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Dear student,

The Faculty of Law at Philadelphia University is happy to present this handbook for you to be a mean of communication between you and the faculty. This handbook provides information regarding the following: instructions to get the Bachelor degree of law, admission conditions, studying system, study plan, registration, instructions of the different student's activities, e.g. cultural, sports, etc.

Moreover, this guide helps the students to accommodate with the university in general and members of the Faculty of Law in particular.

The Faculty of Law hopes that each student will read the details of this guide carefully to get the ultimate benefit out of it, welcoming any suggestions that will be provided by the students, the academic or the administrative staff members to improve this work.

Faculty members
The University in lines

Philadelphia University has been established since 1989, and received its accreditation in 1991, welcoming its first students crowd in the academic year 1991-1992. The university has been a member of the Arab Universities Union since 1994, of the Islamic World Universities Union since 1998 and a member of the universities International Union since 1999. Besides, the university has joined the International University Library Information net of the United Nations in 1999. Finally, since 2002 it has become an approved UNESCO centre for issuing the ICDL and a local centre for CISCO Academic Program of computer nets.

University Location:

Philadelphia University is located on the road between Amman and Jerash (the international route which connects Amman and Syria). The area of the university site is about 327 dunums with beautiful scenery and attractive green gardens where students can enjoy their free time. Both the buildings and landscaping of the campus have been designed to echo and complement the striking topography of the university location.
The Mission of Philadelphia University

Philadelphia University has been established to be an effective partner in the regional and national efforts to develop the quality of education, and provide an environment for freedom, creativity and continuous learning through life. Also, the university is ever mindful of its responsibility to uphold international standards of learning, to develop its plans and syllabi and to attract qualified students not only from Jordan but also from other Arabic and foreign countries, to promote interaction between local, national and international societies.

Philadelphia University is working to bring up a generation of youth able to participate in finding solutions for social problems through their projects and scientific researches. To facilitate this, the university has established strong links with many respected international institutions through the International Relations Department and Quality Assurance Office at the university.

Because the university gives a special concern to scientific research and higher studies, 5% of the budget is allocated to scientific research, participating in specialized conferences and sending talented students to study for Master and PhD degrees; 16 male and female students have so far benefited from this scheme.

Emphasizing our stated aims, Philadelphia University is a member of many local, regional and international university organizations, for example, Ibn Sina University, the Universities International Union, European-Arab Universities Union, Islamic Universities Union, and Arabic Universities Union.
Faculty of Law in lines

Studying at the Faculty of Law has begun in the academic year 1991-1992, since the establishment of the university. It is worth mentioning that the faculty has received the accreditation. During the coming years the faculty has attracted many students from the local and regional societies as it combines theories with applications.

The faculty has prepared a distinguished study plan which can cope up with modern scientific changes and enhance practicing in all legal fields. Also, the students are taught by a very well-experienced academic staff in this domain.
The Mission of the faculty of Law

The ultimate message of the faculty is to get a generation that has very well legal theoretical knowledge in the different legal branches as well as the mental skills of legal criticism, analysis and thought. Moreover, this graduate has to have the ability to deal with different legal applications and write researches using knowledge resources. Finally, self-confidence and importance of team work are emphasized so the graduate will participate positively and effectively in the legal market in particular and society in general under all circumstances.
faculty of Law map
Why do you choose the Faculty of Law at Philadelphia University??

The student's choice of academic field depends on whether or not it is likely to achieve the goals he has set for his future!!

Why do you choose the Faculty of Law at Philadelphia University even though there are more than eleven faculties of law in Jordan??

• clear study goals and modern evaluation techniques
• a developed study program which covers the entire fields of law, in accordance with local and international standards
• rich variety of educational resources, including a comprehensive law library including important books, references and periodicals in Arabic and foreign languages
• a computer lab where you can access legal programs and sites on the internet with the latest search techniques
• a distinguished training program which supports and enhances theoretical studies in the legal fields and subjects
• different modern learning- techniques: acoustic, visual and electronic, e.g., library, E-learning, PowerPoint, Data show and online modules
• scientific research, good social relations, facilities, scholarships and financial support for the talented students
• a variety of student activities in scientific, cultural, sport and social fields
• a program of academic and personal guidance throughout your studies
• follow- up of graduates through regular meetings to offer help regarding jobs and higher studies
• well experienced academic staff members in the different legal fields
• a complete commitment to the local and international standards of quality assurance in teaching of law
Justice and fairness

As the Faculty of law believes in justice, it gives the students regardless of their origin, gender, age or religion, equal chances to get the legal knowledge. Also, it treats the academic and administrative staff members equally.

Studying System at the Faculty of Law:

Arabic is the official teaching language, though foreign languages may be adopted for certain purposes. The Faculty stipulates the credit hours attendance system as adopted in the study plan. The year is divided into two obligatory semesters:

- **First Semester**: It lasts for 16 weeks including the exams; from the beginning of October to the end of January.

- **Second Semester**: It lasts for 16 weeks including the exams; beginning in March and ending in June.

- **Summer Module**: This is an optional module of 8 weeks; beginning in July and finishing at the end of August.

*There are two different mode of study Programmes available:*

- ☀ Morning study Program: from 8:00 a.m till 3:00 p.m
- ☼ Evening study Program: from 3:00 p.m till 7:00 p.m
Studying Duration and load

To get the Bachelor degree of Law, the student has to pass the requirements with an accumulative average not below (60%). The student may graduate within a minimum of three years (Except the transfer students) and a maximum of seven years for morning program students and ten years for evening program students (postponed modules are not included). It is worth mentioning that the student has to attend regularly during the last three modules, including the graduate modules even if it is the summer course.

For the bachelor degree, the minimum is 12 credit hours per semester and the maximum 18 credit hours.

It is allowed for the student to register 21 credit hours, providing the Dean of the faculty agrees and one of the following conditions is met:

1) The accumulative average is not below 80%.
2) The (21) credit hours are the last remaining hours before the student graduates.

Also, it is allowed for the student to register (9) credit hours, having the agreement of the Dean.

Regarding the summer course, the maximum is (9 credit hours, but this may be extended to 12 credit hours to enable the student to graduate. There is no stipulated minimum since the summer course is optional.
Study Fees

Students at the Faculty of Law pay 40 J.D for each credit hour in the morning program and 35 J.D for each credit hour in the evening program; in addition to the following fees:

<table>
<thead>
<tr>
<th>fees</th>
<th>payment for the first &amp; second semesters</th>
<th>payment for the summer module</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>morning</td>
<td>evening</td>
</tr>
<tr>
<td>General fees</td>
<td>120</td>
<td>60</td>
</tr>
<tr>
<td>Application form</td>
<td>20</td>
<td>20</td>
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<tr>
<td>Student Service</td>
<td>60</td>
<td>30</td>
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<tr>
<td>Deposit</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>Paid once and returned at graduation time</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Educational Surety</td>
<td>3</td>
<td>3</td>
</tr>
</tbody>
</table>

* Fees are paid in J.D

Admission Conditions at the Faculty of Law

For students to be accepted in either the morning or evening programme, they must have achieved at least 55% in the Tawjihi exams: scientific, literary or *legal streams. Those who get below 55% in the Tawjihi can be accepted after two years. For bridging purposes, the student has to get at least 68% in the comprehensive exam; those who get 60% can be accepted after two years.

* Students have to study the additional subjects.
Documents required for registration

1 → Tawjihi certificate or equivalent (Arabic/English)
2 → Copy of the English Certificate and passport or identity card
3 → Two personal photos (4x6)
4 → The Comprehensive Exam Certificate (accredited by the Ministry of Higher Education for those who want to bridge)

Some Procedures that are Important at the University

First: Registration Procedures for the Modules:

As the university policy focuses on-going modernization and development, it has implemented an electronic self-registration system in addition to the ordinary registration procedure.

Ordinary Registration Steps:

* First step: Asking the Personal Tutor

The student gets the registration slip from the personal tutor who will help him to fill it in and choose the modules, taking into consideration the following:

1- Don't efface the registration slip for any reason
2- Fill in all the blanks on the registration slip clearly, writing the full title of the module, its number, credit hours and the number of the section
3- Don't register the module and its requirements at the same time, unless the student is going to graduate at the end of the semester or has taken the module but has failed or dropped it.
4- Check number of credit hours according to the current instructions.
5- Check that the modules do not overlap (that they are at different times and locations).
6- Check that the modules are within the study plan of the specialization.
7- Check that the section is open (not fully subscribed)
8- Make a balanced choice of the different kinds of modules (obligatory/elective/supplementary)
∗ Second step: The Financial Department
   The student pays the required fees for registration and credit hours according to the instructions at the financial department; it is important that the student keeps his copy.

∗ Third step: Admission and Registration Department
   After checking the information and paying the fees, the student goes to the Admission and Registration department to confirm registration of the modules and to get his copy and the personal tutor.

Electronic Registration:
Important steps before the Registration:
The student has to do the following steps which are part of the registration:
1) Get the secret number from the Admission and Registration Department
2) Choose the modules that you would like to register
3) Prepare substitute sections if the original choices are closed (Fully subscribed)
4) The student gets the registration slip from the academic guide who will fill in the modules and substitutes then sign it, after checking the credit hours, module numbers and study plan.
5) Don't efface the slip after signing because it is an official document.
6) Pay the fees at the Financial Department

Electronic- Self Registration Steps
   ∗ First step: Asking the Personal Tutor (as the previous steps).
   ∗ Second step: Financial Department (as the previous steps).
   ∗ Third step: Self-registration
   The student goes to the specialized registration labs, entering the university number and the secret number (if he doesn't have the secret number, he can
get it from Admission and Registration Department), then registers by himself under the supervision of an officer.

When this is completed, the student gets his final program and takes copies to the Registration Department and to his guide. The student is responsible for his own registration and his personal secret number.

Second: Placement Tests:-
New students attend the following placement tests:

➢ English Language Placement Test:

A: This test is taken annually by freshmen at Philadelphia University

B: Freshmen will not be required to register English Language Skills modules (1) and (2) if they meet the following conditions:

1) Those with a score of 400 and above in the TOEFL
2) Those with a score of 4 and above in the IELTS
3) Those with 50% and above in the Michigan Test
4) Those with GCE or equivalent
5) The results must be current and students are required to produce their certificates as proof of their marks.

C: If the student achieves 80% in the placement test he will be exempted from English Language Skills (1) as he will be considered as having passed the 3 credit hours for this module and can register English Language Skills (2) directly. If he gets 50%-79%, he has to register English Language Skills (1), then English Language Skills (2) in the following semester. But if he fails, he has to register the Remedial Module (99)-3 credit hours; he only has to pass it because the average is not considered in the accumulative average. Then he will register English Language Skills (1) + (2).

D: The freshman is allowed to take the placement test once, either at the beginning or at the end of the semester; if he fails, he cannot repeat it.
Computer Placement Test:
Those who pass the test are not required to register Computer Skills (1), they directly register Computer Skills (2). Those who fail have to register Computer skills (1) and (2).

Third: Transfer from other Universities:
A: The application is subject to the following conditions:
   1-The student must meet all of the university and faculty conditions.
   2-The student must be transferred from an accredited university.

B: The Admission and Registration Department passes the transfer applications to the faculties Deans who will consider the number of credit hours taken at the previous university, in comparison with the plans at Philadelphia University. The Dean can consider a maximum of 50% of the faculty study plan; although in some particular cases the University President can consider a maximum of 75% of the faculty study plan. Then the Admission and Registration Department is informed.

C: The modules studied at the other universities are not considered in the student’s accumulative average at Philadelphia University.

D: The student looses one semester from the maximum duration for graduation, for each 12 credit hours taken at another university.

E: The Admission and Registration Department gives the transfer applications to the faculty of law Dean to consider the number of credit hours according to the faculty plan. The Dean can consider a maximum 50% of the faculty study plan and in some particular cases; the University President can consider a maximum 75% of the faculty plan.

The transferred student must produce the following documents:
   1-Tawjihi certificate or its equivalent (Arabic-English)
   2-Copy of Birth certificate and passport or identity card
   3-Two personal photos (4 x 6)
   4-list of grades from the previous university, accredited from the Ministry of Higher Education
   5-Clearance from the previous university
   6-Good conduct certificate from the previous university
7-Module descriptions from the previous university
8-The student must have attended the previous university-correspondence modules will not be accepted.
9-Not more than seven years must have elapsed since the student left the previous university.

Forth: Add & Withdrawal period:

A: Period Add & Withdrawal period

- The student may add and withdraw from any modules during the first five days in the first and second semesters and during the first three days of the summer course without documenting this in his academic register.
- It is allowed for the student to withdraw from one or more modules till the end of the thirteenth week in the first and second semesters, and the end of the seventh week in the summer module; in this case, the modules will be documented in his academic register under the term "withdrawal"; these withdrawal modules are not considered in the credit hours regarding passing, failing and graduate requirements.
- If the student drops all registered modules, that semester will be considered postponed.

B: Add & Withdrawal Procedures

1-Steps of Normal Drop and Addition:

- The student goes to his personal tutor and fills in the slip with the modules which he wants to drop or add, then they both sign it.
- The student then goes to the Financial Department.
- Be sure that the added module is open for registration.
- The student goes to the Admission and Registration Department to get a new list of his registered modules.

2-Steps of self- Drop and Addition:

- Get the withdrawal and Addition slip from the personal tutor of the faculty.
- Fill in all the required data clearly.
- The personal tutor checks and signs the form.
- Go to the Financial Department within the stipulated period for drop and addition.
- Go to the specialized drop and addition labs, and get the new list of registered modules.
Very Important Notes:

1- It is not allowed to transfer from one section to another.
2- The withdrawal and added modules are not considered unless the student gives the white drop and addition slip to his faculty registrar at the lab.
3- The student can drop and add during the first five days in the first and second semesters and the first three days in the summer module, without loosing the fees paid for the withdrawal modules.
4- The student can only withdraw from one or more modules till the end of the thirteenth week in the first and second semesters, and the end of the seventh week in the summer module, or will loose the fees for the dropped modules documented in his register.
5- The student must make sure that he doesn’t add any closed section nor a module that has a pre-requisite.
6- The student must fill in all blanks on the slip, especially the module number, the number of credit hours and section number clearly.
7- The student must check the minimum and maximum number of credit hours allowed.

Fifth-Study Postponement:

1- It is allowed for faculty of law students to postpone for four semesters (2 years) whether these semesters are persistent or not.
2- The student's registration is considered cancelled if he fails to attend once the semester starts, unless he has an accepted excuse within the first two weeks of the semester.
3- If the student exceeds the maximum limit for postponement, he will loose his university seat, but he can re-apply for admission to the university; if he is accepted in his previous specialty, he will keep the same academic register and the previous study period will be considered within the maximum limit for graduation. If he is accepted in another department, he has to apply rules B+C from article 19 of university instructions; these rules allow the student to choose modules that he has already studied to be considered within the plan of the new department, and these modules are considered in the accumulative average.
4-It is allowed for the freshman or transferred student to postpone, after studying at least one semester.
5-If the student would like to withdrawal from the faculty or the university; he has to give this application to the Admission and Registration Department. It is documented in his academic register (withdrawal from the faculty or the university), and he will loose his university seat.
6-If the student postpones one semester or more without permission from the faculty Dean, he will loose his university seat, but he may re-apply for admission to the university, or for re-admission to his original faculty.

**Sixth-The Attendance and Absence of the Student**

1- the student must attend the whole lectures, discussions, and practical hours according to the planned credit hours for each module.
2- the student must not miss more than (15%) of the lectures.
3- if the student misses more than 15% of the lectures without an excuse or valid reason; he is forbidden to attend the final exam and will be graded at 35% for that module. In this case he must repeat the module if it is obligatory and it is considered in the accumulative average for dismissal purposes.
4- if the student misses more than 15% of the lectures, but has a valid excuse accepted by the Faculty Dean, he will be considered dropped from that module in his academic register.
5- valid excuses are the following:
   -- Sickness: the student must have a sick report from the university clinic or one of the accredited hospitals; this report must be given to the faculty dean within two weeks of his absence.
   -- Compelling Excuse: in these cases the student is unable to attend, for example, the death of one of his relatives, abnormally bad weather, lack of transportation, etc. The student must prove validity of his excuse within one week of his absence.
6- in all cases the student must be informed via e-mail or announcement that he has been given the first and second warnings; after these two warnings he is not allowed to sit for the final exam.
General and Important Directions for the Students

The Admission and Registration Department welcomes students' inquiries, emphasizing that each student must keep his own secret number. Students should be aware of the following:

1-It is important to read all the university announcements to know the latest news and instructions.

2-There is no excuse for the student to protest that he is not aware of the latest news and instructions of the university.

3-Students should depend on written notices and announcements for information, not rely on what they may be told by other students.

4-The student must respect all university officers, as their main concern is to help him solve any problem he may have.

5-The student must adhere to the dates of registration, drop and addition, to avoid problems of registering module.

6-The student should not drop or add modules if it is not necessary, and should ask his personal tutor advice about choosing his modules, within the study plan.

7-The student must be fully conversant with all instructions regarding requirements for the Bachelor degree and the rules concerning exams and grades.

8-The student must read his study plan carefully, asking his personal tutor for help if he has any queries.

9-The student must have his university card to be able to use the different university utilities.

10-The student can visit the academic staff members during their stated office hours if he has any inquiry.

11-If you face any problem; you can ask the help of your personal tutor or your registrar at the Admission and Registration Department.
Law Program

First: program description
1- Program Title: Law Program
2- Target: undergraduate students
3- Qualification: Bachelor Degree in Law.
4- Credit hours: 132.
5- Semesters start as follows:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Start of the semester</th>
<th>End of the semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>First semester</td>
<td>October</td>
<td>January</td>
</tr>
<tr>
<td>Second semester</td>
<td>March</td>
<td>June</td>
</tr>
<tr>
<td>Summer course</td>
<td>July</td>
<td>August</td>
</tr>
</tbody>
</table>

Second: Program content

The faculty of law policy is to provide a comprehensive study program coping up with both local and international quality assurance standards.

A-Program philosophy:
In planning the faculty of law program, the following points are taken into consideration:-
  a- helping the student to acquire the knowledge and skills required for university level
  b- Providing modules covering all aspects of law practice: legal, jurisprudence, legislative and court procedure and skills, according to the conditions and criteria of the Jordanian Ministry of Higher Education accreditation and according to Jordanian, Arabic and International programs of Law studies.
  c- Supporting the practical and applied side of the law modules.
  d- Structuring the modules sequentially, enabling the student to acquire knowledge gradually, from the very basic to the more developed
Meeting the challenge and requirements of developments in both local and international contexts, with regard to job opportunities and social expectations.

B-Programme Items (Study plan)
The study plan includes the following items:

First: University Requirements (27) credit hours:
1-1 Obligatory University requirements: these subjects give the students essential skills in: culture, computer, English Language and Arabic Language. 21 credit hours required for Jordanian students and (15) credit hours for non-Jordanians.

1-2

<table>
<thead>
<tr>
<th>Module number</th>
<th>Philadelphia university module title</th>
<th>Credit hours</th>
<th>Pre-requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>111100</td>
<td>*Military science</td>
<td>3</td>
<td>*****</td>
</tr>
<tr>
<td>110101</td>
<td>Arabic Language skills</td>
<td>3</td>
<td>*****</td>
</tr>
<tr>
<td>130101</td>
<td>English Language skills (1)</td>
<td>3</td>
<td>**Remedial English</td>
</tr>
<tr>
<td>130102</td>
<td>English Language skills (2)</td>
<td>3</td>
<td>English Language skills (1)</td>
</tr>
<tr>
<td>111133</td>
<td>Human Civilization &amp; Ideology (1)</td>
<td>3</td>
<td>*****</td>
</tr>
<tr>
<td>710101</td>
<td>Computer skills (1)</td>
<td>3</td>
<td>*****</td>
</tr>
<tr>
<td>111101</td>
<td>National Education</td>
<td>3</td>
<td>*****</td>
</tr>
</tbody>
</table>

* Obligatory for Jordanian students and elective for non-Jordanians.
** Remedial English is a pre-requisite for those who haven’t passed the English Language placement test

1-3 Elective Requirements:
The student may choose some elective modules from other faculties according to his interests; (3) credit hours for Jordanian students and (9) credit hours for non-Jordanians. Modules available:

<table>
<thead>
<tr>
<th>Module number</th>
<th>Module title</th>
<th>Credit hours</th>
<th>Pre-requisites Module Title</th>
<th>No</th>
<th>Credit hours</th>
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</thead>
<tbody>
<tr>
<td>110102</td>
<td>Arabic Language Skills (2)</td>
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<td>Arabic Language Skills (1)</td>
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<td>3</td>
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<tr>
<td>111111</td>
<td>Introduction to sociology</td>
<td>3</td>
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<tr>
<td>111112</td>
<td>Introduction to psychology</td>
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<tr>
<td>111113</td>
<td>Introduction to Logic</td>
<td>3</td>
<td></td>
<td></td>
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<tr>
<td>111121</td>
<td>Contemporary Thinking Issues</td>
<td>3</td>
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<td>210121</td>
<td>History of Science</td>
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<td>111142</td>
<td>Means of Communication &amp; Society</td>
<td>3</td>
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<td>240151</td>
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<td>111153</td>
<td>Education and The Society</td>
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<td>111195</td>
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<td>Foreign language(French)1</td>
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<td>140104</td>
<td>Foreign Language (Italian) (1)</td>
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<td>330101</td>
<td>Introduction to Management</td>
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<td>340101</td>
<td>Introduction to Integral Economy</td>
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<td>420150</td>
<td>Human Rights</td>
<td>3</td>
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<td>111135</td>
<td>Human Thought &amp; Civilization (2)</td>
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<td>Human Thought &amp; Civilization (1)</td>
<td>111133</td>
<td>3</td>
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<tr>
<td>620105</td>
<td>Basic of Vehicles</td>
<td>3</td>
<td></td>
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</tbody>
</table>
### Second: Faculty Requirements

These requirements give students basic legal knowledge and skills in the different fields and comprise 24 credit hours:

<table>
<thead>
<tr>
<th>Module number</th>
<th>Philadelphia university plan</th>
<th>Credit hours</th>
<th>Pre-requisites</th>
<th>Module title</th>
<th>Module number</th>
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<tr>
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<tr>
<td>410112</td>
<td>Sources of Obligation</td>
<td>3</td>
<td>Introduction to law science</td>
<td>410111</td>
<td></td>
</tr>
<tr>
<td>330270</td>
<td>Principles of Commercial Law</td>
<td>3</td>
<td>Introduction to law science</td>
<td>410111</td>
<td></td>
</tr>
<tr>
<td>420141</td>
<td>Public international law (1)</td>
<td>3</td>
<td>-----</td>
<td>-----</td>
<td>-----</td>
</tr>
<tr>
<td>420151</td>
<td>Political systems and constitutional law</td>
<td>3</td>
<td>-----</td>
<td>-----</td>
<td>-----</td>
</tr>
<tr>
<td>420161</td>
<td>Administrative law (1)</td>
<td>3</td>
<td>Introduction to law science</td>
<td>410111</td>
<td></td>
</tr>
<tr>
<td>420171</td>
<td>Criminal Law (General Part)</td>
<td>3</td>
<td>Introduction to law science</td>
<td>410111</td>
<td></td>
</tr>
<tr>
<td>710103</td>
<td>computer skills</td>
<td>3</td>
<td>-----</td>
<td>-----</td>
<td>-----</td>
</tr>
</tbody>
</table>
Third: Specialization requirements:
These modules develop the student's knowledge and skills in the different legal fields; 84 credit hours classified as follows:
1- Obligatory specialization Requirements: 69 credit hours

<table>
<thead>
<tr>
<th>Module number</th>
<th>Module title</th>
<th>Credit hours</th>
<th>Pre-requisites</th>
<th>Module number</th>
</tr>
</thead>
<tbody>
<tr>
<td>410213</td>
<td>Effects of Obligations</td>
<td>3</td>
<td>Sources of Obligation</td>
<td>410112</td>
</tr>
<tr>
<td>410222</td>
<td>Companies and Bankruptcy</td>
<td>3</td>
<td>Principles of Commercial Law</td>
<td>330270</td>
</tr>
<tr>
<td>410232</td>
<td>Texts &amp; Legal Terminology (in English)</td>
<td>3</td>
<td>Introduction to law</td>
<td>410111</td>
</tr>
<tr>
<td>410314</td>
<td>Nominated contracts</td>
<td>3</td>
<td>Effects of Obligations</td>
<td>410213</td>
</tr>
<tr>
<td>410315</td>
<td>Labour law</td>
<td>3</td>
<td>Sources of Obligation</td>
<td>410112</td>
</tr>
<tr>
<td>410323</td>
<td>Commercial Papers &amp; Banking Transactions</td>
<td>3</td>
<td>Principles of Commercial Law</td>
<td>330270</td>
</tr>
<tr>
<td>410391</td>
<td>Law of Civil Procedures</td>
<td>3</td>
<td>Effects of Obligations</td>
<td>410213</td>
</tr>
<tr>
<td>410416</td>
<td>Real Rights</td>
<td>3</td>
<td>Nominated contracts</td>
<td>410314</td>
</tr>
<tr>
<td>410417</td>
<td>Private international law</td>
<td>3</td>
<td>Nominated contracts</td>
<td>410314</td>
</tr>
<tr>
<td>410424</td>
<td>Maritime Law</td>
<td>3</td>
<td>Principles of Commercial Law</td>
<td>330270</td>
</tr>
<tr>
<td>410492</td>
<td>Evidence &amp; Procedural Law</td>
<td>3</td>
<td>Law of Civil Procedures</td>
<td>410391</td>
</tr>
<tr>
<td>410494</td>
<td>Judicial Applications</td>
<td>3</td>
<td>Law of Civil Procedures</td>
<td>410391</td>
</tr>
<tr>
<td>420242</td>
<td>Public International Law (2)</td>
<td>3</td>
<td>Public International law (1)</td>
<td>420141</td>
</tr>
<tr>
<td>420243</td>
<td>International Organizations</td>
<td>3</td>
<td>Public International law (1)</td>
<td>420141</td>
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<tr>
<td>420244</td>
<td>Human International Law</td>
<td>3</td>
<td>Public International law (1)</td>
<td>420141</td>
</tr>
<tr>
<td>420252</td>
<td>Jordanian Constitution</td>
<td>3</td>
<td>Political systems and constitutional law</td>
<td>420151</td>
</tr>
<tr>
<td>420262</td>
<td>Administrative law (2)</td>
<td>3</td>
<td>Administrative law (1)</td>
<td>420161</td>
</tr>
<tr>
<td>420272</td>
<td>Crimes against persons</td>
<td>3</td>
<td>Criminal Law (General Part)</td>
<td>420171</td>
</tr>
<tr>
<td>Module number</td>
<td>Course title</td>
<td>Credit hours</td>
<td>Pre-requisites</td>
<td>Module number</td>
</tr>
<tr>
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<td>-----------------------------------------------------</td>
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</tr>
<tr>
<td>420273</td>
<td>Crimes against Property</td>
<td>3</td>
<td>Criminal Law (General Part)</td>
<td>420171</td>
</tr>
<tr>
<td>420281</td>
<td>Public Finance &amp; Taxation</td>
<td>3</td>
<td>--------</td>
<td>--------</td>
</tr>
<tr>
<td>420363</td>
<td>Administrative Judicature</td>
<td>3</td>
<td>Administrative law (2)</td>
<td>420262</td>
</tr>
<tr>
<td>420444</td>
<td>Graduation Project</td>
<td>3</td>
<td>Passing 100 credit hours</td>
<td>--------</td>
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<tr>
<td>420493</td>
<td>Law of Criminal Procedures</td>
<td>3</td>
<td>Crimes against Property</td>
<td>420273</td>
</tr>
</tbody>
</table>

2-Obligatory Supplementary Specialization Requirements: (9) Credit hours

<table>
<thead>
<tr>
<th>Module number</th>
<th>Course title</th>
<th>Credit hours</th>
<th>Pre-requisites</th>
<th>Module number</th>
</tr>
</thead>
<tbody>
<tr>
<td>410233</td>
<td>Introduction to Islamic Jurisprudence</td>
<td>3</td>
<td>--------</td>
<td>4101233</td>
</tr>
<tr>
<td>410334</td>
<td>Personal Statutes &quot;1 Marriage &amp; Divorce&quot;</td>
<td>3</td>
<td>Introduction to Islamic Jurisprudence</td>
<td>410233</td>
</tr>
<tr>
<td>410339</td>
<td>Personal Statutes 2 &quot;Inheritance &amp; Wills&quot;</td>
<td>3</td>
<td>Introduction to Islamic Jurisprudence</td>
<td>410233</td>
</tr>
</tbody>
</table>

3-Elective specialization Requirements: (6) Credit hours from the following modules:

<table>
<thead>
<tr>
<th>Course number</th>
<th>Course title</th>
<th>Credit hours</th>
<th>Pre-requisites</th>
<th>Course title &amp; Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>410236</td>
<td>Environment protection law</td>
<td>3</td>
<td>Introduction to Law</td>
<td>410111</td>
</tr>
<tr>
<td>410237</td>
<td>The History of Law</td>
<td>3</td>
<td>Introduction to Law</td>
<td>410111</td>
</tr>
<tr>
<td>410318</td>
<td>Social Security Law</td>
<td>3</td>
<td>Labor Law</td>
<td>410315</td>
</tr>
<tr>
<td>410319</td>
<td>Copyrights and Neighbouring Rights</td>
<td>3</td>
<td>Effects of Obligations</td>
<td>410213</td>
</tr>
<tr>
<td>410320</td>
<td>Electronic Transaction Law</td>
<td>3</td>
<td>Sources of Obligation</td>
<td>410112</td>
</tr>
<tr>
<td>410325</td>
<td>Insurance Contracts</td>
<td>3</td>
<td>Nominated contracts</td>
<td>410314</td>
</tr>
<tr>
<td>410330</td>
<td>Commercial and Industrial property</td>
<td>3</td>
<td>Principles of Commercial Law</td>
<td>330270</td>
</tr>
<tr>
<td>Code</td>
<td>Course Title</td>
<td>Credits</td>
<td>Description</td>
<td>Code</td>
</tr>
<tr>
<td>----------</td>
<td>------------------------------------------------</td>
<td>---------</td>
<td>-------------------------------------------</td>
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</tr>
<tr>
<td>410331</td>
<td>International Trade Law</td>
<td>3</td>
<td>Principles of Commercial Law</td>
<td>330270</td>
</tr>
<tr>
<td>410336</td>
<td>Personal Statutes for Non-Moslems</td>
<td>3</td>
<td>Introduction to Islamic Jurisprudence</td>
<td>410233</td>
</tr>
<tr>
<td>410436</td>
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<td>3</td>
<td>Introduction to Islamic Jurisprudence</td>
<td>410233</td>
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<tr>
<td>420253</td>
<td>Nationality</td>
<td>3</td>
<td>Introduction To Law</td>
<td>410111</td>
</tr>
<tr>
<td>420335</td>
<td>Expression &amp; Legal Drafting</td>
<td>3</td>
<td></td>
<td>_____</td>
</tr>
<tr>
<td>420475</td>
<td>Forensic Medicine</td>
<td>3</td>
<td>Law of Criminal Procedures</td>
<td>420493</td>
</tr>
<tr>
<td>420464</td>
<td>Local Administration Law</td>
<td>3</td>
<td>Administrative Law (2)</td>
<td>420262</td>
</tr>
<tr>
<td>420474</td>
<td>The Science of Criminology &amp; Punishment</td>
<td>3</td>
<td>Crimes against persons</td>
<td>420272</td>
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<tr>
<td>420476</td>
<td>Crimes against State Security</td>
<td>3</td>
<td>Criminal Law (General Part)</td>
<td>420271</td>
</tr>
</tbody>
</table>

**Education, Learning, And Evaluation**

**First: Education:**

1- **To improve a good education process**, it is important to give the student the chance to participate and incorporate in the studying program effectively within his abilities to achieve his ambition.

So, it is worth mentioning that the studying program at the Faculty of law is planned to help the students to get the knowledge gradually, starting with the essential law principles then to more developed legal knowledge and skills. Also, using technology in the research, legal writing and making use of the different legal resources are emphasized.

So, to achieve good education, the Faculty spends a lot of money on the following: means of education, scientific research, scholarship, training, participating in conferences and bringing books and computers for library.

To ensure that the student will get the theoretical and practical knowledge aside, the faculty of law adopts a well studied plan which applies each theory
in the practical fields; this plan is approved by the scientific committee and the studying plan committee at the faculty. Besides the plan, the student is given the timetable for the theoretical and practical lectures, passing requirements and evaluation principles at the beginning of the semester. Furthermore, the studying program is supported with different modern educational means, coping up with the scientific revolution, which we have witnessed at the world level. On the other side, the faculty always keeps looking for specialized professors in the different legal branches, so the student can take the ultimate benefit out of their experience and the faculty can get the accreditation of the Jordanian Higher Education Ministry.

2- Educational Methods:

The educational methods take care of the two sides of the coin, keeping an eye on them to avoid any defaults that may raise up during applying; the two sides are the following:-

2-1 Theoretical Side:

The educational methods of the theoretical side are the following: theoretical lectures, small discussion groups, workshops, library assignments and homework, one day lectures, and the specialized councils and conferences.

2-1-a: - Theoretical Lectures

The theoretical lectures are very important method in teaching law as they would be the start for the student to get the essential points of the theoretical knowledge; the lecturer explains and illustrates the different legal principles and concepts during the lecture.

During the lectures and workshops
No Smoking..... No drinking..... and Mobiles off

2-1-b: - small discussion groups:

» During the lecture, the professor has to discuss with the students and gives them the chance to argue each other about a certain topic that they have prepared in advance.

» The goal of these small discussion groups is to enhance the students to
think and give the solutions and suggestions about the legal problems.

» The researches that are written by the students could be good material for discussion.

2-1-c: - workshops and class exercises:
The lecturer has the right to determine the suitable needed workshops; these workshops are held either in the classroom or in the multi-purpose room, focusing on the theories as well as the practical applied sides.

See the special guide of practical exercises

2-1-d: - Library Assignments and Homework:
The student is asked to do undetermined number of library assignments and homework related to the subject of the module; these tasks will definitely develop the student’s knowledge about the subject.

2-1-e: - External Lecturers:
Supporting the module, the external lecturers are invited once or twice during the module; the lecturer is supposed to have wide experience in the subject matter of the module as they could be judges, lawyers, or chairmen of certain departments in the public and private sectors.

2-1-f: - Specialized Councils and Conferences:
» The Faculty of Law holds several specialized councils and conferences, inviting many well experienced lecturers to participate, discussing an important and urgent legal issue. To insure the success, the activities of the council or conference are very well prepared in advance.

» At the beginning of the semester, the lecturer distributes the syllabus to the students; this syllabus includes information about the module, the goals, the outcomes, required books, references, time table, etc…

» To get more information, have a look on one of the syllabi

2-2 Practical Side (training):
» Theoretical knowledge alone is not enough to have qualified graduates, capable to work in the different legal fields, so training and applying skills are involved in the studying programme which is always revised and controlled.

» As the faculty believes that the training is an essential part in the educa-
tional procedures, it has prepared a training programme which includes all the modules in the studying plan; the items of the training program are organized in a special guide to help the students in the practical side.

See the Practical Training Guide for the Faculty of Law

» The legal professional field consists of many different jobs, so the faculty varies the training types inorder to serve these jobs. The practical side includes the following items:-

2-2-a: - Pure practical applications modules:
» The program includes many practical modules which focus basically on the applications and partially on theories. These modules are the following:-
- Law of Civil Procedures / obligatory module
- Law of criminal procedures / obligatory module
- Evidence and procedural law / obligatory module
- Expression and legal drafting / elective module
- Graduation projects / elective module
These modules are usually taught in practical legal way

2-2-b- Moot Trail Room:
The faculty has prepared and equipped a special room with modern audio-visual facilities to be used as a court room. In this hall, the students are trained to hold moot trials where they can learn how to prepare and present briefs, open court, proceedings, present personal and documented data, cross-examine witnesses, write the present speeches for prosecution and defence, and to formulate and present rebuttals. This takes place under the supervision of academic staff members.

The faculty adopts this technique of moot to give the students the opportunity to develop arguments, and reflect their own skills and self-confidence. The faculty believes that training must start while the students are at university.

For more information see the special guide of moot
2-2-c Field Visits:
Many of the programme modules require one or more visits during the semester to the department which has a direct relation to the module. Field visits include: Bar Association, some legal departments, e.g. Legal Institutions, Ministry of Justice, Ministry of labour, Social Security cooperation, Courts of law, as well as different Universities and institutions. During the visits the students are encouraged to ask many questions related to the field, and then write a report giving their impressions of the visit, the benefits derived from it, and their aspirations for the coming field visits.

--The visits are usually planned at the beginning of the studying semester.

2-2-d: Researches, work sheets, articles, and reports:
The faculty asks the students to write at least one research paper, a worksheet, an article or a report for each module, so the student can practice the special techniques of using legal terminology and writing.

The student can accomplish this task successfully if he reads the special guide of legal Research Writing prepared by the faculty.

--See Writing Legal research Guideline
--See Jordanian Courts guideline
--See the special brochure of writing a researche

2-2-e: Other Educational Skills:
Beside the legal applications, the faculty focuses on other skills as follows:
--English Language skills are acquired through English language modules 1 and 2, English Legal Texts module, and the modules that are hold at the Faculty of law freely to teach English language.

--Computer skills are acquired through the university compulsory requirements: computer skills 1 and 2. At the faculty level, each student has his own e-mail through which he can ask his professor any question and receive the answer quickly; also, the student can send his researches and the work sheets through the e-mail. Finally, the Faculty has prepared a guide which
includes hundreds of electronic legal resources to help the students to get the required knowledge. **See the special guide of electronic legal sites**

Library using skills are acquired by encouraging the students to visit the library, borrow books and use computers to identify the library contents. The university and the faculty spend a lot of money to get the most updated books and periodicals and to join the legal electronic sites. Finally, the faculty has designed a special brochure about using the university library and law library.

### 3-Using Technical Means in the Educational Process:

The faculty of law works to improve the quality of education by adopting different applications of computer in this process. The faculty provides the required facilities to use the highly technical audio-visual means in the lectures rooms in general and the multi-purposes room in particular. To achieve this goal, the faculty has prepared the following:

**A- Multi-Purposes Room:**

This room includes about 10 computer sets used to acquire computer skills and search for legal information.

**B- Frequent use of projectors (data show and Power point):**

- The faculty looks for adopting E-learning system, so the student can get any information through the internet.

**c-** The faculty encourages the using of modern educational means during the lectures e.g., Projectors and Power point through which the student can read the titles, listening to the comments and explanations of the lecturer.

### Second: Learning and Educational Resources:

The student at the university should be able to depend on himself to get the required information from its resources; so the student is asked in each module to write some researches, homework and library assignments. Also, the Faculty supports the self-learning of the students by preparing multi-purposes room which includes books, brochures and computer sets; using the computer the student can make use of the legal programs, surf the internet and join the electronic library. On the other side, the faculty encourages its
students to work in small groups, visiting their teachers in their office ours if they need any help.

The self-learning program takes into consideration the different abilities of the students.
The educational resources that are available for the students are the following:

**First: Lectures:**
The lectures are the basic source of knowledge to the student, as he can ask many questions and discuss many issues. Also, they get knowledge from one-day lectures and the field visits.

**Second: Library:**
**First: University Library**
The university library is an important landmark, having been developed recently to become one of the most prestigious libraries among the private universities; this library serves the students, academic staff, administrative staff and graduate students, as well as local citizens.

The library has been established in 1991 and provides visitors with a variety of information resources in different fields of knowledge; information is easily accessible since the library is organized according to the most up-to-date standards.

The library building consists of four floors with a total area of 4600m² and can accommodate 900 students at one time.

**The library has the following halls and utilities:**
**Ground floor:** It has an ancient painting found in Nebo church/ Madaba.

**First floor:** It has two main halls for Arabic books and reading:

- The first hall: Ehsan Abbas hall which has Computer, Philosophy, Religions, and Languages books.
- The second hall: It has the Arabic books of Sciences, Engineering, Arts, History, and Geography.
- Borrowing and returning counter
- Supply Department
- Index and Categorization Department
- Audio-visual hall and educational laboratory
- Copying press hall

The second floor: It has the English books and offices
The third floor: It has the old and present periodicals hall and the reading room.
The forth floor has the following:
- Internet hall and electronic library
- Reading cabins for academic-staff member
- A lecture hall for Library and information Science students
- A council hall

The University Library is considered information centre which supports the educational process and academic programs by having direct contact with Faculty of Law members inorder to recognise the new subjects and goals that faculty has adopted.

The library has used minisis program which helps the student to get the required books by his own. In the library, there are about twenty computer sets; ten of them are on the borrowing and returning counter and the others are in the halls. Finally, it is worth mentioning that there is an electronic library which includes 39 sets in the forth floor to search through the internet and there is an audio-visual (video and T.V) hall in the first floor.

Objectives of the library:
The university library aims at offering information resources and librarian services to help achieving the goals of the university in learning, scientific research, and society services through the following:
1- To choose and provide a wide range of resources in subjects which support and develop the university syllabi
2- To provide the necessary resources for students, academic staff and researchers
3- To prepare suitably furnished halls for study and research
4- To offer the different librarian services in suitable ways: borrowing,
bibliographical references, electronic references, guidance, development… etc.

5- To train library users in accessing and using the referencing and other services through preparing suitable user-friendly programs.

Classification of the periodicals:
The library adopts the *Dewy decimal System* which is the most commonly used system in the world to classify subjects according to a ten parts of knowledge system:

000-099 General knowledge
001-199 Philosophy and psychology
002-299 Religions
003-399 Social Sciences
004-499 Languages
005-599 Searching Services
006-699 Applied Science
077-799 Arts
008-899 Literature
009-1000 Geography and History

Library Services
1) The library offers the services of guidance, borrowing, bibliography… etc.
2) The library makes the information available through computers connected to the internet, and also has an internet café and video lab.
3) The library photocopying service is very cheap.
4) The library offers an informative guide to users.

Library Contents:
In the library there are about 80000 printed and non printed materials as follows:
- 72000 Arabic /foreign books and references
- 4000 volumes of periodicals
-about 1000 non printed materials e.g. video tapes, cassettes, C.D's, floppy disks, CD-ROMs, slides and maps
-the library has 250 specialized periodicals

Second: Law Library:
The library contains a dedicated law section which contains thousands of books in the different legal fields, in Arabic, English and French. In addition there are journals and periodicals issued by the faculties of law at international universities, and a number of local and international legal institutions. There is also a large hall where students can review the books, which they can locate and borrow by computer. The library is open from 8:00 a.m till 7:00 p.m during the semester; and it may be open to students during the holidays. Last but not least, the library staff is devoted to help the students.

The law library contains an extensive number of legal references and resources including about 5000 books in the following legal branches: civil law, commercial law, constitutional law, administrative law, international law, public finance, personal statutes and others; apart from 24 periodicals and more than 341 hard-cover periodicals.

The law library copes up with the most modern libraries in their use of up-to-date technology and developed techniques; the library uses the "Justice" program to help students to find the legal information.

<table>
<thead>
<tr>
<th>Arabic &amp; Foreign Collections available at the Law Library</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arabic Collection</td>
</tr>
<tr>
<td>-------------------</td>
</tr>
<tr>
<td>Volumes</td>
</tr>
<tr>
<td>Titles</td>
</tr>
<tr>
<td>Periodicals</td>
</tr>
<tr>
<td>Hard-cover periodicals</td>
</tr>
</tbody>
</table>
Legal Electronic Resources:

The faculty has established an internet lab which includes 10 computers to help both students and academic staff in their researches. This lab is an excellent channel for our students to access the electronic library at the university.

The students can use the computers in the lab to obtain information through the internet, to read the legal journals and periodicals, and access the legal websites freely. Also, the library is connected with more than 8000 other university electronic libraries worldwide, with more than 4000 academic books and encyclopaedia and about 330 periodicals available. Finally, there are plenty of printers to make your own copies. The electronic law library includes the following:

➢ Online Catalogue of legal books and references, so the student can get information easily; this will be ready in October 2005.
➢ A special CD for electronic legal resources which includes books, periodicals, journals, dictionaries, and important websites for the students; this CD is available on the Law library site.
➢ "Justice" a legal program which covers the complete legislations, laws and legal texts in Jordan since 1921.

The classification system for legal References:-

The library uses the Dewy decimal System—in which the books are classified according to the following branches:-

<table>
<thead>
<tr>
<th>Number</th>
<th>Book Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>340</td>
<td>Law</td>
</tr>
<tr>
<td>341</td>
<td>International law</td>
</tr>
<tr>
<td>343</td>
<td>Military Law, taxes and trade</td>
</tr>
<tr>
<td>344</td>
<td>Social law</td>
</tr>
<tr>
<td>345</td>
<td>Criminal law</td>
</tr>
<tr>
<td>346</td>
<td>Private law</td>
</tr>
<tr>
<td>347</td>
<td>Civil law and courts</td>
</tr>
<tr>
<td>348</td>
<td>Law, cases</td>
</tr>
<tr>
<td>349</td>
<td>Law in different countries</td>
</tr>
</tbody>
</table>
Number of books you can borrow:

There are instructions for borrowing at both the university library and the law library; the most important instructions are the following:

1- You can't borrow unless you have the library card which is given to each student.

2- You can borrow three books for two weeks.

3- You can't borrow other book if you have one overdue for return.

The student has to pay 250 fills for each day for the overdue book.

How can you get and borrow the book?

-use either the index of the author, title or subject to get the categorization number which will help you to find the book on the shelf.

-go to the hall where you can find the book

-look for the wanted book according to its number.

-take the wanted book and give it with the university card to the officer at the borrowing department

-you can't borrow the book without your card

-if you don't find the wanted book, it means that it is either borrowed or used in the library.

-if it is borrowed ask the officer about the date of returning

-when leaving, don't forget to show the books to the entrance warden.

Dear student...........

You can connect with the library data base to get any document that you need because the data base is available on the internet at the following address:

WWW.library.philadelphia.edu.jo

---Looking for a book you can use the auto index or ask the help of one of the officers in the library
Third: Evaluation

First: Evaluation Strategy:
Evaluating the student progress in their study is considered the major indicator to judge whether the program works well or it must be modified to get rid of any negative outcomes. So the Faculty of Law has adopted certain procedures to get many accurate results in evaluating the students' abilities, the following are the general criteria that evaluate the mental and practical skills of the students:

- Participating in class discussion
- Preparing researches and reports
- Answering the exercises and library assignments
- Written exams to evaluate knowledge and mental skills

The student is evaluated as follows:
- 5% → 15% of the total degree is for participating in class discussion.
- 5% → 10% of the total degree in application modules is for researches and reports according to their organization, ordering the items and ideas methodology, writing skills, finding new solutions, and presenting the subjects to other students.
- 5% → 10% of the total degree is for answering the exercises and analysing to give conclusions, solutions and comments.
- 15% of the total degree is for the first and second exams and 50% for the final comprehensive written exam; these exams evaluate the student's knowledge and mental skills.

Evaluation criteria must be determined for each module aside and they must be scheduled in the study plan which the student gets at the beginning of the semester.

Second: Evaluation Procedures:
The Faculty of Law varies the evaluation procedures and techniques to get very accurate results; and the evaluation procedures must be different from one module to another.
The evaluation procedures and means are the following:

→ **Written Exams:**
Each module has three written exams during the semester:
First, second, and final exams. As these exams are very important to evaluate the student’s ability, the faculty gives a special concern to organise them in a good way.
The procedures that are related to written exams are:-

A-The next table shows the exams number, grades, and duration

<table>
<thead>
<tr>
<th>Exam</th>
<th>Grade</th>
<th>Duration</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Exam</td>
<td>15%</td>
<td>One hour</td>
<td>Written</td>
</tr>
<tr>
<td>Second Exam</td>
<td>15%</td>
<td>One hour</td>
<td>Written</td>
</tr>
<tr>
<td>Final exam</td>
<td>50%</td>
<td>Two hours</td>
<td>Written</td>
</tr>
</tbody>
</table>

The exams committee at the Faculty plans the procedures and dates of the exams at the beginning of each semester.

B-The student has to write his full name and number in each exam

C-Approved Forms of the exams:
The exams committee has prepared special forms of exams that must be followed by the academic - staff members as these forms include theoretical and practical questions, showing the grades for each type.

C-The students are evaluated according to their grades which they get as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 - 100</td>
<td>High efficiency, distinguished ability and special skills</td>
</tr>
<tr>
<td>80 - 89</td>
<td>High efficiency, good ability and skills</td>
</tr>
<tr>
<td>70 - 79</td>
<td>Moderate efficiency, moderate ability and skills</td>
</tr>
<tr>
<td>60 - 69</td>
<td>Moderate efficiency</td>
</tr>
<tr>
<td>50 - 59</td>
<td>Passed, Low efficiency</td>
</tr>
</tbody>
</table>

In each module; the student has to have two written exams (First and Second exams) whose dates are determined at the beginning of the semester.
by the exam committee. And because 30 - 40 % of the total average is for these two exams, the teacher has to correct the papers accurately and return them within maximum one week.

The student has to be committed to the exam date. If he doesn't attend the exam having no sick report or reason accepted by the dean, he will get the zero; and if he has a reason, he has to apply it within a week to determine a substitute exam.

Beside the first and second exams, the teacher may ask his students to present work sheets, researches and reports which will be evaluated as well as the attendance and participation.

On the other hand, 50% of the total average is for the final exam, as it is very important in evaluation; the exams committee usually determines the dates at the beginning of the semester taking into consideration not to have two exams at the same time.

Despite this, the student may have two exams in one day; but this is not an excuse not to attend any of them; if he has three exams a day, he can apply for postponing one of them, getting the dean and teacher acceptance.

If the student doesn't attend the final exam without having a sick report or a reason accepted by the dean, the teacher will write the note (absent) beside his name. So as if the student brings a reason, his result will be "incomplete" having a substitute exam within maximum two weeks at the beginning of the next semester otherwise he will fail.

Then the teacher has to correct the papers and write down the results on the students register, keeping the papers of the final at the faculty with the exams committee as they are not returned to the students. Finally, the teacher lists the total average of the students.

**Getting the results of the semester:**

After paying all the fees, the student can get from the Admission and Registration Department a register which includes the student's name, number
and modules with their grades. Also, the student can get his results while he is outside the university through the following e-mail: ✓http://www.philadelphia.edu.jo/grads/law.html
✓After the page is opened, click edit to choose from its dangling list.
✓Type your university number then click "ok"
✓Beside the university number you will get the grades of the modules.

Also, you can ask about your grades anytime and anywhere through PU/SMS as follows:

Send the required service number then the student number to 2859 to get the reply in Arabic or send PU, service number and student number to get reply in English. You can ask about the following:

✓ Accumulative average --------- student number
✓ The grades of modules in the present semester ------- student number
✓ The grade of a certain module --------- student number + module number.
✓ Financial account --------- student number.

If the student doubts his grades, he can apply to the dean within maximum a week to check his marks.

A committee consisting of the faculty dean, head department and the teacher of the module will check if there is any mistake.

**Semester and accumulative average:**

The accumulative average is the total average of the whole modules that the student has studied considering: pass, fail and incomplete modules. While the semester average, is the total average of the modules in that semester only.

At the end of each semester, the dean asks for the names of the students who have got 84% and above to be listed on the honour list.
Important Issues regarding the Exams:

- The questions of the final exams are checked and controlled by an internal evaluator who has the right to adjust or cancel any question that doesn't suit the syllabus or students' level. Also, a sample of the exams is sent to an external evaluator to evaluate the questions' level and students' performance.
- The student has to be in the exam hall before distributing the exam papers as it is forbidden to attend late unless having the dean's acceptance.
- The student has to write his full name and university number on the exam and answering sheets.
- The student has to be quiet and not to talk with any of his classmates.
- The students have to turn their mobiles off.
- The student has to bring his own stationery.
- The students may ask just at the beginning of the exam.

2-Individual and Team Work Researches, Reports and Work Sheets

In almost each module, the student is supposed to present a research, an article or a work sheet by coordinating with his teacher.

There is a special brochure about the methods of writing a research or a work sheet which will be evaluated by 5 - 10% of the total average.

Graduation project:

Graduation Project is considered one of the basic requirements to get the Bachelor Degree of Law; this project must deal with an important legal application. Usually, it is allowed for the student to start his project after passing 100 credit hours (in his fourth year). The student suggests certain subject which will be studied by graduation committee, giving the acceptance, refusal, or adjustment. Then the student starts his work applying the methodologies and skills that he has studied; also the committee will appoint a supervisor for the student under the condition that this supervisor has maximum three or four projects in one semester. Finally, the student applies for discussion which will determine his suitable degree.

For more information see the special guide of writing legal researches
3-Participating in class discussion:-
5-10% of the total average is for participating and discussing in the class room.
4- 5-10% of the total average is for answering exercises, homework, library assignments, and e-mail correspondence.

Third: Strategy of Observing Evaluation:
The faculty of Law has adopted the following procedures to observe evaluation:
1- Internal Examiner:
Each lecturer has to give a copy of his exam with the answer key to the exams committee that will give them to an internal examiner who will write his notes in a report to the mentioned committee.

2-External Examiner:
The instructions of the exams committee say that each lecturer has to give the questions sheet, a sample of the students answer sheets, the answer key and marks distribution to the exams committee that will give them to an external examiner who will check the efficiency of the exam, accuracy of correcting and marks distribution and whether the exam suits the students level or not; this examiner will write a report to the committee, keeping it in the module file.

3-Coordinator:
At the beginning of each academic year, the faculty council names a coordinator for each module; this coordinator has to unify the module items, the exams questions and evaluation procedures by meeting at least three times the module instructors. At the end of the semester, he writes a report about the intended module.

4-Analyzing the Exams Results (statistical evaluation):
At the end of the semester, each lecturer has to analyze and evaluate his results statistically by filling a special form designed for this purpose.

5-documentation:
At the end of the semester, each lecturer has to keep the questions of the first, second and final, a sample of the students answers and the statistical analysis of the results in a special file for the module.
Observing the Academic Performance of the Students :-

If the lecturer notices that a certain student has weak academic performance, he has to tell his personal tutor who will follow him up and encourage him to study. Otherwise, the student will get a written warning from the Admission and Registration Department that his accumulative average is below 60%.

When the student gets the mentioned warning, he has to improve his average within two semesters after the warning or he would be dismissed from the faculty; and if he gets 59.5% he will take the chance to have other two semesters to improve his academic situation.

Also, the student will be dismissed if he gets an accumulative average below 50% after studying minimum 15 credit hours. In this case, he has to transfer to other faculty by applying a form at the beginning of the next semester; if he is not accepted at any department, he will be dismissed from the university.

Academic guidance

At the Faculty of Law, each student has an personal tutor who helps him since his admission to graduation; this guide helps the student at the academic and personal level.

Each personal tutor has a group of students to help them but if the student has justified reasons, he can apply to the faculty dean to change his personal tutor.

The academic - staff members (personal tutor) must meet their students regularly in their daily office hours.

Moreover, the personal tutor has to follow up his students, observing their academic performance; so if the student has bad performance, the guide has to advice and help him.
Guide plan for the Bachelor Degree:

The guide plan of the Faculty of Law helps students to choose suitable modules to study in each semester.

First Year

First Semester

<table>
<thead>
<tr>
<th>Credit hours</th>
<th>Module title</th>
<th>Module number</th>
</tr>
</thead>
<tbody>
<tr>
<td>410111</td>
<td>Introduction to Law</td>
<td>3</td>
</tr>
<tr>
<td>420151</td>
<td>Political Systems &amp; Commercial Law</td>
<td>3</td>
</tr>
<tr>
<td>420121</td>
<td>Public International Law (1)</td>
<td>3</td>
</tr>
<tr>
<td>410101</td>
<td>University Requirement/ computer Skills (1)</td>
<td>3</td>
</tr>
<tr>
<td>130101</td>
<td>University Requirement/English Language Skills (1)</td>
<td>3</td>
</tr>
</tbody>
</table>

Second Semester

<table>
<thead>
<tr>
<th>Credit hours</th>
<th>Module title</th>
<th>Module number</th>
</tr>
</thead>
<tbody>
<tr>
<td>410112</td>
<td>Sources of Obligation</td>
<td>3</td>
</tr>
<tr>
<td>410121</td>
<td>Principles of Commercial Law</td>
<td>3</td>
</tr>
<tr>
<td>420171</td>
<td>Criminal Law (General Part)</td>
<td>3</td>
</tr>
<tr>
<td>410111</td>
<td>Administrative Law (1)</td>
<td>3</td>
</tr>
<tr>
<td>710102</td>
<td>University Requirement / Computer Skills (2)</td>
<td>3</td>
</tr>
<tr>
<td>120102</td>
<td>University Requirement/English Language Skills (2)</td>
<td>3</td>
</tr>
</tbody>
</table>
## Second Year

### First Semester

<table>
<thead>
<tr>
<th>Credit hours</th>
<th>Module title</th>
<th>Module number</th>
</tr>
</thead>
<tbody>
<tr>
<td>410213</td>
<td>Effects of Obligations</td>
<td>3</td>
</tr>
<tr>
<td>420161</td>
<td>Administrative Law (1)</td>
<td>3</td>
</tr>
<tr>
<td>420252</td>
<td>Jordanian Constitution</td>
<td>3</td>
</tr>
<tr>
<td>410334</td>
<td>Personal Statutes: &quot;Marriage &amp; Divorce&quot;</td>
<td>3</td>
</tr>
<tr>
<td>120102</td>
<td>University Requirement / Civilization &amp; Thoughts (1)</td>
<td>3</td>
</tr>
</tbody>
</table>

### Second Semester

<table>
<thead>
<tr>
<th>Credit hours</th>
<th>Module title</th>
<th>Module number</th>
</tr>
</thead>
<tbody>
<tr>
<td>410314</td>
<td>Nominated Contracts</td>
<td>3</td>
</tr>
<tr>
<td>420242</td>
<td>Public International Law (2)</td>
<td>3</td>
</tr>
<tr>
<td>410323</td>
<td>Commercial Papers &amp; Banking Transactions</td>
<td>3</td>
</tr>
<tr>
<td>420281</td>
<td>Public Finance &amp; Taxation</td>
<td>3</td>
</tr>
<tr>
<td>410232</td>
<td>Texts and Legal Terminology in English</td>
<td>3</td>
</tr>
<tr>
<td>111133</td>
<td>University Requirements / Civilization &amp; Thoughts (1)</td>
<td>3</td>
</tr>
</tbody>
</table>
## Third Year

### First Semester

<table>
<thead>
<tr>
<th>Credit hours</th>
<th>Module title</th>
<th>Module number</th>
</tr>
</thead>
<tbody>
<tr>
<td>410314</td>
<td>Nominal Contracts</td>
<td>3</td>
</tr>
<tr>
<td>420262</td>
<td>Administrative Law(2)</td>
<td>3</td>
</tr>
<tr>
<td>420273</td>
<td>Crimes Against property</td>
<td>3</td>
</tr>
<tr>
<td>420244</td>
<td>Human International Law</td>
<td>3</td>
</tr>
<tr>
<td>410334</td>
<td>Personal Matters: marriage and divorce 1</td>
<td>3</td>
</tr>
</tbody>
</table>

### Second Semester

<table>
<thead>
<tr>
<th>Credit hours</th>
<th>Module title</th>
<th>Module number</th>
</tr>
</thead>
<tbody>
<tr>
<td>410315</td>
<td>Labour Law</td>
<td>3</td>
</tr>
<tr>
<td>410391</td>
<td>Law of Civil Procedures</td>
<td>3</td>
</tr>
<tr>
<td>410323</td>
<td>Commercial Papers &amp; Banking Transactions</td>
<td>3</td>
</tr>
<tr>
<td>410339</td>
<td>Personal Statutes2 “Inheritance &amp; Wills”</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Optimal University Requirements</td>
<td>3</td>
</tr>
</tbody>
</table>
# Forth Year

## First Semester

<table>
<thead>
<tr>
<th>Credit hours</th>
<th>Module title</th>
<th>Module number</th>
</tr>
</thead>
<tbody>
<tr>
<td>410492</td>
<td>Law of Criminal Procedures</td>
<td>3</td>
</tr>
<tr>
<td>420493</td>
<td>Penal courts Law</td>
<td>3</td>
</tr>
<tr>
<td>420444</td>
<td>Graduation Project</td>
<td>3</td>
</tr>
<tr>
<td>420363</td>
<td>Administrative Judicature</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Optional Specialization Requirement</td>
<td>3</td>
</tr>
</tbody>
</table>

## Second Semester

<table>
<thead>
<tr>
<th>Credit hours</th>
<th>Module title</th>
<th>Module number</th>
</tr>
</thead>
<tbody>
<tr>
<td>410417</td>
<td>Private International Law</td>
<td>3</td>
</tr>
<tr>
<td>410494</td>
<td>Judicial Applications</td>
<td>3</td>
</tr>
<tr>
<td>410416</td>
<td>Real Rights</td>
<td>3</td>
</tr>
<tr>
<td>410424</td>
<td>Maritime Law</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Optional Specialization Requirement</td>
<td>3</td>
</tr>
</tbody>
</table>
Student Register

The Faculty of Law, coordinating with the Admission and Registration department keeps a computerised register for each student; this register includes personal information for the student and details of his academic process: registered, passed and dropped modules, beside his marks and average.

It is allowed for the student to see his academic register kept at the Admission and Registration department after applying a written form to the officer. Finally, the student is responsible to inform the Faculty of Law registrar at the Admission and Registration department if there is any change in his personal information.

The Morals of the Faculty of Law Students:
As a good honest student is the main concern of the faculty of law, he must:

• respect Philadelphia University every time and every where
• respect the academic and administrative staff of the university in general and the Faculty of law in particular.
• not harm any of the academic staff members
• apply the legislations and rules of the university
• not spoil or damage property or utilities at the University and the faculty of law
• be committed to academic honesty in writing articles, research papers and work sheets
• respect the other students regardless of their religion, language, gender or nationality
• offer help to those in need
• invest his time with hard work
• participate in the activities of the faculty of Law

On the other hand it is forbidden to do the following !!!!!.....
a-to miss module lectures
b-to cheat during the exams
c-to behave in a way against our honour, manners, dignity or university reputation
d-to hold an organization at the university campus without having a license
e-to use the university buildings and utilities for other purposes without permission
f- to distribute brochures and hold activities without university permission
g- to be undisciplined during the lectures
h- not to respect the academic and administrative staff members
E- to damage the university property
j- to violate the university rules and instructions
k-to falsify the University documents

Philadelphia University has determined the following instructions for student disciplinary action:

A-Notification
B-Dismissing the student from the lecture hall
C-Not allowing the student to attend some or the entire module lectures
D-not allowing the student to use university utilities for a certain time
E-First warning
F-second warning
G-Ultimatum
H-Cancelling one or more modules for the semester in which the violation takes place
I-Temporary suspension for one semester or more
J-Dismissal from the university
K-Postponing the student’s graduation
L-Not granting the academic degree if there is found to be any Falsification

The student may receive two or more disciplinary actions.
If the student cheats during the exam, he will get one or more of the following actions:

• To consider him failed in that module
• To apply one of the disciplinary actions mentioned above

Any disciplinary action will be documented in his academic register, and the student’s legal guardian will be informed.

In all the above mentioned actions the decision is final, except for three disciplinary actions where the student has the right to appeal to the University Council within 15 days for the action; this council has the right to affirm, adjust or cancel the decision.

**Student life at the Faculty of Law**

The faculty of Law believes that it is essential to give the students the chance to express their ideas and suggestions. So, the students can participate in many committees e.g. teachers and students committee and there is a representative for the students in the faculty council.

The faculty always encourages the students to participate in the students committees to develop their creativity in their specialization; the committees are the following: Human Rights Committee, Human International Law Committee, etc. Moreover, the faculty holds self – learning sessions where the students can meet alone to discuss certain issues, asking the help of any lecturer if they are in need. Finally, the Arabs at the Faculty are allowed to have their own committees to be the links between the Arabic students and the administrative and academic staff members.

**Toward a non-smoking environment:**

The Faculty of Law bans the students, the administrative and academic staff members to smoke, seeking to have a non smoking environment.

**E-mail :-** The Faculty of Law gives each student an e-mail which he can get
freely from the computer centre. It is preferable that the student gets his e-mail since his admission to know all the University and faculty announcements.

Once he gets his e-mail, the student has to give it to his personal tutor so he can get any note or information from his lecturers anywhere and anytime.

**Lockers :-** The student can apply to the Students Affairs Deanship to have one of the lockers that are available at the Faculty of Law entrance, paying a little amount of money.

**Privacy:-** The Faculty believes that each student has to have his own privacy, so the faculty doesn’t give any personal information to any body unless the student permits that formally.

**Practical Training :-** The Faculty of law focuses on practical training by relating theories with practice. So, the faculty has planned an intensive program to train the students by adopting the following: designing court hall, Field visits to many departments and holding many lectures related to practical side.

**Legal Courts :-** The Faculty of Law has formed an internal committee comprises of the academic staff members and students to offer a voluntary free legal consultation to any body whether he is from the faculty of law or not; this step is very important to train students to cooperate with their local society.

**Student Services Committee :-** This committee comprises of trained students who know well all the university legislations and activities; these students may help the students to know the dates of: lectures, training modules or any other issues that the student is concerned of.

**Recommendation letters :-** It is mentioned before that the Faculty of Law keeps a record for each student; those who are not concerned can’t
get personal information about the student. If the student asks one of the administrative staff members for a recommendation letter, it means that this teacher can read his personal information which is documented at the Faculty.

**Academic Superiority:** - The university legislations say that the student who is academically superior get a scholarship (20% of the credit hours fees) in the first and second semesters and he gets appreciating certificate. If the student gets an accumulative average of 90.5% and above, his name will be written down on the university honour list, getting an appreciating certificate signed and stamped by the University President. Moreover, if the student gets an accumulative average between 845 – 89.9%, his name will be written down on the faculty honour list, getting an appreciating certificate signed and stamped by the faculty dean.

**Security and safety at the Faculty of Law:** - The Faculty of Law gives a special concern to security and safety at the faculty in particular and Philadelphia University in general; so it has formed “Security and Safety Unit” which is connected with the main emergency committee at the university.

**Dear student,**

Keeping security and safety, the students at the Faculty in particular and Philadelphia University in general have to commit the following instructions:

**E-The emergency state is announced at the faculty and the university:**
* If the fire is set at the faculty of Law or one of the university faculties
* If the Faculty building or one of the university buildings is collapsed
* If students and employees can’t leave the university because of the snow
* If there is an explosion or flowing of dangerous gases.
* If there are cases of food poisoning
* If there are ten injuries or more among students or employees
2- The emergency places of exit are determined at faculty, holding the “exit” sign.

E-Many extinguishers are put at the Faculty.

4- Many sensors are put to detect if there is fire.

5- Once a fire is set at the Faculty, you have to inform the dean or any responsible employee.

6- The emergency state is announced by the following statement “It is Philadelphia University, Emergency State is announced”

E-The university security members are distributed all over the campus and buildings to keep safety and security and to solve any problem among the students with the help of Students Affairs Deanship.

8- When you hear the fire warning siren, you have to do the following procedures:
   • Avoid impatience and fear, keeping your maximum quietness.
   • Inform the faculty dean or any responsible employee at the Faculty.
   • Go away as possible from the building where the fire is set.
   • Warn the other students at the Faculty building by saying “Fire”
   • Try to close the doors before leaving the Faculty building.
   • Go away from doors and windows as glass may get broken because of the very high temperature.
   • Help the injured students to go to the medical centre at the university.

► If there is a quarrel among the students, you have to do the following:
   • Avoid impatience and fear, keeping your maximum quietness.
   • Inform the faculty dean or any responsible employee at the Faculty.
   • Inform the Students Affairs Deanship immediately.
   • Inform the medical centre.
   • Avoid being involved in the quarrel.
   • Wait for the university instructions Regarding getting out of the university by buses.
If an accident happens while you are aboard the bus, you have to do the following:

- Avoid impatience and fear, keeping your maximum quietness.
- Call immediately the university or/and the Civil Defence.
- Leave the bus then help the simply injured students if possible.

The following are the important phone numbers in and outside the university:

- Inside the university campus:
  University operator: 9
  High office: 242
  Telephone: 364
  Evening Studies Dean: 283-284

- Outside the University campus:
  - Public Security Administration: 196
  - Civil Defence Administration: 5661111-199
  - Police of the Capital City: 192
  - Civil Defence of the Capital City: 5661111
  - Al-Balqa Province: 05/3554811

First Aids:
At the Faculty of Law, there are a lot of first-aid sets which can be used in the cases of emergency; the dean may ask the help of one of the assistants at the University medical centre.

Mobiles:
The students have to turn their mobiles off in the Faculty and library halls and during the exams.

Personal Properties:
Each student has to take care of his personal properties by writing down his name and university number on them as the Faculty is not responsible if any thing is lost.
Despite this, the Faculty helps the student to announce about the lost thing, so the one who will find it can give it to the Faculty administration.
Scholarship

The Faculty of Law as other faculties offers the following scholarships:

- A scholarship (20%) is given for the student who gets the highest average in each specialization and in each studying level in the morning and evening programs.

- A scholarship (50%) of the studying fees that are paid in the first and second semesters is given for the freshman who has got an average of 90% and above in the scientific stream and (20%) for that who has got 85% and above in the literary stream.

- A scholarship (15%) of the studying fees is given for the two brothers even if one of them has graduated, and (20%) for the three brothers.

- A yearly scholarship (20%) of the studying fees is given to a candidate student chosen by the university council members.

- A scholarship (50%) of the studying fees is given for the university employees and their sons.

- Five scholarships (20%) in each semester are given for the students who have sport talent and other five for those who have artistic talent.

► Employing Students:

The Faculty of Law cooperating with the Students Affairs Deanship tries to employ some of the students to explore their abilities and develop their personalities, applying the instructions of the student employing fund at Philadelphia University.

So, the student is employed after applying a form which includes the conditions, principles and fields of work and the financial reward that he will get.

Finally, this attitude will enhance the work as a very important social value among students.
Educational Surety:
If the student’s provider i.e. the one who paid him the fees passed away, the university would give him an educational surety of 75% of the credit hours fees according to clear conditions and principles. So, the student can get his Bachelor degree from Philadelphia University, facing his society with a highly qualified degree.

For more information ask Students Affairs Deanship.

The Poor Student Fund:
The student who needs financial support to get his degree may ask the help of the poor student fund twice during his study.
For more information ask Students Affairs Deanship.

Graduates Following Committee:
The Faculty of Law cooperating with graduates following office at Philadelphia University has formed a special committee to follow the Faculty of Law graduates, offering them the help in the work field.

Students Trips:
The Faculty cooperating with the Students Affairs Deanship prepares many trips through which the student can visit the historical places in Jordan, strengthen his relation with the academic and administrative staff members and meet students form other Arabic and Foreign universities.

The Faculty organizes the following trips:

General Trips:
These trips are organised by the university so the student can visit the ancient, cultural and economical monuments in Jordan and some other countries.

Special Trips:
These trips are organized by the university for the participants in sport, artistic, cultural and public service activities.
Students Exchanging Visits Programmes:
These are the trips that are organized and prepared according to the treaties between the university and the Arabic-Foreign educational institutions.

Scientific Trips:
These trips have a special goal either in or outside Jordan; the students who participate in such trips have to meet certain conditions.

Students Clubs and Committees:
The Faculty of Law gives its students the chance to participate in the different students clubs which are hold under the supervision of the Students Affairs Deanship; such clubs encourage voluntary task, public service and group work also they develop students talents and hobbies.

Moreover, the chance is open for the students to participate in the students committees at the faculty of Law e.g. Human Rights committee and Women committees; such committees develop the legal aware of the students.

Dear student,
Take care of the following:
- Committing the university and faculty of law legislations
- Asking the personal tutor about any academic or personal issue that my affect your study
- Covering your absence by a sick report or a compelling reason
- Checking your e-mail regularly
- Taking care of your personal properties
- Knowing the dead line for any academic matter at the faculty of Law or any other faculty

Dear student,
Avoid the following:
- Not attending the lectures or the exams
- Smoking at the faculty utilities
- Violating the faculty of Law student’s morals
- Eating and drinking at the class room
- Using mobiles at the lectures and exams
University Glossary

► Study Plan:
   It includes the university compulsory, elective, and supplementary requirements that the student has to pass to get his degree.

► Compulsory Modules:
   These are the group of modules that the student has to pass in order to graduate; these modules are the compulsory university, faculty or department requirements.

► Elective Modules:
   These are the group of modules that the student can choose from his study plan in order to graduate; these modules are university or department requirements.

► Credit Hour:
   It is a unit to measure the module; one credit hour equals 16 class hours, while in the lab and practical application the one credit hour is at least two practical hours.

► Pre-requisite Module:
   It is the module which the student has to pass successfully inorder to be able to study the next module.

► Study Load:
   It is the total of the credit hours of the modules that are registered in a certain semester.

► Registration:
   It is the process of registrating the modules chosen by the student in each semester after having the acceptance of the personal tutor.

► Registration Slip:
   It is the form on which the student writes down the modules that he has chosen; it consists of four copies which will be distributed to four different persons.
► **Drop and Addition slip:**

It is the form on which the student writes down the modules that he wants to drop or add; it consists of four copies which will be distributed to four different intended persons during drop and addition period i.e. the first five days in the first and second semesters and the first three days in the summer module without considering the holidays.

► **Drop:**

It is the process of omitting a previously registered module during the limited period, i.e. the end of the thirteenth week in the studying semester.

► **Addition:**

It is the process of adding a module which has not been registered before during the first five days in the first and second semesters and the first three days in the summer module.

► **Semester average:**

It is the average of the whole modules marks in a certain semester.

► **Accumulative Average:**

The average of the whole modules marks that the student has studied till now by multiplying each module mark by its credit hours number then dividing the result by the total of the credit hours.

► **Passing Grade:**

The minimum grade to pass the module is (50) and the minimum grade for the module is (35).

► **Incomplete:**

It is a note written down beside the module which the student hasn’t attended its final exam, having a compelling sick reason accepted by the faculty dean, but the student has to remove this note within maximum two weeks from the coming semester, not considering the summer module; otherwise, he sill get (zero) in that exam, having the deserved result in the module if he is not postponing that semester.
Under Observing State:
The student is considered under observing if his accumulative average is below 60% at the end of any semester except the first semester at the university and the summer module; the Admission and Registration Department has to mail the student at his latest address telling him about this.

Study Postponement:
At the university, it is allowed for the student, after studying at least one semester, to postpone his study for maximum four studying semesters (2 years) whether this period is persistent or not; the summer module is not considered in this case.

Seat Missing:
If the student doesn’t attend his study for a semester or more without having a written acceptance, he will lose his seat at the university.

University Academic Year:
It consists of two obligatory modules, each one lasts for sixteen weeks; and an optional summer module which lasts for eight weeks.

Personal tutor:
He is one of the academic-staff members that the department has chosen to help a group of students to choose their modules according to the study plan; this guide helps the student academically all through his university study till his graduation.

Days Symbols:
These are abbreviations for the week days (Sunday/S), (Monday/M), (Tuesday/T), (Wednesday/W) and (Thursday/Th).

Module number:
It is the number that precedes the module title; this number presents the faculty, department, and academic level of the module.
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