted with to work for the University and those seconded to it at the outset of the summer vacation or during such vacation all the salaries, allowances, bonuses, compensation and leave pay which are due to them until the end of the holiday or for any part thereof, in case their contracts or secondment ends by the time of the end of such holiday, and they had fulfilled all their obligations towards the University. It is likewise permissible to disburse the leave pay for those whose services are terminated, and it is also permissible to deduct a portion of those entitlements as surety covering any unforeseen obligations devolving upon any employee.

Article (16): Payment for foreign purchases (from outside of Jordan) shall be made through documentary credits or money transfers, and it is permissible to undertake the transfers in one single transaction or through several payments on account or prepayments, providing that guarantees are obtained which ensure the delivery of purchased goods within the established specifications and time schedule.

Article (17): In case it is not possible to support payments or expenditures, whose value in a single case is more than (50) fifty Dinars, with documentation or receipts for any reason, then the one who undertook the expenditure must present a written testimony carrying his signature indicating the expenditure amount, and that it was undertaken in the interest of the University or for activities related thereto, providing that the testimony is certified by the President.

Article (18): The Board of Directors shall issue instructions specifying the persons authorized to sign on checks and documentary money transfers issued by the University, their jurisdictions and the categories of their signatures.

Section Five: Revenues

Article (19): The finance director shall prepare the main and secondary receipt voucher forms, and the coupons of fixed financial values.

Article (20): The moneys shall be collected in favor of the university in accordance with official receipts of which the payer shall be given a copy, and all the receipts of those moneys shall be entered in the account of the chapter and article relating to them in the general budget of the current financial year. The president shall issue the instructions relating to the procedures for collecting, recording, maintaining and depositing those moneys, and the procedures that must be followed in case any check was lost.

Article (21): All the revenues of the University shall be deposited in the
company's account at the banks accredited by the Board of Directors, and it is impermissible to use the revenues of the University after receiving them and before depositing them, for any reason whatsoever.

Article (22):
A- The University shall have a private account at the banks determined by the Board of Directors, and such account will be replenished in accordance with the requirements of the budget and by virtue of the decision of the Board of Directors.
B- The President shall set the upper limit of the cash amounts that may be maintained at the University, providing that such amounts shall not be in excess of (5000) Dinars at any time.

Article (23):
The received moneys in favor of the University will be returned to the payers in the following cases:

A- If the regulations of the University allow such by virtue of the Instructions and decisions issued in accordance therewith.
B- In case the moneys were collected by mistake or unjustly. In such a case the moneys shall be returned by virtue of the approval of the President based on the recommendation of the Finance Director.

Section Six: Advances and Deposits
Article (24):
The Board of Trustees may, in accordance with the recommendation of the President, disburse an advance from the moneys of the University to defray expenses or general services for which allocations were not made in the budget providing that such advances are remitted pursuant to an appendix to the budget or from the budget of the following year.

Article (25):
The President may approve the granting of a financial advance for any of the following purposes:
A- An advance payment for travel and living expenses for a person sent on an official mission or charged with carrying out scientific research from among those employed by the University, providing that it be repaid upon the termination of the mission and the return of the commissioned person from the trip.
B- An advance for a scientific mission or training course or health insurance or the costs of typing a dissertation or travelling tickets or any other expense decided in accordance with the applicable regulations and decisions at the university, providing that the advance is repaid in this case from the amounts owed to the person to whom it was paid.
C- An advance on the salaries of those who were appointed for the first time among the faculty members and full-time lecturers during the first three months of their appointment providing that it is not in excess of (2000) two thousand Dinars for a single individual, and shall be repaid from the salary of the borrower in six installments at most, beginning from the month succeeding the month in which the advance was made.

Article (26):
The President may disburse a permanent or temporary advance for any of the employees at the faculties and departments of the University within the allowances allocated in the budget, for the aim of expending it in the following official purposes:

A- Permanent expenses advance not in excess of (100) one hundred Dinars for those whose nature of work requires the disbursement of continual miscellaneous expenses, and shall be regularly repaid in accordance with invoices or accredited claims or documents.

B- Expenses advance not in excess of (1000) one thousand Dinars which shall be remitted upon completion of purchase and the rendering of services in accordance with invoices or receipts or supported documents.

Article (27):
The employee to whom the advance payment was made shall be through his own resources liable for the value of the advance, and he must prove that what was spent of it was for the purposes defined thereto through supporting documents and vouchers confirming this, and he must provide evidences proving its cash balance. The Finance Director or one whom he empowers must monitor the transactions of this advance and ensure that it was or is being used for the purposes set for it.

Article (28):
A- While taking into consideration what was otherwise stipulated in these bylaws, the advance shall be repaid before the end of the financial year, and in case it is not repaid it shall be deducted from the salary of the person to whom it was given in one whole payment.

B- In case the employee to whom an advance payment has been made is outside the Kingdom when it has become due, then it shall be paid directly after he returns.

C- In case the services of the employee to whom advance payment has been made are terminated then the advance payment shall be recovered from him or its balance in one full payment.

D- The advance payment shall be repaid immediately upon the termination of the purpose for which it was given, and in any case, the period in which the person retains the advance payment shall not exceed three months from the date of its disbursement.

Article (29):
Entered into the trust deposits account shall be any amount paid to the University which was not referred to in its budget or has been received in the account of any other party, and the details pertaining to the said amount shall be entered in the trust deposits register, and it shall be subject, insofar as the manner of receipt, registrations and the validity of its disbursement to the provisions of this bylaw. As for other trust deposits, which are incoming to the University according to special terms, they shall be subject with respect to their refunding to these conditions in a manner fulfilling the interest of the University.

Article (30):
Any trust deposit which is not claimed after the passage of three years from the date of its receipt shall be entered as a proceed in the account of the University providing that the one entitled to the trust deposit is notified to collect it, or to announce such in a prominent place at the University or by any
Section Seven:
Accounts, Records, Forms and Cards

Article (31):
The President shall issue Instructions for accounting and bookkeeping at the University and any additional amendments thereto called for by its interest.

Article (32):
A-The finance director shall determine, with the consent of the President, the types of records, forms and cards that must be kept, used and organized in order to control the financial affairs of the University in accordance with the generally accepted accounting standards and norms.
B- The accounts of the University shall be organized, and the principles for their maintenance shall be determined in accordance with an accounting plan that is in harmony with the classification and numbering of the budget and in accordance with the instructions.

Article (33):
The documents, forms and financial records used at the University shall be kept for a period of not less than seven years after the cessation of working with them. They may be disposed of thereafter in accordance with the Instructions issued by the President, and he may approve the submission of any of these records and documents to the concerned official quarters for purposes of documentation.

Section Eight:
General Provisions

Article (34):
The Board of Trustees shall specify the persons who are deserving of the finance responsibility bonus. Moreover, the president shall determine, based on instructions issued by him and the recommendation of the finance director, the positions whose holders are required to present financial guarantees. The instructions, however, shall determine the amounts and conditions of those guarantees.

Article (35):
The Finance Director shall be provided with a copy of each contract or agreement, which confers on the university, any right or devolves upon it any obligations or financial responsibilities upon implementation of the contract or agreement.

Article (36):
Bad debts, shortage and losses in the university's liquid assets shall be amortized at the end of the financial year by a decision of the Board of Directors / the Board of Trustees regardless of the amounts involved, at the recommendation of a committee set up by the president for this purpose.

Article (37):
It is the duty of whoever is in possession of financial instruments or documents having financial value belonging to the University to maintain them either at a bank accredited by the university or in a special safety box at the University.

Article (38)
In case of embezzlement or shortage in the moneys of the university or a falsification of its registers, books and registers it will be incumbent on the officer in charge of such financial assets, registers, records and books to inform the finance director who in turn shall inform the President with a view to taking the appropriate measures.

Article (39):
The President shall issue instructions defining the basis of the relationship and interrelatedness between the finance departments at the University, which are not administratively attached to the Finance Department.

Article (40):
The Board of Trustees shall issue the appropriate executive instructions for implementation of these regulations in a manner that does not contravene its provisions or conflict therewith.

Chapter (6:
Regulations for Supplies and Works at Philadelphia University

Issued by the Board of Trustees and shall be Applicable as of: 10/9/1995

Article (1):
These Regulations shall be called the (Regulations for Supplies and Works) at Philadelphia University, and shall be applicable as of 10/9/1995.

Article (2):
The following words, wherever they occur in these Regulations, shall have the meanings assigned thereto below, unless the context indicates otherwise:

University:
President:
Committee:
Supplies:
Philadelphia University

The President of Philadelphia University

The Supplies and Works Sub-Committee), or (The Supplies and Works Bid Committee) at the University, as the case may be.

The university's necessary movables (chattels) and their insurance and maintenance, as well as the services and library materials, including the books, documents, periodicals, manuscripts, maps, and the various types of films and photographs, University theses (dissertations), scientific tapes, chips and discs (diskettes).

These include the following: Works:
- 1All services concerning the study of the planning and designing of the University buildings.
- 2Construction of the University's private or affiliated buildings and their maintenance, and the carrying out of all
the other works and services necessary thereto.

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- Any structural or nonstructural works or other services required by the University for the performance of its responsibilities and achievement of its objectives.

Article (3):
The following committees shall be formed:
A- The Supplies and Works Sub-Committee, from:
   - The Vice President for Administrative Affairs.
   - The Director of the Supplies Department.
   - The Director of the Finance Department.
B- The Supplies and Works Bid Committee, from:
   - The President or his designee Chairman
   - The Manager of Finance Department Deputy Chairman
   - Maintenance Manager Member
   - The Manager of Supplies Department Member
   - Representative of the Faculty or Department Member
   - Which has relation with the supplies. He shall be nominated by the dean or the Department's Manager.
The said Committee shall be responsible for the purchase of supplies and the execution of the works at the University, as the case may be and according to the powers provided for in these Regulations.
C- The Buildings and Constructions Bid Committee, from:
The Manager Panel or the President. The said Committee may, however, seek the help of any competent person from inside or outside the University. It shall undertake the execution of works, whose value exceeds ten thousand Dinars.

Article (4):
A- The Supplies Department of the University shall assume the following responsibilities:
   - Procure the supplies and services to the University, and supervise, deliver, test, number, check, record and store them in its workhouses, in addition to insuring,
   - co-ordinating, sewing their maintenance, counting and distributing them. It shall also control the stock on hand and the extent of its validity, in conformity with the provisions of these Regulations.
B- The Maintenance and Services Department shall carry out the maintenance of the University works, and shall provide or coordinate the required services, either directly or through contracts,
   in conformity with the powers provided for in these Regulations.
C- The library shall undertake the following responsibilities:
   - Provide the library materials required for the University, and inspect, receive, record, store, keep, safeguard, bind,
   - maintain, count, lend, and supervise them, and control their use or exchange, in conformity with the provisions of these Regulations.
   - Approach the sources supplying library materials, such as publishers, distributors, and commercial bookshops, inside and outside the Kingdom, and provide the Committee, as well as the other committees and parties concerned with library materials, with the information available to it from the said sources.

Article (5):
The supplies shall be purchased through any of the following ways:

1. Through a decision from the President, provided that the value will not exceed (1000) one thousand Dinars.

2. Through a decision from the Supplies and Works Subcommittee, provided that the value will not exceed ten thousand Dinars. In each case, the said Committee must obtain three bids (quotations) at least. The competition principle, however, must be applied whenever possible.

3. Through a decision from the Supplies and Works Bid Committee, in the cases where the value exceeds ten thousand Dinars. However, a tender shall be placed for obtaining three bids (quotations) at least.

Article (6):
The order for the purchase of supplies shall be submitted at an adequate time prior to the carrying out of the purchase procedures, including the transfer of the order to the competent party or authorities.

Article (7):
The supplies shall be purchased according to an order issued by the President, dean, or manager, or any of them who is authorized by him in writing, provided that the purchase order will include the said specifications. The order, however, must be approved by the President before proceeding with the purchase procedures.

Article (8):
Similar supplies purchased under article (5) of the Regulations may not be split into several transactions (deals) during the same financial year, except in cases which so require.

Article (9):
The works shall be executed through any of the following ways:

1. Through a decision from the President, provided that the value will not exceed one thousand Dinars.

2. Through a decision from the Supplies and Works Subcommittee, provided that the value will not exceed ten thousand Dinars. In each case, the said Committee must obtain three bids (quotations) at least. The competition principle, however, must be applied whenever possible.

3. Through a decision from the Supplies and Works Bid Committee, in the cases where the value exceeds ten thousand Dinars. However, a tender shall be placed for obtaining three bids (quotations) at least.

Article (10):
An application for the execution of works shall be submitted to the Department of Maintenance and Services, provided that the works will be executed at the request of the President, dean, or manager, or any of them who is authorized by him for this effect, provided that the application will be approved by the President before proceeding with the works procedures.

Article (11):
Notwithstanding the contents of article (5) of these Regulations, the Local Committee shall be entitled to purchase supplies, without inviting offers or placing tenders, if the required supplies and equipment are not obtainable from any of the usual sources.
services are manufactured, traded in, or provided by one source only, or if they are a production whose prices are subject to limitation by the official authorities, or if they are highly priced, or in emergency and urgent cases and circumstances which are approved by the Board of Trustees.

Article (12):
The value of supplies or cost of works in the bids may be increased or decreased, and not more than (25%) may be awarded, provided that this will not affect the committee's decisions. However, if the increase in the supplies or works exceeds the said ratio, they shall be purchased or carried out in accordance with the provisions of these Regulations.

Article (13):
The supplies shall be imported, or the works shall be carried out in accordance with general conditions set by the Committee for this purpose, which coordinates the method of payment, receipt, delivery, input, extension of the period, fines, and any matter to this effect.

Article (14):
The Committee shall convene at the invitation of its chairman, and its meetings shall be considered legal in the presence of two thirds of the number of its members.

Article (15):
A strong and secure box shall be allocated for depositing therein the bids (offers) for the supplies and works, and shall be kept at the office of the Committee Chairman. The box shall be provided with three keys, which shall be distributed among the Committee Chairman, the Manager of the Supplies Department, and the Manager of the Finance Department at the University.

Article (16):
The Committee shall announce the placement of the supplies and works tender at least fifteen days before the date of opening the bids. However, the said period may be shortened to seven days in cases of necessity. The announcement shall be published in two local newspapers at least, and through any other internal (domestic or foreign means of advertising, should the Committee Chairman find this to be necessary, provided that the announcement will show the nature of the required supplies and works, the time/date for submitting the offers, their opening date, the deposit amount, and any other conditions or information as seen appropriate by the Committee.

Article (17):
The bidders shall deposit their offers in the bidding box inside sealed envelopes showing the number of the tender invitation, and the bidder's name. However, any participant in the tender may withdraw his bid through a memorandum signed by him and deposited in the bidding box before the date specified for opening the bids.

Article (18):
A- The participant must attach to the bid a bank guarantee, or a certified cheque from a local bank, or cash deposit of not less than (5%) five percent of the bid amount, or according to the amount provided for in the tender. Any bids which are not supported by the said deposits, will not be considered.
B- Notwithstanding the contents of paragraph (A) of this article, the Committee may, through a decision taken by it, exempt the
participants in the tender (the bidders) from outside the Kingdom from submitting the deposits.

Article (19):
At the expiry of the period fixed for submitting the offers, the bidding box shall be unlocked and their envelopes shall be opened in the presence of the full quorum of the committee. The offered quotations shall then be read, and each offer shall be signed by all its members. A summery of the said offers shall be organized and shall show the bidder's name, the deposit amount, and any other information as seen necessary by the Committee. The participants in the said tender may attend this session.

Article (20):
A- The Committee may not look into any bid, if the number of the bids submitted thereto is less than three bids. In such case, the offers shall be returned to their owners without being opened, and the tender shall be announced again. The Committee, however, shall be entitled to look into the bids and take the appropriate decision in their respect, regardless of the number of bids submitted thereto, after the second announcement.
B- Notwithstanding the contents of paragraph (A) of this article, the Committee may look into the bid, if the number of bids submitted thereto is two bids, in the case where the required supplies are only provided or traded in by, or the required works are only carried out by the two bidders who participated in the tender.

Article (21):
A- The Committee may award the tender to the lowest bidder, provided that it will indicate in its decision the reasons calling for that.
B- Should the Committee find that the offered prices are high, or are not commensurate with the estimations set for the supplies or works, it shall be entitled to perform the following:
- Negotiate with the lowest bidder, in order to offer a lesser price.
- Cancel the tender and negotiate with the participants therein and with others, in order to obtain a lesser price and award the supplies and works accordingly.
- Place the tender once again.

Article (22):
The Committee may not open the bid on the appointed time, and may defer this through a decision taken by it for a period not to exceed one week, provided that it will state the reasons for the deferment in its decision.

Article (23):
The bids, which are not signed by their submitters or by their agents, or those, which are submitted after the appointed time (deadline), shall not be accepted.

Article (24):
A- None of the University personnel may participate in any of its tenders. Likewise, no supplies may be purchased by the University from them, and no works for the University may be awarded to them, except for the purchase of the books written by them, or their private libraries, or their artistic works, such as painting, sculpture (carving), photography, and the like.
B- Where a university employee is a partner in a company (other than a public joint-stock company) which bids for a tender at the University, and he is part of the Committee, which would take the decision concerning the said tender, the relevant university employee must declare the name of his company officially and withdraw from any committee or team having relation with the preparation of the information or the taking of the decision concerning the said tender.

Article (25):
A- The samples and catalogues provided by the bidders shall be numbered, stamped and recorded in a special register, after having been signed by the Committee.
When awarding the tender, the Committee shall maintain the samples relating to the awarded tender, in order to refer thereto during the execution and delivery taking. As regards the other samples, these shall be returned to their owners.
But, if they are not requested by them, they shall become the property of the University two months following the date of the decision announcing the awarding resolution, and in conformity with the applicable official principles.
B- The Finance Department Manager shall maintain the deposit provided by the successful bidder to whom the tender was awarded, whereas the other deposits shall be returned to their owners against their signatures following the ratification of the awarding resolution.
C- Following the ratification of the awarding resolution, the person to whom the tender was awarded shall be notified of the resolution against his or his agent's signature on the notification form set for this purpose, within a maximum period of two weeks following the date of ratification.
D- The contractor to whom the tender was awarded shall provide a good performance bond equivalent to (10%) of its price or cost, provided that it will be valid for the period prescribed in the awarding resolution and that it will be automatically renewable.
E- A contractor to whom any University tender is awarded may not assign it or assign any part thereof to any other person (third party) in any way without a written approval from the Committee, and in compliance with the conditions and guarantees decided by it, provided that the committee's approval ratified the awarding resolution.

Article (26):
A- If the contractor to whom the tender was awarded does not sign, after having been notified of the resolution awarding the tender to him, the contract relating to the execution of the deposits required from him under the provisions of these Regulations within fifteen days following the date of his notification of the awarding resolution, he shall be considered as refraining from the execution of the tender, and the amount of the guarantee or deposit provided by him when he participated in the tender shall be confiscated. In such case, however, the Committee may award the tender to the submitter of the best bid which comes next to the bid submitted by the abstaining bidder, in accordance with the considerations.
provided for under article (21) of these Regulations, or cancel the tender and place it again, and charge the refraining contractor in both cases with the price difference and any other damages incurred by the University as a result of his abstention. The refraining or defaulting contractor shall be also prohibited from participating in any of the University tenders or works for the period determined by the Committee, provided that it will not be less than six months.

B- If the contractor defaults in executing the tender awarded to him, in full or in part, or if he contradicts any of the contract terms, then the Committee shall be entitled to take the following measures against him:
- 1- Confiscate the whole, or part of the amount provided by the said contractor as a guarantee or good performance deposit, and credit it to the account of the said tender.
- 2- Execute the tender directly by the University, according to appropriate prices, conditions and methods, and charge the contractor with any difference in the price plus (15%) of such difference as administrative expenses.

C- The Committee shall carry out any of the procedures provided for in these Regulations, without being obliged to issue any notice or warning to the refraining or defaulting contractor prior to executing such procedures.

Article (27):
No supplies may be purchased, or any works be carried out, or any commitment made for any expenses for which no allocations were assigned in the university's annual budget or any of its attachments.

Article (28):
The Committee shall be entitled to place tenders for the periodic provision of supplies, or the execution of works during a limited period. However, the provision of these Regulations shall apply to the said tenders.

Article (29):
If it were impossible to purchase the supplies from local markets, or if it becomes evident that the University interest requires not to purchase such supplies from the said markets, then these may be purchased from foreign markets, in accordance with the articles of these Regulations.

Article (30):
A- Office materials, which are irreparable shall be destroyed and their entries, as well as those of the materials missing from the library, shall be cancelled in accordance with the following provisions and authorities (jurisdiction):
- 1- By a resolution from the President, upon a reasoned recommendation in writing from a committee to be formed by him, and which will be under the chairmanship of the library director and membership of two members of the University staff, in case the original value of the office materials intended to be destroyed, or which are missing, does not exceed two thousand Dinars.
- 2- By a resolution from the Board of Trustees, upon a reasoned recommendation in writing form a committee to be formed by the said board at the recommendation of the President, in case the original value of the office materials intended to be destroyed exceeds two thousand Dinars.
B- The destruction operation shall be carried out under the supervision of a committee to be formed by the President, which shall consist of three University staff members, who did not participate in any of the Committees provided for in paragraph (A) of this article.

Article (31):

The Supplies Department shall maintain the necessary records, registers and cards, in accordance with the latest methods adopted at the Supplies Department and the organization of the warehouses (stores).

Article (32):

The supplies shall be entered (received) in the warehouses and issued therefrom according to the entry and exit (issue) vouchers signed by the persons concerned.

Article (33):

It is prohibited to make any scratching or erasure in the books, registers, requests (applications), and vouchers pertaining to the supplies. However, corrections shall be made in red ink and shall be signed by the person who make the said corrections, in addition to the signature of the person who delivered or received the supplies where an error in recording occurred.

Article (34):

A- Surplus supplies which are not needed by the University, or which are unfit, or the materials produced at the University, may be sold through a committee to be formed for this purpose by a resolution from the board, upon recommendation from the President, if their value has exceeded two thousand Dinars in one single case, and by a resolution from the President at the recommendation of the dean or the department's relevant director, if their value was less than this. It is, however, conditional for this that the sale would be performed through auction sale, unless the Committee finds out that the University interest requires the use of a different method for the sale of such supplies and materials. Their price, however, shall be credited to the University account under the chapter of sundry (miscellaneous) revenues.

B- The unfit or missing supplies whose original value does not exceed two thousand Dinars, shall be destroyed or their entries shall be cancelled by a resolution from the President upon a reasoned recommendation from a Committee to be formed for this purpose under the chairmanship of the director of the Supplies Department and membership of two members of the University personnel. But, should the original value of the supplies exceed this, then the approval of the Board of Trustees on the destruction or cancellation must be obtained, upon a reasoned recommendation from a committee to be formed by the President, or the dean, or the relevant director and the Supplies Department Director, in addition to two members of the University personnel.

C- The dean or director in whose faculty or department the relevant material was destroyed or missed (lost), shall inform the President and the Supplies Director of this in writing within a period not to exceed one week, indicating his recommendation which he deems appropriate in this scope.

D- The destruction of unfit supplies shall be performed by a
committee to be formed by the President from a representative of the Supplies Department, a representative of the Finance Department, and a representative of the quarter to which the supplies intended to be destroyed belong.

E- The supplies may be destroyed only in case where it is not possible to sell or repair them at an acceptable cost, or if there is an interest in destroying them.

Article (35)

The documents for issuing the supplies which are disposed of by sale or destruction, shall be organized in accordance with the provisions of these Regulations, and shall indicate the method by which the supplies were disposed with; they shall be subsequently cancelled in the records, in accordance with the applicable procedures and rules.

Article (36)

The dean or director shall be responsible for supervision of the supplies issued to his faculty or unit, and shall monitor and follow up the method for their use and their good utilization for the purposes specified for them.

Article (37)

The warehouse offices and employees entrusted with the functions of warehouse officers, or who are assigned the task of maintaining the supplies, must provide a financial guarantee attested by the Notary Public, in the amount determined by the Board, provided that the University will bear all the fees charged on such guarantee.

Article (38)

If any of the University personnel, or others, causes the loss or destruction of any office supplies or works internationally, or due to error or negligence, a committee shall be formed in order to investigate the matter. The results thereof, however, shall be submitted thereto, in order to take the appropriate decision in this regard for the purpose of safeguarding the University property.

Article (39)

Any movable (chattels) or real estate, whose ownership devolves to the University, may be leased out, if these were in excess of its needs, by a resolution from the Board of Trustees.

Article (40)

Buildings, appliances, equipment, laboratories and furniture whose values exceed five thousand Dinars, shall be received by specialized (ad hoc) Committees designated by the Central Committee; but should their value be less than this, then the President shall appoint such committees.

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The receipt thereof and delivery to the relevant faculty or department shall be accurately organized.

Article (41)

The Board of Trustees shall issue the necessary instructions for the implementation of the provisions of these Regulations.

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Regulations for Scientific Research at Philadelphia University

Article (1)

These Regulations shall be called the (Scientific Research Regulations at Philadelphia University), and shall be applicable as of its ratification date.
Article (2):
For the purposes of these Regulations, the term (Scientific Research) shall mean every organized scientific effort aiming at developing the human knowledge.

Article (3):
These Regulations aim at organizing, encouraging, and boosting the scientific research affairs through the various human, material and moral means.

Article (4):
A- The Scientific Research Council at the University shall be formed under the chairmanship of its Dean of Scientific Research, and membership of representatives of the faculties from the teaching staff members at the University, to be selected by the University President for a period of two years, renewable for one time only.

B- The University Board may, at the recommendation of the Scientific Research Council, admit one or two members form other than the teaching staff members to the Scientific Research Council for a period of one year, renewable for one time only.

C- The Scientific Research Council shall be entitled to invite any person to attend its sessions, in order to participate in its studies and debates, without having the right to vote on its resolutions.

Article (5):
The Scientific Research Council shall assume the following powers (jurisdictions) and responsibilities:

A- Set the general policy for scientific research at the University, as well as the means for its implementation, and work out plans for a scientific research, and present these to the University Board.

B- Prepare the necessary instructions for the affairs scientific research, and for encouraging, coordinating, boosting, following up, appraising and publishing it.

C- Set the necessary bases and conditions for reserving the rights of the University and researchers concerning the scientific researches and their results, in such a way as not to conflict with the rights of patents (on inventions), writing (authorship), and publication applicable in the Hashemite Kingdom of Jordan.

D- Discuss the annual budget of scientific research.

E- Supervise the issuance of magazines or periodicals concerned with the publication of specialized scientific researches.

F- Ratify the financial support of research projects and of publishing the written works and scientific researches provided by the teaching staff members and full time lecturers.

G- Any other matters pertaining to scientific research.

Article (6):
The Dean of Scientific Research at the University shall assume the following powers and responsibilities:

A- Organizing the affairs of scientific research at the University, and coordinate, boost, and encourage it.

B- Prepare the annual budget of scientific research and present it to the University Board.
C- Implement the University policy concerning the boosting and publishing of scientific researches.
D- Create a database on, scientific researches at the University.
E- Submit an annual report on scientific research at the University.
F- Any other matters pertaining to scientific research.

Article (7):
The Council of Deans at the University, shall be entitled upon recommendation from the Dean of Scientific Research and in coordination with the Faculty Dean, to approve the carrying out of part of a specific scientific research by a member of the teaching staff, in accordance with special instructions.

Article (8):
The Council of Deans shall be entitled, upon recommendation from the Scientific Research Council, to grant encouraging and appreciative prizes to distinguished researchers and to valuable scientific researches.

Article (9):
The University Board shall issue the necessary instructions for the implementation of the provisions of these Regulations.

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Scientific Mission:
Faculty:

Regulations for Scientific Missions at Philadelphia University

Article (1):
These regulations shall be called the (Regulations for Scientific Missions at Philadelphia University), and shall be applicable as of 18/10/2001.

Article (2):
The following words and expressions, wherever they occur in these regulations, shall have the meanings assigned to them below, unless the context indicates otherwise:
Delegated Person:
Committee:
Institution:

Article (3):
The provisions of these regulations shall apply to any person sent on a scientific mission at the expense of the University, in full or in part, or at the expense of any other party with the consent of the University, whether such person was an employee of the university or had committed himself to work thereat.
The mission whose period is four consecutive months and more, and whose purpose is the pursuit and completion of study and the attainment of a scientific degree, diploma, or certificate from a university or higher education institute, or specialization in certain scientific branches, or practical application, or acquire specific skill or experience, or be acquainted with any of theoretical or applied aspects of knowledge, or attend specific seasonal educational courses.
Any person sent on a scientific mission for the interest of the University.
The Missions Committee to be formed by the President.
The faculty at Philadelphia University concerned with the delegated person.
The University, institute, or quarter to which the delegated person is sent on a scientific mission.

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Article (4):
The delegate person shall be sent on mission by a resolution from the Board of Trustees at the proposal of the President upon recommendation from the Missions Committee, in the light of a recommendation from the Missions Committee, in the light of a recommendation from the relevant faculty.

Article (5):
The following conditions must be available in the person nominated for the scientific mission:

A- He must be a Jordanian.
B- The health fitness conditions required in respect of a teaching staff member, must be available in him, and he must prove this through a certificate from the Medical Committee approved by the university.
C- He must have attained the qualifications and conditions stipulated for the scientific mission to which he was nominated. These include the following:
   - He must have obtained acceptance from a distinguished university in the required specialization.
   - He must be holder of a university degree in the mission specialization.
   - His average (marks) should not be lower than excellent in the first university degree. However, the Committee may accept the grade (very good) in exceptional cases.
   - He must fulfill the conditions of acceptance at the University to which he will be sent on mission and which are approved.
   - The age of the person sent on mission must not be more than (35) years.
   - He must not have been convicted of a misdemeanor violating the honor.
D- He must be proficient (well versed) in the English language, and must prove this in Toefel examination by attaining a mark of not less than (550).
E- He must not be committed to work for any other party.

Article (6):
The resolution for sending any scientific mission (scholarship), must include the following:

A- The required precise field of specialization.
B- The institution to which a person will be sent on mission.
C- The period of the scientific mission.
D- The scientific degree or training which the missioned person is required to obtain.
E- Any other matters required for the University interest.

Article (7):

A- The maximum limit for the period required to attain the scientific degree in the cases stated below, shall be as follows:
   - Two years for attaining master's degree, if the missioned person is holder of a bachelor's degree.
Three years for attaining doctorate degree, if the missioned person is holder of a master's degree.
Four years for attaining a doctorate degree, if the missioned person is holder of a bachelor's degree.

B- The period stipulated for attaining the degrees and scientific qualifications provided for in paragraph (A) of this article, may be extended for a period of six months in respect of master's degree, and of six months in respect of doctorate degree at the expense of the missioned person, in case he was not able to attain the required scientific degree during the above period for an excuse acceptable to the Committee, and in case the University to which the person on mission was admitted had provided reasons justifying such extension.

C- As regards the other cases concerning the sending of missions, the Missions Committee shall be entitled to specify the missioned period.

Article (8):
A- The missioned person shall commit himself to work at the University for double the mission period within its cadre, and in accordance with its regulations and instructions.
B- The candidate nominated to be sent on a scientific mission shall provide a mortgage, or a judicial guarantee of a predetermined amount amounting to (150%) of his mission expenses (including tuition expenses, travel accommodation, costs of living, and any other expenses sustained by the University or by any other quarter with the knowledge of the University), which guarantees his abidance by the missioning requirements and his commitment to work at the University.
C- The judicial guarantee, or the amount of the mortgage shall be collected without excuses or warning, in case of breaking item (A) above, or failure of the missioned person to complete his study during the period stipulated therefore, without extension, or when any of the conditions provided for in article (14/A) of these regulations has happened.
D- If the missioned person has obtained a scholarship, or a mission through the University, this shall be considered as part of the missioning allowances, and shall be subject fully in its total to the conditions of the guarantee and contract, unless this contradicts the regulations and instructions of the mission grantor.

Article (9):
The person on mission shall be paid the following from the University account, or from the party which will undertake to sped on him, or jointly by both of them:
A- Economy class air ticket (to and from) to the location of his mission, or by other appropriate means of transport, for one time throughout the mission period.
B- The tuition fees stipulated by the institution to which he is sent on mission.
C- The costs of typing the thesis (dissertation), in accordance with the conditions provided for in the regulations of the institution to which he is sent on mission, at a maximum limit of two hundred Dollars.
D- Costs of health (medical) insurance, at a maximum limit of one
thousand dollars per year.
E- A monthly lump sum to be determined by the Board of
Trustees, upon recommendation from the missions committee,
depending on the country where the mission is located.
F- The missioned person shall not be entitled to any salaries or
allowances during the period of his dedication to the mission,
if he were included on the University cadre. However, the
allowances indicated in the preceding paragraph shall be
considered sufficient.
Article (10:
The missioned person shall:
A- Steadily pursue the study, training, or research in accordance
with the requirements and conditions of the scientific mission
on which he is sent.
B- Provide the University regularly with information and
documents on the progress of his study, or with any other
information or documents that might be requested from him by
the dean or the competent director, and shall abide by any
instructions issued to him in implementation of the provisions
of these regulations.
C- Comply with the laws, regulations, and instructions applicable
at the University or the institution at which he is studying or
receiving training.
D- He must be of good reputation at the University.
E- He must complete his mission within the period stipulated
thereto.
Article (11:
The missioned person, may not carry out any work outside his
study, except by a written approval from the President.
Article (12:
The missioned person may not change the institution to which he
was sent, or change the subject of the study or training to which his
mission relates, or the scientific degree which he is required to
attain, unless he has obtained a written approval from the President
based on the opinion of the department and the Council of Dean.
Article (13:
The missioned person must return to work at the University
within a period not to exceed one month after completion of his
mission, and shall submit to the President, within one week from
his arrival into the Kingdom, an application in writing in order to
receive the work which would be assigned to him.
Article (14:
A. The Mission Committee shall be entitled to take a decision to
terminate the mission in any of the following cases:
1. If a conclusive judgement which acquired finality has been
issued against the missioned person in a crime or in a
misdemeanor violating the honor.
2. If the institution in which he is studying takes a decision for
his dismissal.
3. If the annual results indicate a default or failure by virtue of
which the Missions Committee sees that the missioned
person would not be able to obtain the qualification during
the period stipulated for the mission.
4. If the missioned person was not able to obtain the required
qualification at the end of the mission, with a legal excuse.
acceptable to the Missions Committee.

5- If the person to be sent on mission failed to travel or join the
mission for any reason whatsoever at the appointed time,
without the approval of the Missions Committee.

6- If the missioned person has violated any of the provisions of
these regulations, or the instructions issued under it, or the
conditions of the undertaking (pledge) provided by him.

7- If the missioned person refrains from continuing his study,
without a legal excuse acceptable to the Missions
Committee.

B- If the mission was terminated for any of the reasons provided
for in paragraph (A) of this article, then the missioned person
and his guarantor must refund to the University, in one single
payment, all the expenses borne by the sending party (quarter,(100)
whether these were paid by the University, or by any other
party, plus (100%) of their total, without the need for any
notification or warning. The provisions of this paragraph shall
also apply where a decision is taken for the dismissal of the
missioned person who is employed at the University, or for his
displacement from work, or which consider him to have lost
his position (job) during his stay in the mission.

C- Where the termination of the mission is for a reason other than
those provided for in item (A) of article (14), then the President
may, upon recommendation from the Missions Committee,
permit the missioned person to pursue his study at his own
expense for the period determined by the President, without
absolving him from the original commitment.

Article (15):

A- If any decision is adopted, which provides for the dismissal of
the missioned person who is employed at the University, or for
his displacement from work, or which considers him to have
lost his position after having come back from the mission and
received his work at the University, then the missioned person
must pay part of the expenses borne by the University, or by
any other party which undertook to spend on him during the
mission, provided that it will be commensurate with the
remaining period of his service to which he committed himself,
plus (100%) of the expenses disbursed on him.

B- Should the missioned person submit his resignation from the
University, the provisions of paragraph (A) of this article shall
apply to him when he ceases to work, even if such resignation
has been accepted.

Article (16):

A- The President may, at the recommendation of the
Committee, absolve the missioned person, upon his request
from any obligations entailed on him by virtue of the
provisions of these regulations and the conditions of the
undertaking (pledge), if he interrupts the study for health
reasons which obstruct his pursuit of his study, or if it was
confirmed that his health condition does not help him at all
to render service at the University. It is stipulated,
however, that such release must be based on medical
reports issued by a Medical Committee approved by the
relevant committee.
B- The University President shall be entitled, at the recommendation of the Committee, and for reasons approved by it, to suspend the study of the missioned person for a period not to exceed one tuition year, provided that the institution in which the missioned person is studying will agree to such suspension. In such case, no allowances shall be paid to him during the suspension period.

Article (17):

The provisions of these regulations shall be considered as part of the conditions and obligations incumbent upon the missioned person and upon his guarantor (sponsor), in addition to the conditions and obligations set forth in any undertaking (pledge) or contract signed by them with the University.

Article (18):

The commitment of the missioned person to work at the University may be postponed only in exceptional cases necessitated by the University interest and decided by the Council of Deans, upon recommendation from the Missions Committee.

Article (19):

The Council of Deans shall be entitled, upon recommendation from the Missions Committee, to issue the necessary instructions and resolutions for the implementation of the provisions of these regulations.

Chapter (7)

Instructions Issued by Philadelphia University Center for Scientific Consultations

Regulation No. (2) for the year 2000

Article (1):

These instructions shall be called the (instructions issued by Philadelphia University center for scientific consultations), and shall be applicable as of the date of their ratification.

Article (2):

The following words and expressions, wherever they occur in these instructions, shall have the meanings shown opposite thereto, unless the context indicates otherwise:

University:
Center:
President:
Council:
Director:

Article (3):

The center is a technical administrative unit linked to the President, and acts as a financial unit on non-profit basis.

Article (4):

The center aims at employing the university capabilities in the field of science and researches at the national, Arab and international levels, and developing the skills of the university.
employees and strengthening the university's relations with the various scientific and consultative institutions.

Article (5):
The center shall exercise the following functions:
-1 Set up specialized institutes or centers emanating from the university, for specified scientific or research purposes, which do not aim at profit-making.

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The University President.
The Center's Council.
The Center's Director.

-2 Consolidate the relations with the local, Arab, and international society (community) for propagating the university's mission.
-3 Publish scientific pamphlets (bulletins) inside the university, and document them.
-4 Provide consultations, studies, and services to the ministries, establishments, companies, and individuals, and supervise their organization and implementation.
-5 Hold courses, programs, training workshops, seminars, and conferences, which fall within the scope of its aims.
-6 Follow up the implementation of the contract concluded.
-7 Create a database for the university for educational, scientific, research and consultative purposes.

in the results thereof.

Article (6):
The center shall have a Council composed of seven members as follows:
-1 The University President, or his designee Chairman.
-2 The Center's Director Member + Deputy Chairman.
-3 Three members from the teaching staff (faculty members) at the university, who are specialized in matters relevant to the center's work. They shall be appointed by the President for a period of two renewable years.
-4 Two members experienced and specialized in the center's work from outside the University. They shall be appointed by the President, upon recommendation from the Center's Director, for a period of two renewable years.

Article (7):
The Council shall assume the following functions:
-1 Ratify the center's work plan.
-2 Review the contracts and agreements concluded by the center with the beneficiaries.
-3 Submit any suggestions and recommendations to the President relating to upholding the center's work, raising its standard and promoting it.
-4 Discuss the center's draft budget, and present it to the President through the director, in order to be duly approved by him.
-5 Discuss the center's annual report, or any reports offered by the director, and present these to the President.
Article (8):
The Council's chairman shall assume the powers vested in him under these instructions, and delegated to him by the President. He shall, in particular, exercise the following functions:
2. Provide the necessary requirements, in order to enable the center to achieve its objectives.
3. Approach the relevant parties (authorities) inside and outside the kingdom, in order to activate the center's works.
4. Sign the agreements and contracts after their ratification.

Article (9):
The Council shall convene once in a month, at the invitation of its chairman, or in case of necessity.

Article (10):
The President may, in case of the absence of the Council chairman, entrust one of the Council members with the functions and powers of the Council chairman.

Article (11):
The center shall have a director to be appointed by the President from among the experienced teaching staff members of the university, for a period of two renewable years.

Article (12):
The director shall assume the following functions:
1. Management of the center's affairs and direct supervision of the implementation of its plan.
2. Representation of the center before the parties having relation with its work.
3. Preparation of the center's draft budget and its submission to the Council for discussion.
4. Preparation of the draft contracts and agreements between the center and the beneficiaries.
5. Publish pamphlets (bulletins) on the center, its objectives and activities.
6. Prepare lists of the scientific resources available at the university and outside it, which are capable of providing services to the beneficiaries.
7. Recommend to the President to entrust persons with the conduction of the technical consultations and studies and the training courses necessary for the center's work.
8. Any other works assigned to him by the President.

Article (13):
The center shall provide the technical consultations and studies, as well as the services, according to agreements concluded by it with the beneficiaries in conformity with the bases and conditions specifies by the Council. This, however, shall apply to the courses so requiring.

Article (14):
The consultations, studies and services may not be provided by the teaching staff members and personnel without the knowledge of the center. However, at the President's approval, after seeking the Council's opinion, the functions whose nature is inconsistent with the center work may be excluded.

Article (15):
Each the following persons shall be entrusted with the technical consultations and studies and with the services at the center:
The teaching staff (faculty members) and personnel of the university.

The employees appointed at the center for this purpose.

Any person from outside the university possessing the required efficiencies and experiences, whom the center sees that it is necessary to cooperate with.

Article (16):
The center's revenues consist of:

1. The proceeds earned from consultations, studies, services, training courses, and the preparation of programming.
2. Donations, gifts, assistance, grants, and any returns which are acceptable in conformity with the university law, regulations and instructions.
3. The funds annually allocated by the university in its budget.

The persons entrusted with the consultations, studies and services shall be paid financial remuneration for their work.

Article (17):
Upon recommendation from the director and a resolution from the President in conformity with the regulations and instructions applicable at the university, or with the concluded agreements:

A- The consultations and studies performed within the university by using its property, services, or employees shall be treated as follows:

Article (18):
1. The direct and indirect costs of each consultation or study shall be deducted from the total revenues.
2. The balance shall be distributed at the ratio of (30%) to the center and (70%) to the person entrusted with the consultation or study.

B- As regards the consultations and studies performed within the university without using its property or services, or employees, (20%) of their total revenues shall be deducted for the center and the balance thereof shall be allocated to the persons entrusted with the consultation or study.

C- All the proceeds exceeding the cost of covering the center's work, including the university allocations, shall be employed in the expansion and development operations and the addition of new facilities. However, the revenue surplus may not be transferred to the university as profits or new income to be used for purposes other than those of the center.

Article (19):
The center shall pay the lecturers and trainers fees in conformity with the instructions concerning the hourly teaching fees of the lecturers employed on part time basis at the university. However, a lecturer or trainer may be commissioned to execute a specific course or program against lump sum remunerations.

Article (20):
Where necessary the commissioning of persons from outside the university, or the provision of training or educational services to the center, then the President may, upon recommendation from the director:

1. Grant a suitable financial remuneration to certain experts and management leaders.
2. Specify a remuneration for the persons who do not hold
educational qualifications or university ranks (degree ,
raging between eight Dinars and fifteen Dinars per hour .
Article (21 :( 
A- The director shall form a committee from among the center's 
personnel under his chairmanship or that of his designee, for 
determining the cost of each program and the fee for 
participating therein, observed in all cases that the program's 
total fees will not be less than its costs plus (20% .( 
B- The university shall pay the participation fees of its personnel in 
courses of close relation with their work, and which are held by 
the center at the approval of the President, provided that each 
of them will attain the course certificate, otherwise he will 
totally bear the participation fees. Moreover, the center may at 
the approval of the President hold special training programs for 
the university employees based on the request of the dean or 
the competent director whose enrollment fees will be covered 
from the faculties allocations .
C- The children of the university personnel shall be granted a 
discount of (50%) of the general courses participation fees .
Article (22 :( 
Upon recommendation from the director, and the President's 
approval, the fees of the lecturers and trainers and the 
remunerations of the persons entrusted with consultations, studies , 
training courses and researches shall be paid in accordance with the 
contract concluded between both parties .
Article (23 :( 
The fees paid by those wishing to enroll for the center's 
programs and courses, shall be refunded only at the director's 
approval in the following cases :
-1 The impossibility of holding the program at the specified 
time .
-2 The trainer's application to withdraw prior to the completion 
of the program's approval .
Article (24 :( 
The center's director, together with the finance department 
manager, shall recommend to the President to deputize a financial 
employee to receive the courses participation fees and deposit them 
in the center's account. The finance department, however, shall 
follow up the center's financial transactions by collecting the funds 
due thereto and settling its liabilities .
Article (25 :( 
An advance for sundry expenses shall be paid out in the 
director's name or his designee for expending on the center 
activities, and shall be duly settled .
Article (26 :( 
The President shall resolve the cases, which are not provided for 
in these instructions .
Article (27 :( 
The President, the Council chairman and the director shall be 
responsible for the implementation of these instructions 
Instructions No. (1) for 2001
Instructions Concerning the Remunerations of 
the Computer Center at Philadelphia University
Article (1):
These instructions shall be called the (instructions concerning
the remunerations of the computer center at Philadelphia
University), and shall be applicable as of the date of their
ratification.

Article (2):
The following words and expressions, wherever they occur in
these instructions, shall have the meanings shown opposite thereto,
unless the context indicates otherwise:

University:
Center:
President:
Director:

Article (3):
The center is a technical administration unit linked to the
President or to the person assigned by him for this purpose, and
acts as a financial administrative unit.

Article (4):
The center shall exercise the following functions:

1- Provide computer services to the university faculties or
sections (division), and to the local community,
establishments, companies and individuals, and supervise
their organization and implementation.

2- Hold training courses programs and workshops, as well as
seminars relating to computer and information technology, in
cooperation with the specialized sections, faculties and companies.

3- Follow up the implementation of the computer agreements
concluded between the University and other establishments.

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4- Create a computer database for the university for
educational, scientific and training purposes.

5- Carry out maintenance operations for the computer
equipment and their peripherals, as well as their repair, and
develop the computer programs existing at the university.

6- Develop new computer programs.

Article (5):
Each of the following persons shall be entrusted, against an
appropriate remuneration, with the courses, technical consultation s
and studies, and services at the center:

1- The employees appointed at the center, including the
center's director.

2- Any persons from outside the center or university or
knowledge and expertise, whom the center sees that it is
necessary to cooperate with.

Article (6):

1- The computer center shall, at the President's approval
determine the appropriate fee for each course or program
based on the course nature and level, the relevant time
period and the number of its participants.

2- The remuneration shall be distributed among the members
of the executing team upon recommendation from the
center's director and the President's approval. It must be observed, however, that the remuneration will be commensurate with the level, role, effort and time performed by any of the team members in the execution of the said course.

Article (7): The center shall pay the lecturers and trainers fees in conformity with the instructions concerning the hourly teaching fees of the lecturers employed on part time basis at the university. However, a lecturer or trainer may be commissioned to execute a specific course or program against lump sum remunerations.

Article (8): Where necessity requires the commissioning of persons to provide training or educational services to the center, then the President may upon recommendation from the director:

1- Grant a suitable financial remuneration to certain administrative experts and managers, provided that the total remunerations will not, in any case exceed 20% of the total course proceeds.

2- Specify a remuneration for the persons who do not held educational qualifications or university ranks (degree (amounting to (5) Dinars per hour and (3) Dinars for each paper against the correction, return and appraisal of the results, provided that this will not exceed in its total (20% of the total course proceeds.

3- Compensate the working hours during the official time with the equivalent of the hours worked outside the official time for performing the works entrusted to the center.

Article (9): The director shall form a committee from among the center's personnel under his chairmanship or that of his designee, for determining the cost of each program and the fee for participating therein, in the light of its period and cost. However, it should be observed in all cases that the program's total fees will not be less than its cost plus (40%.

2- The University shall pay the participation fees of its personnel in courses of a close relation with their work, and which are held by the center at the approval of the President, provided that each of them will attain the courses certificate, otherwise he will bear the participation fees in full. The center may, at the President's approval, hold special training programs for the university personnel at the request of the dean or the competent director, provided their participation fees will be covered from the faculties allocations.

Article (10): Upon recommendation from the director, and the President's approval, the fees of the lecturers and trainers and the remunerations of the persons entrusted with the consultations, studies, and training courses from outside the university shall be paid in accordance with the contract concluded between both parties.

Article (11): The fees paid by those wishing to enroll for the center's programs and courses, shall be refunded only at the director's approval in the following cases:
1. The impossibility of holding the program at the specified time.
2. The trainer's application to withdraw prior to the completion of the program's approval.

The center's director, together with the finance department manager, shall recommend to the President to deputize a financial employee to receive the courses participation fees and deposit them in the center's account. The finance department, however, shall follow up the center's financial transactions, by collecting the funds due thereto and setting its liabilities.

Article (12):
The President shall resolve the cases, which are not provided from these instructions.

Article (13):
The President, or his designee, and the director shall be responsible for the implementation of these instructions.

Chapter (8)
Instructions of the Computer and Scientific Consultation Center at Philadelphia University

Instructions No. ( ) for the Year 1999
Instructions of the Computer and Scientific Consultation Center

These instructions shall be named "Instructions of the computer and scientific consultation center at Philadelphia University" and shall be applied from date of ratification:
The following words wherever occurring in these instructions shall carry the meanings given below unless evidence indicates otherwise:
The center is an administrative technical unit that is attached to the President.
The center aims at marshalling the capabilities of the university in the scientific areas in order to serve Jordanian, Arab and international societies and also to develop the skills of those working in the university. Its aim is also to strengthen the relations of the university with the various consultative and scientific institutions and to give as gifts books and documents relating to those activities. The center also aims at offering computer services to the university students and employees, and to introduce the computer to the administrative
process, in addition to providing consultative services in the computer field.

The center shall carry out the following duties:

1. Strengthen relations with local, Arab and international communities in order to disseminate the message of the university.
2. Issue publications and document them.
3. Offer consultation, studies and services in the computer field to official and private quarters as well as to individuals, locally and internationally, and to supervise organization related to such activities, and their implementation.
4. Hold courses, programs, training workshops, seminars and conferences, which are within the objectives of the center.
5. Follow up on the implementation of the agreements concluded between the university and other institutions.
6. Establish a data base for the university for educational, scientific and consultation purposes.
7. Undertake tests, analyses and measurements in order to achieve scientific aims or provide services to others in accordance with contracts, and to issue objective and scientific reports containing the results.

Article (6):
The center shall have a Council comprising seven members as follows:

1. The University President or his Deputy as Chairman.
2. Director of the center Deputy Chairman.
3. Three University faculty members with specializations relating to the activities of the center to be appointed by the President based on the recommendation of the director for a two-year renewable period, for one time and in alternation.
4. Three members with expertise and specialization in the work of the center from inside the university or outside of it to be appointed by the President based on the director's recommendation.

Article (7):
The Council shall have the following jurisdictions:

1. To endorse the center's work plan.
2. To look into the contracts and agreements concluded between the center and the beneficiary parties.
3. Present any suggestions and recommendations to the President pertaining to supporting the activities of the center and the raising of its standard.
4. To discuss the center's draft budget and to present it to the President through the director for due ratification.
5. To discuss the center's annual report or any reports presented by the director and to present it to the President.
6. Any other matters presented by the chairman of the Council.

Article (8):
The Council chairman shall exercise the jurisdictions assigned to him in accordance with these instructions and given to him by the President, and shall carry out in particular the following tasks:

1. Presiding over the Council's meetings.
2. Help in providing for the necessary needs to enable the center to realize its aims.

Article (9):
The Council shall meet once a month based on the invitation of its chairman or whenever required.

Article (10):
The center shall have a director appointed by the President who is an experienced faculty member at the university for a renewable two-year period.

Article (11):
The director shall be responsible for the following duties:
1- Manage the affairs of the center and directly supervise the implementation of its plan.
2- Represent the center with the quarters relevant to its activities.
3- Prepare the center's draft budget and to present it to the Council for discussion.
4- Prepare contracts and agreements between the center and the beneficiary parties and to sign them.
5- Issue literature about the center and its aims and activities.
6- Prepare a database on the scientific resources in the University and outside of it which are capable of offering services to the beneficiary parties.
7- Recommend to the President to charge individuals with undertaking consultations, technical studies, training courses and services necessary for the work of the center.
8- Any other tasks requested of him by the President.

Article (12):
The President may delegate to the director some of his jurisdictions and tasks indicated in these instructions.

Article (13):
The center shall offer consultations, technical studies and services in accordance with agreements concluded with beneficiary parties in conformity to the bases and terms determined by the Council, and this is applicable to the services and courses requiring such.

Article (14):
It is not permissible for faculty members and university personnel to provide consultation and studies except with the knowledge of the center, and it is permissible with the approval of the President and upon taking the opinion of the Council to exclude tasks whose nature is not in harmony with the activities of the center.

Article (15):
Consultation and technical studies at the center will be assigned to each of the following:
1- Faculty members and university personnel.
2- Employees appointed at the center for this purpose.
3- Any person with the qualifications and necessary experience from outside the university, with whom cooperation is deemed necessary by the center.

Article (16):
The income of the centers consists of:
1- The proceeds from consultations, studies, services and training courses.
2- Donations, gifts, assistance, grants and any other revenues accepted in accordance with the law, regulations and
instructions of the university.
-3The sums allocated annually by the university in its budget.

Article (17 :)
Financial bonuses shall be paid to those commissioned with consultations, studies and services in lieu of their work at the recommendation of the director and a decision of the President in accordance with the regulations and instructions applied at the university or with concluded agreements.

Article (18 :)
A- Consultation and studies that are implemented inside the university through the use of its properties, services or personnel shall be dealt with as follows:
-1The direct and indirect costs shall be deducted for each consultation or study from the total revenues.
-2The remainder shall be distributed at a rate of (30%) to the center and (70%) to whoever was commissioned to give consultation or undertake a study.
B- The consultations and studies that are accomplished inside the university without the use of its properties or services or personnel (20%) of the total proceeds shall be deducted in favor of the center and the remainder shall be given to the person commissioned with the study or consultation.

Article (19 :)
The university shall pay the wages of lecturers and trainers in accordance with the instructions pertaining to the hourly wages for part-time lecturers at the university, and it is permissible to commission a lecturer or a course or program instructor in return for a lump sum.

Article (20 :)
If it is necessary to commission a person from outside the university or to offer training or educational services to the center the President may at the recommendation of the director:
-1Give some experts and administrative leaders an appropriate financial bonus in accordance with the nature of the work.
-2Set a reward for individuals without academic credentials or university ranks ranging from eight to fifteen Dinar for one hour.

Article (21 :)
-1The director shall form a committee from amongst those working at the center which he shall chair or one he deputizes in order to specify the cost of each program and the fees for membership in it in light of its duration and cost, and it should be taken into consideration in all cases that the total fees of the program are not less than its direct costs plus (20%).
-2The sons and daughters of those working at the university shall be given a discount of (50%) from the enrollment fees for the public courses.

Article (22 :)
The wages of lecturers and trainers and the bonus of those commissioned with consultation, studies, training courses and research will be paid at the recommendation of the director and with the consent of the President at the end of the task assigned to them.

Article (23 :)

The fees paid by those wishing to enroll in the programs and courses of the center will not be refunded except with the approval of the director in the following cases:
- If it was not possible to hold the program in the specified time.
- If the instructor requested withdrawal prior to approval of the program.

Article (24):
The director of the center shall, in coordination with the finance department director, ask a finance officer to collect the courses’ enrollment fees and to deposit them in the center's account. Moreover, the finance department shall follow up on the center's financial transactions by collecting moneys owed to it and paying obligations due upon it.

Article (25):
A miscellaneous expenses advance payment will be disbursed in the name of the director or his deputy for expenditure on the activities of the center in accordance with due practice.

Article (26):
The President shall decide in cases not stipulated on in these instructions.

Article (27):
The President, the chairman of the Council and the director are responsible for implementation of these instructions.

Chapter (9):
Instructions relating to the Scholarships of Philadelphia University in the Names of Scholars, Intellectuals and Men and Women of Culture

Instructions relating to the Scholarships of Philadelphia University in the Names of Scholars, Intellectuals and Men and Women of Culture

1- Mu'nis Razzaz Scholarship:
- Number of students: (2).
- Scholarship amount: (50%).
- Specialization: unspecified.

2- Abdullah Hassanat Scholarship:
- Number of students: (1).
- Scholarship amount: (20%).
- Specialization: English.

3- Ahmad Muslih Scholarship:
- Number of students: (1).
- Scholarship amount: (20%).
- Specialization: Law.

Culture
Emanating from the interest of Philadelphia University in constructively contributing to honoring men of science, literature and culture in Jordan the University has initiated a number of partial scholarships for needy students in accordance with the following:

- 2- Abdullah Hassanat Scholarship:
In order to maximize the benefit from these scholarships, the
following Instructions shall be applied:
*The university shall annually announce, at the time of the acceptance and registration of students, the wish to award scholarships to the best applicants.
*It is a condition that the beneficiary of the scholarships is:
- 1) A needy student.
- 2) That his secondary education average is not less than (70%).
- 3) In special cases the relatives of the individuals whose name is borne by the scholarship may benefit from it irrespective of the average mark in case they are relatives of the first and second degree.
*The scholarship shall continue as long as the student is academically successful and with a cumulative average of not less than (65%).

*Scientific, cultural and media institutions are entitled to nominate the names of candidates for this purpose.
*A small committee comprising the university and representatives of the individuals whose names the scholarship bears shall be formed for the purpose of selecting the best applicants.
*In all circumstances there shall be full compliance with the instructions of the university and the Ministry of Higher Education.
*These instructions shall be publicized as of the academic year 2002/2003.
*It is not permissible to combine this scholarship with any other scholarship awarded by the university with the exception of:
- 1) Academic excellence scholarship.
- 2) Brethren scholarship.
*The assistant President for relations shall administer the affairs of the scholarship in collaboration with the deanships of the concerned quarters.
*These Instructions shall be applied as of the date of their due approval and ratification.

Chapter (10) Criteria for Selecting Teaching and Scientific Research Excellence

1. The Council of each faculty shall name one candidate from amongst the members of faculty for excellence in the field of teaching, and another candidate in the area of scientific research every year.
2. A higher committee shall be formed headed by the University President to evaluate the nominations of the faculties.
3. The higher committee shall present its candidate to the Council of deans along with the reasons for the selection.
4. The Council of deans will make its decision by selecting the winner of the teaching excellence award and the winner of the scientific research award.
5. The awards will be presented during the annual graduation ceremony, whereby the winner will be given the Philadelphia teaching excellence award, and the
Philadelphia scientific research excellence award, which will consist of:
- A certificate of recognition.
- Academic excellence shield.
- A financial reward in the amount of (one thousand Jordan Dinar).

The award winner is entitled to be nominated for it once every five years.

- The faculty Council will adopt the following standards in evaluating the performance of the nominees:

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<th>First: Excellence in teaching:</th>
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<th>Second: Excellence in scientific research:</th>
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Special Conditions:
- The scholarly output will be assessed from such time when the faculty member started work at Philadelphia University in the course of the latest three years.
- The result shall be arrived at based on the total points

<table>
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<th>Criteria Points</th>
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<th>Criteria Points</th>
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Academic report
Evaluation of students of the teacher's performance
Participation in committees and academic guidance
Scholarship achieved during the previous three years

<table>
<thead>
<tr>
<th>A- Published works</th>
<th>10</th>
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<tr>
<td>B- Research papers accepted at conferences</td>
<td>6</td>
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<tr>
<td>C- Books</td>
<td>6</td>
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<tr>
<td>Community development</td>
<td>4</td>
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<tr>
<td>Awards</td>
<td>2</td>
</tr>
<tr>
<td>Criteria Points</td>
<td>4</td>
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</table>
Scholarly output
A- Research work that is published or accepted for publication
B- Research paper accepted at a scientific conferences

General publication
A- Written book
B- Translated book
C- Editing a book
D- Editing a manuscript
E- Editing periodicals

Academic report

Awards
attained by a nominee .

- The points for awards, editing and participation in committees will be calculated in total regardless of number .
- The evaluation of students of the professor's performance based on the evaluation average for four courses in each semester of the academic years in which he is presented for nomination .
- The University President shall issue instructions particular to the two awards .

Chapter (11 (The Instructions of the Philadelphia University Best Book Award

Based on the belief of Philadelphia University in the importance of spreading knowledge and the encouragement of authentic national writing activity in the areas of the human and social sciences, and pure and applied sciences the university announces the creation of an annual award for the best two books authored by Jordanian writers or in conjunction with non-Jordanian writers in accordance with the following guidelines :

- This award shall be named "The Philadelphia University Best Book Award"- authored by Jordanian authors or in collaboration with other authors in the fields of human and social sciences as well as pure and applied sciences .
- The value of the award is (2000 Dinar) to be paid to the author(s) of each book in case it is given to two books during a single year. However, if the winner is one book then the value of the award shall be (3000 Dinar). Also given along with the award is the shield of Philadelphia University and the copyright of the award .
- The award shall be given annually for books that are of genuine scientific (academic) value. In case such a book is not available the award shall not be given in that year .
- The university president shall form a permanent committee
of five members from inside and outside the university to be named the Committee of the Philadelphia University Best Book Award, which shall formulate the detailed directions and the terms of nomination for the award, and also shall recommend to the president of the university to give the award.

- Membership of the committee shall be for a period of 3 years renewable for one time.
- Nomination for the award begins as of the year 2000, and the published books will be accepted in the course of the three years prior to the announcement of the award.

The membership of the committee shall be for a period of 3 years renewable for one time.

- Nomination for the award begins as of the year 2000, and the published books will be accepted in the course of the three years prior to the announcement of the award.

- The award will be given in an official ceremony on the day coinciding with the date of the establishment of the university (24/9/1991), and the university president shall present the award to the winners.

8. The winning book shall entail a genuine and original contribution in one of the following main areas:
   - The progress of human and national knowledge.
   - Local community service and education.
   - A real contribution to raising society's scientific and cultural standards.

- The "award committee" will form subcommittees for evaluating the books presented (nominated) for the prize and will set their working agendas, and they may consult experts if necessary.

- It is mandatory that the books nominated for the award shall not have received a similar national or Arab award.

- The names of the award winners and the names of their books shall be placed in an honor plaque at the location of the university's presidency and will be named "The Philadelphia University Best Book Award Honor Plaque."

- The language of the book shall be Arabic and in special cases the award committee may consider books written in foreign languages.

- The award committee will submit two reports to the university president:
   Report (A): includes the committee's plan for the coming year, and will be submitted within a month from giving the award for the succeeding year.
   Report (B): includes the committee's report on the results of its activities and its nominations of winners, and it shall be submitted one month prior to awarding the award.

- The president shall at his own discretion order payment of a symbolic remuneration to members of the award committee and the subcommittees.