

Instructions for Granting Master's Degree at the German Jordanian University Issued in accordance with Article (9) of the Graduate Studies Regulation at the German Jordanian University No. (57) for 2008	
Article (1)	<p>These instructions are called the instructions for granting Master's degree at the German Jordanian University and shall come into force as of the beginning of the first semester of the academic year 2022/2023.</p>
Article (2)	<p>The following words and phrases wherever mentioned in these instructions shall have the meanings assigned to them below unless the context indicates otherwise:</p> <p>The university: The German Jordanian University. The President: The President of the University. The Deanship: The Deanship of Graduate Studies at the University.</p> <p>The Dean: The Dean of Graduate Studies at the University. The school: Any of the faculties at the University. The Department: Any academic department that offers master's programs. The Council: The Council of Graduate Studies at the University. The Department Committee: The Graduate Studies Committee in the department. The School Committee: The Graduate Studies Committee in the school.</p> <p>The Program: The Master's program at the university. The Supervisor: The supervisor of the master thesis of the student. The student: The Master's student. The Remedial Course: Any course of the lower level than the Master's level requested for the purposes of meeting the knowledge base of the Master's program.</p>
	Master's Programs
Article (3)	<p>A. To obtain a master's degree at the university, a minimum of (33) credit hours is required, depending on the study plan for each program.</p> <p>B. Each study plan shall have an indicative guideline indicating the standard duration of the study, based on the study load of the student including attending lectures, self-study, and preparing for exams in each course of the study plan, calculated according to the</p>

	<p>European system for transferring and crediting the academic load (ECTS: European Credit Transfer and Accumulation System), so that each credit point is equivalent to 30 hours of study load for the student, or according to what is indicated in the study plan.</p> <p>C. The study plan of each program consists of the following:</p> <p>First: Master's program / Thesis Track, which includes:</p> <ol style="list-style-type: none"> 1. Compulsory courses with a minimum of (15) credit hours. 2. Elective courses with a maximum of (9) credit hours. 3. Thesis of (9) credit hours. <p>Second: Master's Program / Comprehensive Exam Track, which includes:</p> <ol style="list-style-type: none"> 1. Compulsory courses with a minimum of (24) credit hours. 2. Elective courses with a maximum of (9) credit hours. 3. Pass the comprehensive exam in the major. <p>D. In addition to what is stated in these instructions, the instructions of the Higher Education Council and all its decisions related to granting master's degrees shall be considered and are conditions that must be fulfilled in order to graduate and obtain a degree in both tracks.</p>
Article (4)	<p>A. When offering courses called "Studies" or "Special Topics" or the like within study plans, only one course can be recognized even if the subjects differ.</p> <p>B. The student may, with the approval of the Dean based on a placement from the school committee, and a recommendation from the department committee, take only one master's course from another masters' programs that is related to the student's main study plan, and shall be counted as an elective course.</p>
	Acceptance
Article (5)	<p>At the beginning of each academic year, the council determines, upon the placement of the school council, and the recommendation of the department council, the following:</p> <ol style="list-style-type: none"> A. The number of students who shall be admitted to each program. B. The appropriate scientific degree, and the appropriate majors, to enroll in master's programs. C. The minimum number of students accepted to any of the Master's programs.

Article (6)	<p>A. Applications for admission to master's programs shall be submitted during the period specified by the council, and all necessary supporting documents shall be attached to the applications.</p> <p>B. The Dean issues the lists of names of the admitted students to the master's programs, upon the placement of the school council and the recommendation of the department council.</p>
Article (7)	<p>The admission requirements for each program shall be mentioned in detail in its study plan, and these include the following:</p> <p>A. The student must have a bachelor's degree with a GPA of good (or equivalent) from a recognized university or a higher diploma degree with a grade of at least very good (or equivalent).</p> <p>B. The student's undergraduate study shall be a regular study.</p> <p>C. The student's major must be among the accepted majors in the program the student wishes to join, according to paragraph (b) of Article (5).</p> <p>D. The total number of hours that the student shall study to obtain a master's degree plus the number of hours studied to obtain a bachelor's degree shall be equivalent to at least 300 ECTS points according to the Polish system.</p> <p>E. The student must have proven successful in the Foreign Language Proficiency Test (English: TOEFL, IELTS) in accordance with the decisions of the Higher Education Council. For programs that require German, the student shall pass the German language proficiency test (TestDaF or OnSet: Level B2).</p> <p>F. Upon a proposal from the department committee and the recommendation from the school committee, the placement from the Council, and the decision from the Deans Council, adding other criteria to the differentiation can apply, such as conducting a competitive exam for applicant students, so that its percentage in the differentiation does not exceed (20%).</p> <p>G. Conduct a personal interview for the applicant students.</p>
Article (8)	<p>A. In the event that the student fails to meet the English language requirement and does not achieve the required mark for the major the student wishes to study, the student must join a qualifying program at the university of (6) credit hours and obtain the mark required to the major the student wishes to study, during the first semester of the student enrollment in the program. The mark of the qualifying program shall not be calculated within the student's cumulative average.</p>

	<p>B. It is not permissible to register for any other courses simultaneously with the qualifying program, nor may this semester be within the maximum or minimum limit for obtaining a master's degree referred to in Article (11).</p> <p>C. In the event that the student fails to succeed in the qualifying program, the student's admission to the program shall be considered canceled.</p>
Article (9)	<p>A. The department committee may determine for the student, upon acceptance, to study no more than (9) credit hours, as remedial courses from the bachelor's level, and these courses shall be included on the admission form.</p> <p>B. The remedial hours shall not be calculated from the approved hours required to obtain a master's degree, and their marks shall not be included in the student's cumulative average, and a result of (pass) (fail) shall be credited.</p> <p>C. The student must pass the remedial courses by the end of the second semester of joining the program at a maximum, and the summer semester shall not be counted as a semester for this purpose. If the student does not pass it within the specified period, the student's admission shall be considered canceled.</p>
Article (10)	<p>A student who has withdrawn from the university may be re-admitted within the two years consecutively to the student's withdrawal from the university, and all the courses the student studied at the university shall be counted for the student except for thesis hours. All the semesters the student studied at the university shall be counted within the maximum limit for obtaining the master's degree referred to in Paragraph (b) of Article (11).</p>
	<p>Duration of study and academic load</p>
Article (11)	<p>A. The academic year consists of two semesters, each of which lasts (16) weeks, and studying during the summer semester is optional, in accordance with the instructions and standards of general accreditation for graduate programs, and the decisions of the Higher Education Council.</p> <p>B. The duration of study spent by the student registered to obtain a master's degree shall not be less than (3) semesters.</p> <p>C. The maximum duration of study to obtain a master's degree is (6) semesters, which can be extended to two semesters, with the</p>

	<p>approval of the council, the placement of the school committee, and the recommendation of the department committee.</p> <p>D. The summer semester shall not be considered a semester for the purposes of calculating the minimum or maximum duration of the study, or for the purposes of dismissal, or warning.</p>
Article (12)	<p>A. The minimum study load for the student in the regular semester shall be (6) credit hours and the maximum shall be (12) credit hours.</p> <p>B. The maximum number of hours studied by the student in the summer semester is (6) credit hours.</p> <p>C. In special cases, with the approval of the dean, and a recommendation from the school committee, and the department committee, the minimum or maximum limits may exceed by (3) credit hours.</p>
	Transition, transfer, equivalence, and recognition of courses
Article (13)	<p>A. A student may transfer from one program to another at the university, provided that all admission requirements in Article (7) of these instructions are met, with the approval of the council based on the placement of the school council, and the recommendation of the concerned department council to which the program refers.</p> <p>B. It is permissible to calculate no more than (15) credit hours, except for the thesis hours from the courses studied in the program from which the student transferred, provided that the mark of each course shall be not less than (very good), and the marks of these courses shall be included in the new cumulative average.</p> <p>C. One semester shall be deducted from the maximum study period for the student for every (6-15) credit hours recognized for the student in the program the he is transferring to.</p>
Article (14)	<p>A. The student may transfer from another recognized university to a similar program at the university, provided that all admission requirements in Article (7) of these instructions are met, and vacancies are available in the program, with the approval of the council based on the placement of the school council, and the department Council.</p> <p>B. The courses that the student studied at another university and wishes to be recognized are required to be equivalent in content,</p>

	<p>level, and number of credit hours to a course or courses in the study plan established at the university, and that the student grade in each of them should not be less than (very good), or (B), or their equivalent, and that no more than (3) years have passed since the student passed in it.</p> <p>C. The number of recognized hours shall not exceed (12) credit hours, and these courses shall not be included in the student's new cumulative average.</p> <p>D. It is not permissible to count the hours of the thesis registered at the university from which the student is transferred from.</p> <p>E. One semester shall be deducted from the maximum study period for a student for every (6-12) credit hours the student studied at the university he/she is transferring from, and it is recognized for the student in the program he/she is transferring to.</p>
Article (15)	<p>A. In the event that there are joint programs or dual degrees within the university, or between the university and another university, the student enrolled in these programs shall be excluded from paragraph (c) of Article (14), and the student shall abide by the conditions contained in the memorandum of understanding or agreement regarding these programs.</p> <p>B. A student enrolled in a master's program that contains focused (minor) majors may transfer from one minor to another at the university once.</p> <p>C. It is permissible to recognize all common courses between the majors from which the student is transferring from and the one to which the student is transferred to mentioned in paragraphs (a) and paragraph (b) of this article, except for the thesis hours, and they shall be included in the student's cumulative average.</p>
Article (6)	<p>The student may transfer only once from one track to another within the program with the approval of the dean, based on the placement of the school committee, and the recommendation of the department committee, and when applying for a transfer, the following is required:</p> <p>A. The student shall not have spent more than (5) semesters in the thesis track, in the event the student transfers from the thesis track to the comprehensive exam track.</p> <p>B. The student shall not have spent more than two semesters in the comprehensive exam track, and the student's GPA shall not be less than very good and a supervisor for the thesis shall be determined, in the event</p>

	the student transfers from the comprehensive exam track to the thesis track.
Article (17)	In special and justified cases, and after the approval of the dean based on a placement from the dean of the concerned school, and a recommendation from the head of the concerned department, a specific course may be offered for a period of two weeks or more, provided that the total number of lectures hours during this period shall be not less than the total number of lectures hours in the regular semester.
Article (18)	<p>Subject to the provisions of paragraph (b) of Article (14), a student may study no more than (6) credit hours in a similar program at another university, provided that:</p> <ul style="list-style-type: none"> A. The prior approval from the dean based on a placement from the school committee, and recommendation from the department committee. B. The student shall not have recognized courses from another university. C. To be registered or postponed at the university. D. In the event that the student postponed, one semester of the maximum duration of the student's study period is deducted in exchange for (6) credit hours studied at another university and has been recognized for the student within the study plan.
Article (19)	<ul style="list-style-type: none"> A. In addition to the hours mentioned in Article (18), the student may study a semester not exceeding (9) credit hours in a similar program at one of the German partner universities, provided that: <ul style="list-style-type: none"> 1. A prior approval of the dean based on a placement from the school Committee, and the recommendation from the department committee. 2. To be registered at the university, and the credit hours studied at the German partner universities shall be registered at the university. B. In the event that there are joint programs with a German university, other semesters may be studied at the partner German university, according to the terms of the memorandum of understanding.
	Grades and exams

Article (20)	<p>A. The passing score in each course of the Master's program shall be 70%, including remedial courses.</p> <p>B. The student's general average shall be determined according to the cumulative average, according to the following table:</p> <table border="1" data-bbox="643 387 1294 618"> <thead> <tr> <th>Score</th> <th>Average</th> </tr> </thead> <tbody> <tr> <td>70 – less than 76</td> <td>Good</td> </tr> <tr> <td>76 – less than 84</td> <td>Very good</td> </tr> <tr> <td>84 – less than 92</td> <td>Excellent</td> </tr> <tr> <td>92 – 100</td> <td>Excellent with Honor's grade</td> </tr> </tbody> </table> <p>C. The minimum GPA for obtaining a master's degree is (very good).</p> <p>D. The result of (pass), or (fail), shall be monitored for remedial courses, the comprehensive exam, and the thesis.</p>	Score	Average	70 – less than 76	Good	76 – less than 84	Very good	84 – less than 92	Excellent	92 – 100	Excellent with Honor's grade
Score	Average										
70 – less than 76	Good										
76 – less than 84	Very good										
84 – less than 92	Excellent										
92 – 100	Excellent with Honor's grade										
Article (21)	<p>A. The student may, for the purposes of raising the cumulative average, re-study no more than (6) credit hours, which the student has succeeded throughout the duration of study, and the later mark shall be recognized for the student, and the former mark shall not be included in the student's cumulative average, and it remains visible in the student's academic record.</p> <p>B. If the student fails at an elective course the student may re-study it, or study another elective course, according to the plan, and in this case, the mark of the former course shall not be included in the student's cumulative average, and remains visible in the student's academic record.</p>										
Article (22)	<p>A. The student can submit a request to the dean for the purpose of reviewing the final grade in any course, on the approved form within a maximum period of one week after the announcement of the final results.</p> <p>B. The department committee reviews the grade in the presence of the course instructor, and the dean approves the result of the revision, based on the placement of the school committee, no later than the end of the second week of the semester following the semester in which the student submitted the revision request.</p>										
	<p>The distribution of marks for master's courses shall be as follows:</p> <p>A. Allocating (60%) of the course mark for semester works.</p> <p>B. Allocating (40%) of the course mark to the final exam.</p> <p>C. With the approval of the Dean, upon the placement of the school Committee, and the recommendation of the Department</p>										

	Committee, a different distribution of courses' marks that are predominantly practical or research may be approved.
	Monitoring and dismissal
Article (24)	The student shall be placed under probation by obtaining an academic warning, if the student's cumulative average is less than very good in any semester, and the student must remove the probation status within a maximum period of two semesters after that semester.
Article (25)	<p>The student shall be dismissed from the master's program in the following cases:</p> <p>A. If the student fails in two or more courses in the same semester.</p> <p>B. If the student fails in three or more courses of the study plan during the study period.</p> <p>C. If the student fails the same course three times.</p> <p>D. If the student's cumulative average is less than (very good) at the end of the two consecutive semesters following the probation.</p> <p>E. If the student's cumulative average is less than (70%) in any semester.</p> <p>F. If the student is unable to successfully complete the requirements for obtaining the required academic degree within the time period allowed in these instructions.</p> <p>G. If the student fails the comprehensive exam twice.</p> <p>H. If the student fails the thesis defense.</p> <p>I. If the department committee submits a report to the dean, based on a report from the student's supervisor, stating the student's non-compliance, or inability to write the thesis.</p> <p>J. If the student commits a violation that requires his/her dismissal according to the regulations and instructions in force at the university, then the student is not entitled to join any other program.</p>
Article (26)	<p>The Council may, upon a placement of the school committee and the recommendation of the department committee, allow a student who has been dismissed due to any of the cases referred to in paragraphs (h) and (i) of Article (25) to continue in the program with the aim of obtaining a higher diploma in the field according to the following conditions:</p> <p>A. The student's cumulative average, upon dismissal, shall not be less than (very good).</p> <p>B. To complete the requirements for obtaining a higher diploma within the two semesters following his dismissal from the program, as a maximum.</p>

	<p>C. The maximum period for obtaining a higher diploma shall be consistent with the maximum period for obtaining a master's degree referred to in Paragraph (c) of Article (11).</p> <p>D. A student dismissed from the program, who has a continued registration status for granting a higher diploma, may not be awarded a master's degree, regardless of the student's cumulative average.</p>
Article (27)	Subject to the provisions of Article (26) of these Instructions, a student dismissed from the program shall not be allowed to return to the same program.
	Perseverance
Article (28)	<p>A. If the student's absence exceeds (25%) of the total hours scheduled for any course, the student shall not be allowed to sit for the final exam, and the student shall be considered withdrawn from that course, by a decision of the dean based on the placement of the course instructor.</p> <p>B. If the student is absent from the announced final exam with an excuse accepted by the dean after consulting the course instructor, a mark of (incomplete) shall be recorded for the student, and the student and instructor shall be notified about this, for the purposes of conducting a make-up exam no later than the end of the second week of the semester in which the student is enrolled in the study.</p> <p>C. The excuse due to illness shall be supported by a report issued by the medical reference approved by the university, and the student must submit this report to the dean within a period not exceeding two weeks from the date of the excuse's demise.</p> <p>D. If the student is not able to remove (incomplete) results, the marks obtained from the semester work shall be credited for the student.</p>
	Withdrawal
Article (29)	<p>A. A student may withdraw from studying one or more courses within a maximum period of (14) weeks from the start of the semester, and (5) weeks from the start of the summer semester, and a note</p>

	<p>(withdrawn) regarding the courses from which the student withdraws shall be recorded in the student's academic record.</p> <p>B. The number of registered hours for the student shall not be less than the minimum permissible academic load of (3) credit hours, as a result of withdrawal in accordance with these instructions.</p> <p>C. If the student's absence exceeds (25%) of the scheduled hours in each of the courses registered in the semester with an excuse accepted by the council, then the student shall be considered as withdrawn from all the courses, and default postponed for that semester.</p> <p>D. The student may withdraw from all enrolled courses in the semester with the approval of the dean based on a placement from the school committee, and a recommendation from the department committee, provided that the withdrawal request shall be submitted within the period mentioned in paragraph (a) of this article, and in this case, the student shall be considered default postponed for that semester.</p> <p>E. A student is not allowed to withdraw from the first semester of his/her enrollment in the program, otherwise the student shall be deemed to lost-seat at the university.</p> <p>F. A student may permanently withdraw from the program, provided that the final withdrawal request is submitted at least two weeks before the date of final exams.</p>
Article (30)	<p>A. If a student withdraws from any course during the add/drop period, the fees of the student shall be allocated, and if the student withdraws thereafter, the full credit hour fees for that course will be deducted.</p> <p>B. If a new student or a student enrolled in a semester withdraws from the university and informs the university in writing, the fees of the credit hours for which the student is enrolled shall be allocated according to the following mechanism:</p> <ol style="list-style-type: none"> 1. The full credit hours fees shall be allocated to students who withdraw before the start of the study. 2. (50%) of the credit hours fees shall be allocated to students who withdraw during the first week of study. 3. No amount of fees will be allocated for students who withdraw after the end of the first week of study. <p>C. The fees of credit hours registered in the semester shall be refunded to the student or his/her family by a decision of the Deans Council in any of the following cases:</p>

	<ol style="list-style-type: none"> 1. The death of the student during that semester. 2. If the student's health condition does not allow the him/her to continue his/her studies at the university, according to a report approved by the university doctor. 3. Fees paid for the semester following the semester in which the student was finally dismissed from the university. D. The fees of the credit hours registered in the semester shall be allocated to the student if his/her health condition does not allow to continue his/her studies in a semester, by a decision of the Deans Council based on a report approved by the university doctor. E. University services allowance or semester fees are not credited or refunded. F. In any case, the hour fees shall not be refunded until the completion of the clearance approved by the university.
	Postponement
Article (31)	<ol style="list-style-type: none"> A. The student may, with the approval of the dean postpone his/her studies for two semesters in his study duration, and these semesters shall not be counted within the maximum period for obtaining the degree, and the summer semesters shall not be counted for this purpose. B. Students who are postponing their studies must have spent at least one semester in the program in which they are enrolled. C. The postponement request shall be submitted to the dean before the start of study, and if the student is in the stage of preparing the thesis, the dean shall seek the opinion of the supervisor. D. In special and justified cases, the study may be postponed for a third semester by a decision of the council based on a placement from the school committee, and a recommendation from the department committee, and this period shall not be counted within the maximum limit for obtaining a master's degree referred to in paragraph (c) of Article (11) shall not be counted.
	Interruption
Article (32)	<ol style="list-style-type: none"> A. If the study begins in any semester, and the student is not registered or postponed for that semester, the student shall be deemed to have dropped out of study and lost his/her seat, and the student's seat shall not be recovered unless the student

	<p>submits a compelling excuse accepted by the council, and the student shall be considered postponed if the excuse is accepted.</p> <p>B. A student may not interrupt the study with an acceptable excuse for more than two consecutive semesters</p>
Article (33)	<p>A. If a student drops out of studies for one semester or more without an acceptable excuse as stated above, his registration at the university is canceled and he/she is considered to have lost his seat, and the student has to submit a new application for admission.</p> <p>B. If the student is accepted in his previous major, he will keep his full academic record.</p> <p>C. In the event that the study plan in force upon the student's return differs from the plan on which he studied, or if he/she is accepted in another major, one semester is deducted from the maximum study period for every (6-12) credit hours of the courses that are calculated for the student.</p> <p>D. The period of interruption from studies may not exceed two years.</p>
	Supervision
Article (34)	<p>A. The student must apply for the appointment of a supervisor for his/her thesis during the first semester of joining the program on the thesis track.</p> <p>B. If the student submits a request for transfer from the comprehensive exam track to the thesis track in accordance with the provisions of Article (16) of these instructions, the student shall attach a request to appoint a supervisor for his thesis with the transfer request.</p> <p>C. The Council shall issue a decision approving the appointment of the supervisor, based on a placement from the School Committee, and a recommendation from the Department Committee.</p>
Article (23)	<p>A. The student cannot submit the thesis (Proposal) before obtaining approval for the request to appoint a supervisor for his thesis.</p> <p>B. The student shall submit the research project subject of his thesis before the end of the second semester of joining the program.</p> <p>C. The student who transferred to the thesis track shall submit to the department concerned the research project subject of the thesis before the end of the consecutive semester of his/her transfer to the thesis track.</p> <p>D. The student is eligible with the approval of the Dean, a placement from the School Committee, a recommendation from the</p>

	<p>Department Committee, and a suggestion from the supervisor, to be granted an additional semester to submit the research project subject of the thesis.</p> <p>E. If the student is unable to submit research project subject of the thesis within the time period specified in this article, the student is considered withdrawn from the program or shall be transferred to the comprehensive exam track, upon his/her request, and with the approval of the Dean, and a placement from the School Committee, and a recommendation from the Department Committee, taking into account the provisions of Article (16) of these instructions.</p>
<p>Article (36)</p>	<p>A. The student presents the research project subject of the thesis to the department committee and defends it in the presence of the supervisor, and the graduate students are allowed to attend.</p> <p>B. The Council shall issue a decision approving the title of the thesis and its research project, based on a placement from the School Committee, and a recommendation from the Department Committee.</p> <p>C. The student cannot register the credit hours of the thesis before or during the semester in which the student assigns a supervisor for his/her thesis, or if the student's GPA is less than (very good).</p> <p>D. The credit hours of the thesis shall be registered upon the approval of the Dean, based on the recommendation of the main supervisor.</p>
<p>Article (37)</p>	<p>The main Supervisor shall:</p> <p>A. Be a faculty member at the university or one of the German partner universities.</p> <p>B. Be a full-professor or an associate professor and has two published research papers or been accepted for publication in referee and classified scientific journals, or refereed books in the field of specialization, in the last (5) years.</p> <p>C. An assistant professor could supervise master's theses, provided that he/she has published two research papers or are accepted for publication in scientific journals that are tested and classified, or books in the field of specialization in the last (3) years.</p>
<p>Article (38)</p>	<p>The Dean may nominate a co-supervisor from the faculty of the university or one of the German partner universities if he/she holds a PhD, upon the placement of the school committee, the recommendation of the</p>

	<p>department committee, and a suggestion from the supervisor. In special and justified cases, the co-supervisor may be from another university.</p>
<p>Article (39)</p>	<p>A. The maximum number of theses supervised by a faculty member at the university as a main supervisor at the same time shall be according to the academic rank; (6) theses for full- professor, (4) theses for associate professor, and two (2) theses for assistant professor.</p> <p>B. The maximum number of theses in which a faculty member is a co-supervisor at the same time shall be according to the academic rank; (6) theses for full- professor, (4) theses for associate professor, and (2) theses for assistant professor.</p>
<p>Article (40)</p>	<p>A. The load for the single supervisor shall be counted for each thesis supervised with (1) credit hour per semester, starting from the beginning of the semester following the semester in which he/she is assigned as a supervisor, and shall not exceed more than three semesters, and in the event that there is a co-supervisor, the credit hour shall be equally divided between both of them.</p> <p>B. The maximum supervision load for a faculty member at the same time according to the academic rank shall be (6) credit hours for a full- professor, (6) credit hours for an associate professor, and (3) credit hours for an assistant professor.</p>
<p>Article (41)</p>	<p>A. It is permissible, for justified reasons, to change the supervisor without changing the research project subject of a thesis, subject to the approval of the student’s current supervisor, in the same manner in which the current supervisor was appointed, and in this case the load of the new supervisor shall be deducted from what was calculated for the previous supervisor.</p> <p>B. It is permissible, for justified reasons, to change the supervisor and the research project subject of the thesis, subject to the approval of the student’s supervisor, or to change the research project subject of the thesis only, in the same manner in which he/she was appointed, or in the same manner that the research project subject of the thesis was approved no later than the end of the fourth semester of the student's enrollment in the program, and the grade of (withdrawn) shall be recorded for all hours of the thesis that the student registered before changing the research project subject of the thesis.</p>

	<p>C. With the approval of the Dean, a placement from the School Council, and a recommendation from the Department Committee, based on a suggestion from the supervisor, and justified reasons, the title of the research project subject of the thesis may be modified.</p> <p>D. The Council shall decide on any disputes between the supervisor and the student.</p>
Article (42)	The Council, based on a placement from the School Committee and a recommendation from the Department Committee, approves that the faculty member who has a sabbatical leave, deputization, secondment, or unpaid leave, or whose service at the university has ended, continues to supervise the student's thesis, or participate in supervision.
	Thesis
Article (43)	<p>A. The student prepares the thesis under the supervision of the supervisor and the co-supervisor if any, and after completing its preparation, the supervisor shall prepare a report on the scientific and linguistic readiness of the thesis and its application to scientific integrity.</p> <p>B. The quotation percentage in the thesis shall not exceed (30%) using the citation detection software approved at the university.</p> <p>C. The student grants the university in writing the right to use the thesis in whole or in part, for the purposes of research and scientific exchange.</p>
Article (44)	<p>A. The master's thesis shall be written in English or German for majors that requires that.</p> <p>B. Two abstracts shall be attached to the thesis, one in the language of the thesis, and the other in Arabic so that none of the abstracts exceed more than (350) words.</p> <p>C. The abstracts shall include no more than (10) Key Words for the purposes of thesis indexing.</p>
Article (45)	<p>A. The cover of the thesis shall be according to the form prepared by the Deanship of Graduate Studies, and shall include the following:</p> <ol style="list-style-type: none"> 1. University logo. 2. The name of the university. 3. The name of the school to which the program belongs. 4. The name of the department to which the program belongs. 5. Thesis title.

	<ol style="list-style-type: none"> 6. The name of the applicant as officially registered at the university. 7. The following statement: <i>A Thesis Submitted in Partial Fulfillment of the Requirements for the Degree of Master of Science/Arts in the German Jordanian University</i> 8. Name of the supervisor, and co-supervisor, if any. 9. Date of defense. B. The title page shall be according to the form prepared by the Deanship of Graduate Studies, and shall include the following: <ol style="list-style-type: none"> 1. University logo. 2. The name of the university. 3. The name of the school to which the program belongs. 4. The name of the department to which the program belongs. 5. Thesis title. 6. The name of the applicant as officially registered at the university. 7. The following statement: <i>A Thesis Submitted in Partial Fulfillment of the Requirements for the Degree of Master of Science/Arts in the German Jordanian University</i> 8. Name of the supervisor, and co-supervisor, if any. 9. Names of the defense committee. 10. Date of defense.
Article (46)	<ol style="list-style-type: none"> A. The thesis shall be printed on A4 paper. B. The thesis shall be written in (Times New Roman) font, and the font size shall be (12 points) for Latin characters, and (14 points) for Arabic characters. C. Leaving a space and a half between the two lines. D. Leaving a margin of (3.5) cm on the left of the page, and each of the other margins shall be (2.5) cm. E. The program follows one method in organizing the parts of the thesis, according to the methods of scientific research, developing footnotes, and fixing references and indexes, according to models prepared and distributed by the school committee to graduate students. F. If the thesis contains maps, images, tables or any other data or drawings, the materials used shall be of a type to remain in good condition and be identical in all copies of the message.
Article (47)	<ol style="list-style-type: none"> A. The student shall hand in two hard copies of the thesis at the Deanship of Graduate Studies, signed by the members of the

	<p>defense committee after making the amendments requested, and they shall be bound according to the specifications of the university library.</p> <p>B. One copy shall be sent to the school and one copy shall be sent to the university library.</p> <p>C. The student shall hand in to the Deanship two soft copies of the thesis, written data, and programs, etc., on two computer disks integrated with the specifications requested by it, and one of the copies shall be sent to the university library, and the handing-in shall be duly documented.</p> <p>D. The student and the supervisor submit an acknowledgment that the content of the hard copies and soft copies are identical.</p> <p>E. The Deanship, in coordination with the University Library, publishes university theses on the library's website, and they may be published on a local, regional or international database, in agreement with one of the publishers.</p>
	<p>Thesis Defense</p>
<p>Article (48)</p>	<p>A. The dean of the faculty addresses the dean to proceed with the defense procedures, based on the placement of the faculty committee and the recommendation of the department committee, with an electronic copy of the thesis attached.</p> <p>B. The dean nominates an external referee, and a copy of the thesis is sent to him/her, with the names of the student and the supervisor anonymous; for the purposes of expressing his opinion in writing regarding its validity for discussion, according to the form prepared by the Deanship for this purpose, provided that the referee is one of the specialists in the subject of the scientific thesis, and one who holds the rank of professor, and that the period of arbitration does not exceed (4) weeks.</p> <p>C. In light of the external referee's report, and after consulting the supervisor's opinion, the dean issues a decision specifying the date of the defense and the members of the defense committee.</p> <p>D. The thesis shall be delivered to the defense committee members (4) weeks prior to the date of defense.</p> <p>H. If the external referee expresses an opinion that the thesis is not valid for discussion, the thesis is returned to the student, and he has the right to submit it again in the next semester.</p>
<p>Article (49)</p>	<p>The defense committee shall consist of:</p> <p>A. Supervisor / head.</p> <p>B. Co-supervisor (if applicable).</p>

	<ul style="list-style-type: none"> C. At least two faculty members from the university who meet the conditions of supervision. D. A member from outside the university with the rank of a full professor who is specialized in the field of the subject of the thesis.
<p>Article (50)</p>	<p>The thesis defense shall be as follow:</p> <ul style="list-style-type: none"> A. The student shall present a summary of the thesis in a seminar open to attendees. B. The head of the Committee shall conduct the discussion in a closed session, and after its completion, the Committee shall discuss, except for the main and co-supervisor for deliberation, and shall decide, by a majority of votes, one of the following results: <ul style="list-style-type: none"> 1. Passed without amendments. 2. Passed with minor amendments, and in this case, the student shall amend the thesis within a period not exceeding two weeks from the date of the defense and present it to the defense committee for approval. 3. Substantial amendments, and in this case the student must amend the thesis within a period not exceeding four months from the date of the defense and re-defend it, and the student shall be considered passed, if the defense committee approves the thesis, otherwise the student is considered as failed. 4. Fail In this case, the Council considers, based on a placement from the School Committee, and a recommendation from the Department Council, to grant the student a higher diploma in postgraduate studies. C. The decision of the defense committee is approved by the council. D. The defense shall take place in the presence of the head of the department in which the thesis was prepared, and a proctor with the rank of full professor selected by the dean, and each of them shall prepare a report on the progress of the defense to be submitted to the Deanship. E. The deadline for discussing master's theses is the end of week (14) in either the first and second semesters or the end of week (5) in the summer semester.
<p>Article (51)</p>	<ul style="list-style-type: none"> A. The student shall defense the master's thesis during the three semesters following the semester in which the research project subject of the thesis gets approved, and if the student is unable to deem accordingly, the student is considered as failed in the thesis.

	<p>B. With the approval of the Council, the placement of the School Committee, the recommendation of the Department Committee, and justified reasons, the deadline for the thesis defense may be extended for a fourth semester.</p> <p>C. The student cannot discuss the master's thesis in the semester in which the student receives the approval of his research project, and the defense can take place in the following semester.</p> <p>D. The student under probation cannot discuss the master's thesis.</p>
Article (52)	<p>A. The student's graduation from the thesis track requires proof of sending a research paper prepared by the student through the research he carried out with his/her supervisor to a specialized international scientific journal with classification, and indexed in one of the following international databases:</p> <ul style="list-style-type: none"> • Web of Science (Clarivate) • Scopus • EBSCO • EconLit • ERA <p>B. Considering that all specifications of that journal are followed, the student is required to prove that his/her research paper has been accepted for review (under review) in the journal.</p> <p>C. The requirement to send a research paper for publication in a specialized international scientific journal may be replaced by the publication (or acceptance of publication) of a scientific paper in the proceedings of a specialized international conference, taking into account following all the specifications of that conference.</p>
	Comprehensive Exam
Article (53)	<p>The comprehensive exam is of a comprehensive and integrative nature in order to measure the student's ability to link the various basic and advanced concepts that he/she has acquired from various knowledge fields and use them in solving scientific and applied problems in his/her field of specialization.</p>
Article (54)	<p>A. The comprehensive exam committee shall be formed from faculty members specialized in the subject of the exam, to develop questions and correct answers, provided that the dean decides to form the committee based on a placement from the School</p>

	<p>Committee, and a recommendation from the Department Committee.</p> <p>B. The process of preparing and correcting the comprehensive exam shall be limited to faculty members specialized in the subject of the exam, who hold academic ranks not less than associate professors from the university staff.</p>
Article (55)	<p>With regard to the comprehensive exam, the Department Committee shall undertake the following:</p> <p>A. Organizing the exam and managing its affairs.</p> <p>B. Determining the areas covered by the comprehensive exam and proposing the necessary references and readings.</p> <p>C. Recommending the results of the comprehensive exam to the School Committee to review and recommend its results to the Dean for approval.</p>
Article (56)	<p>The duration of the comprehensive exam shall be (4) hours, and the exam shall be held during the first three weeks of the beginning of each semester, including the summer semester.</p>
Article (57)	<p>A. The student applies for the comprehensive exam after completing the required courses, provided that his/her cumulative average is not less than (very good).</p> <p>B. If the student fails the comprehensive exam, the student can sit for the exam only for a second time on the date of the next exam, and if the student fails it, he/she will be awarded a higher diploma in graduate studies.</p> <p>C. The student's result in the comprehensive exam shall be recorded in his transcript with the words (pass) or (fail) every time the student submits to the exam.</p>
Article (58)	<p>If the student fails the comprehensive exam, the Council may extend the maximum limit for obtaining a master's degree for one semester, for the purposes of re-qualifying for the comprehensive examination.</p>
	Granting Master's Degree
Article (59)	<p>A. The master's degree shall be granted by a decision of the Deans Council, based on a placement from the Council and a recommendation from the two councils: the school and the department, and on their scheduled dates.</p>

	<p>B. The minimum overall grade for a student according to the cumulative average for obtaining a master's degree shall be (very good).</p> <p>C. Whoever completes the requirements for obtaining a master's degree obtains from the university a certified transcript, an attested certificate, and a diploma supplement, after completing the clearance procedures from the university.</p>
	Granting Higher Diploma
Article (60)	<p>A. Subject to the provisions of Article (11) of these Instructions, the granting of a higher diploma certificate to students enrolled in one of the master's programs/thesis tracks shall be considered in one of the following cases:</p> <ol style="list-style-type: none"> 1. If eight semesters have passed since the start of the regular study in the program, and the student is unable to defend the thesis, noting that the summer semester shall not be considered a semester for this purpose. 2. If the student fails in the defense of the thesis. 3. If the School Committee, based on the recommendation of the Department Committee, submits a written report based on a report from the student's supervisor stating the student's inability to write the thesis. <p>B. A higher diploma certificate for students enrolled in one of the master's programs / comprehensive exam track in one of the following cases:</p> <ol style="list-style-type: none"> 1. If eight semesters have passed since his enrollment in the program, and the student was not able to take and pass the comprehensive exam, noting that the summer semester shall not be considered a semester for this purpose. 2. If the student fails the comprehensive exam twice.
Article (61)	<p>A. To grant a higher diploma to the student (thesis track), the student shall study all compulsory and elective courses, pass them, and obtain at least a cumulative average (very good).</p> <p>B. To grant a higher diploma to the student (comprehensive exam track), the student shall study all compulsory courses, pass them, and obtain at least a cumulative average (very good).</p>
Article (62)	<p>A. The Higher Diploma shall be granted by a decision of the Deans Council, based on a placement from the Council, and a recommendation from the two councils: school and department, and on their scheduled dates.</p>

	<p>B. The minimum overall grade for the student according to the cumulative average for obtaining the higher diploma shall be (very good).</p> <p>C. Whoever completes the requirements for obtaining a higher diploma degree obtains from the university a certified transcript, an attested certificate, and a diploma supplement, after completing the clearance procedures from the university.</p>
	Teaching Assistant Grants and Research Assistant Grants
Article (63)	The University Council approves the allocation of an annual amount in its budget for grants and rewards for its graduate students, based on a placement of the Council from the recommendations of all councils and departments.
Article (64)	<p>The grants mentioned in these Instructions shall consist of:</p> <ol style="list-style-type: none"> 1. Teaching Assistant Grant. 2. Scientific Research Assistant Grant.
Article (65)	<p>The conditions to be met to apply for the grant are as follow:</p> <p>A. Average:</p> <ol style="list-style-type: none"> 1. The applicant's cumulative GPA shall not be less than (excellent) for graduate studies students at the university, and the student shall not have been enrolled in the university for more than two semesters, except for the summer semester. 2. The cumulative average of the bachelor's degree for the applicant from the new students applying for admission to graduate programs at the university shall not be less than (excellent). <p>B. The student shall not have been subject to any disciplinary penalty.</p> <p>C. The student shall not be committed to any other party.</p> <p>D. The student shall not receive any other grant from the University.</p> <p>E. The student shall not receive any other grant from outside the university, under which the student receives a financial reward, and performs other tasks, except for studying at the university.</p> <p>F. The student shall commit to study full-time, and to commit to work at the university, and carry out the tasks assigned to him/her for the entire duration of the grant.</p>
	Teaching Assistant Grant

<p>Article (66)</p>	<p>The Teaching Assistant Grant is a grant provided by the University to outstanding students who are willing to work as teaching assistants in the academic departments at the university, according to the student's major and experience, and the duration of the grant shall be two years, including the two summer semesters, and the grant includes the following:</p> <ul style="list-style-type: none"> A. Credit hour fees for the student with a maximum of (9) credit hours for the study semester and (6) credit hours for the summer semester, and the number of hours of the study plan as a maximum. B. A reward of (480) JD per month subject to regulations and instructions.
<p>Article (67)</p>	<p>Subject to the provisions of Article (65) of these Instructions, teaching assistant grants could be provided to new students from the first semester of their enrollment in the program, provided that their cumulative average in the bachelor's degree shall not be less than (excellent), and priority shall be given to university graduates, and by a decision of the Council; based on a placement from the School Council and a recommendation from the Department Council.</p>
<p>Article (68)</p>	<ul style="list-style-type: none"> A. The student awarded the Teaching Assistant Grant is obligated to work in an academic department as a teaching assistant, part-time (30 hours per week) of which (9-12) hours in teaching, or supervising laboratories during the semester, including the summer semester. B. The tasks assigned to the grant student include correcting semester work, participating in the proctoring of exams for undergraduate students, and contributing to the development of leadership and innovation at the university. C. The grant shall be renewed based on a performance report from the department head and the faculty dean submitted to the deanship two weeks before the start of the study in the semester following the grant semester. D. Notwithstanding the provisions of this Article, the President may assign the teaching assistant to perform any other tasks.
<p>Article (69)</p>	<ul style="list-style-type: none"> A. Schools shall provide the Deanship with the number of teaching assistant grants needed by the academic departments, four months before the start of the academic year, and the number shall be presented to the Council for discussion and recommendation shall be sent to the President of the University for approval according to the allocations allocated for grants in the budget.

	<p>B. The Deanship announces grants for all master's students at the university, and students applying for admission to any of the master's programs at the university, three months before the start of the academic year.</p> <p>C. The applications for grants shall be submitted to the Deanship.</p> <p>D. The Council issues a decision approving the names of the candidates for the grant, based on a placement from the School Council, and a recommendation from the Department Council incubating the grant.</p>
	Scientific Research Assistant Grant
Article (70)	<p>The Scientific Research Assistant Grant is a grant provided by the university to outstanding students to work, as research assistants in research projects carried out by researchers from faculty members at the university, according to the student's specialization and experience, and the duration of the grant shall be one year (12) months, and the grant shall include the following:</p> <ol style="list-style-type: none"> 1. Credit hour fees for the student with a maximum of (9) credit hours for the semester, (6) credit hours for the summer semester, and the number of hours of the study plan as a maximum. 2. A reward of (480) JD per month subject to regulations and instructions.
Article (71)	<p>The student awarded the Scientific Research Assistant Grant shall be committed to working on a part-time research project (30) hours per week.</p>
Article (72)	<p>A. The Deanship of Scientific Research shall provide the Deanship with the vacancies of research assistants, based on research projects submitted by faculty members at the university to the Deanship of Scientific Research.</p> <p>B. The Deanship shall announce the research assistant vacancies for all master's students at the university, and students applying for admission to any of the master's programs at the university.</p> <p>C. Applications for the grants shall be submitted to the Deanship.</p> <p>D. The Dean shall issue a decision approving the names of the candidates for the grant, based on the recommendation of the main author in the research project, and the placement of the Dean of Scientific Research.</p>

	<p>E. The grant shall be renewed each semester upon the placement of the researcher, based on a performance report, two weeks before the start of the study in the semester following the grant semester.</p> <p>The grant allowance shall be issued monthly according to the regulations and instructions.</p>
Article (73)	<p>A. The student applying for either grant must provide a financial guarantee specified by the Financial Department, equivalent to the value of the grant for a one-semester fee of (9) credit hours + (4) months' reward.</p> <p>B. If it is decided to suspend the grant during the semester and before the student completes the tasks assigned to him/her in that semester for any of the reasons stipulated in Article (75), the financial guarantee becomes a right of the University.</p>
Article (74)	The student who receives either grant shall bear the credit hour fees for the courses from which the student withdraws or fails.
Article (75)	<p>The grant shall be suspended by a decision of the Dean in any of the following cases:</p> <p>A. If the student who receives a grant (teaching assistant) does not commit to the teaching tasks or any other tasks assigned to him/her, or he/she showed incompetence, upon a placement from the School Council, and a recommendation from the Department Council incubating the grant.</p> <p>B. If the student who receives a grant (scientific research assistant) does not commit to the tasks assigned to him/her or he/she showed incompetence, upon the placement of the first author, and the recommendation of the Dean of Scientific Research at the university.</p> <p>C. The cumulative GPA of the grant recipient is lower than (excellent) for two consecutive semesters or (very good) in any semester.</p> <p>D. Postponing study or withdrawing from the university.</p> <p>E. The student receives a disciplinary penalty of a warning level or higher.</p> <p>F. Canceling the student's registration or dismissing the student from the program or from the university.</p> <p>G. The student commits to working outside the university.</p>
	Academic misconduct
Article (76)	The university may cancel the awarded master's degree in the event that it is proven that serious scientific misconduct has occurred committed by the student, which includes any of the following:

	<ul style="list-style-type: none"> A. Prove of cheating or scientific plagiarism in the master's thesis. B. Prove of cheating in the comprehensive exam. C. Prove of falsification of data in the master's thesis. D. Prove that a third party wrote parts of the thesis. E. Prove that a third party has carried out any work related to the thesis without the consent of the supervisor.
Article (77)	<ul style="list-style-type: none"> A. To cancel the degree, unquestionable evidence shall be submitted to the Deanship, and the Council shall form a committee to verify the evidence within a period not exceeding three months from its receipt. B. If, based on the report of the verification committee, the Council deems the evidence conclusive and is convinced of the reasons for the cancellation of the grade, the Council shall submit its recommendation to the Deans Council for study and take the appropriate decision. C. Degree cancellation procedures must begin within (3) months of the Deanship receiving documented evidence of fatal scientific misconduct.
Article (78)	In the event of scientific misconduct committed by the student in any of the course work the student is studying at the university, the student shall be considered as failed in that course.
Article (79)	If any scientific papers extracted from the master's thesis are published, the student's name shall appear as the main researcher affiliated with the university, in addition to the name of the supervisor and the co-supervisor (If any), and in the event of failure, it is considered scientific misconduct for which the violating party is responsible.
	Alternative Course and Equivalent Course
Article (80)	If the possibility of a student's graduation on a compulsory course is interrupted because it is not offered, or because of a conflict that cannot be resolved in his study program, the Dean, based on a placement from the Department Committee, may approve that the student study another alternative course of the same level, provided that he/she notifies the Director of Admission and Registration this in writing, before the end of the add/drop period for that semester.
Article (81)	<ul style="list-style-type: none"> A. The student may, with the approval of the Dean, and a placement from the Department Committee, study a course at the university

	<p>as an equivalent course, provided that it is equal to the original course in the number of credit hours, and its content is similar to the content of the original course by no less than (80%).</p> <p>B. A larger number of equivalent courses may be calculated in the event of changing the study plan of the program, according to schedules approved by the Dean based on a placement from the School Council, and a recommendation from the Department Committee.</p>
	General Provisions
Article (82)	The Council shall determine the minimum number of students enrolled in each of the courses offered in the program.
Article (83)	<p>A. These instructions shall be applied on students admitted after the first semester 2022-2023.</p> <p>B. The Deans Council shall decide on cases not provided for in these instructions.</p>
Article (84)	The President, the Dean, and the Director of Admissions and Registration are responsible for carrying out these instructions.