

MASTER'S DEGREE

**Regulations No. (3) for the year (2011) Issued in Accordance with
Article (10) of Statute No. (94) of the year (2003)
Statute of Graduate Studies at Yarmouk University**

Article (1)

These regulations shall be cited as "The Master's Degree Regulations" at Yarmouk University and shall be in effect as of the commencement of the second semester of (2010/ 2011).

Article (2)

The following words, wherever appear in these regulations, shall have the meanings assigned to them hereunder, unless the context indicates otherwise:

University: Yarmouk University.

President: The University President.

Dean: The Dean of Scientific Research and Graduate Studies.

Deanship: The Deanship of Scientific Research and Graduate Studies.

Faculty: Any of the University Faculties.

Council: The Council of Graduate Studies.

Department: The Academic Department.

Program: The Master's Program.

Student: The Master's student.

Remedial Course: Any course less than the level of (600) required to provide the basis for compulsory graduate course(s).

Article (3)

The Master's programs are offered in two tracks: Thesis track and Comprehensive Examination track (no thesis). The Master's degree requirements shall be at least (33) credit hours distributed as follows:

- A. The Master's Program/Thesis Track Requirements, which includes:
1. Studying and successfully passing not less than (24) credit hours of courses (600) level or above, in

accordance with the study plan adopted by the Department in accordance with article (24), with an accumulative grade average not less than (75%), distributed as follows:

- (15) credit hours of compulsory courses.
 - (9) credit hours of elective courses.
2. Submitting a thesis, for (9) credit hours, with an original contribution to the field of study and successfully passing the thesis discussion.

B. The Master's Program/Comprehensive Examination Track which includes:

1. Studying and successfully passing (33) credit hours of courses (600) level or above, in accordance with article (24) and the study plan adopted by the Department, with an accumulative grade average not less than (75%), distributed as follows:

- (24) credit hours of compulsory courses.
- (9) credit hours of elective courses.

2. Passing the Comprehensive Examination, in accordance with articles (27-30) of the current regulations.

Article (4) (Language requirement)

Passing the foreign language requirement in accordance with the decisions of the Council of the Ministry of Higher Education.

Article (5)

The number of students to be admitted and their relevant Bachelor majors are determined by the Deans' Council, upon a recommendation of the Council, based on the recommendations of the Graduate Studies committees at the Department and the Faculty.

Article (6) *

A. Students with Bachelor single majors studied at Yarmouk shall be exempted from the study of remedial courses if pursuing study in the same major.

- B. Upon the Dean's decision and the recommendations of the Graduate Studies Committees at the Faculty and the Department, the student's study plan may include no more than (9) credit hours of remedial courses.
- C. All remedial courses should be studied and successfully passed during the first year of enrollment. Failing to meet this requirement will bar the student from registration for graduate courses.
- D. One additional regular semester (per each (9) credit hours' study of remedial courses) shall be added to the maximum period allocated for obtaining the Master's degree in accordance with article (7).
- E. Courses that the student has studied and passed successfully as requirements for the Bachelor degree may not be considered or assigned as remedial courses. Upon recommendations of the Department's Graduate Studies Committee and the Faculty's Graduate Studies Committee, the Dean may exempt the student from the remedial courses and the English Language courses, if it is proved that the student studied their equivalent courses.
- F. The student shall be considered passing the English Language course, if he/she passed it while he/she was registering that course.
- G. The student may drop the remedial course, he/she is exempted from, during the first semester of his/her admission. The fees of that course shall be deposited for the student.

Article (7) *

- A. Taking into consideration the content of Article (6) of paragraph (D), the maximum duration for obtaining the

Master's degree shall be (6) semesters, starting from the date of enrollment.

- B. Upon the recommendations of the Faculty's Graduate Studies Committee and the Department's Graduate Studies Committee and the student's request and in exceptional and justifiable cases, the Dean may extend the maximum duration limit for (2 regular semesters).
- C. Postponed semester(s) as well as the summer semester are not considered within the maximum duration limit for obtaining the Master's degree.

* The article was modified in accordance with the decision of the Deans' Council No. (24/2014)

STUDY LOAD

Article (8)

- A. The minimum study load, in a semester, is six (6) credit hours and the maximum is twelve (12) credit hours including the remedial courses. Upon the approval of the Department's Chair and in some justifiable cases, the study-load might be less than six (6) credit hours.
- B. The maximum study load for the summer semester is six (6) credit hours.
- C. Students are not permitted to register for courses outside their study plan or the assigned remedial courses, in accordance with article (6/B) of the current regulations.

ADMISSION

Article (9)

- A. Applications for enrollment in the Program shall be submitted to the Deanship on a special form.

- B. The student to be accepted in the Program should fulfill all admission requirements in accordance with the decisions of the Ministry of Higher Education's Council.

Article (10) *

- A. Students shall be accepted competitively according to the ranking of their accumulative grade average in the Bachelor degree or its equivalent.
- B. Upon suggestion of the Department Council, the recommendation of the Faculty Graduate Studies Committee, and the endorsement of Graduate Studies Council and a decision of the Deans' Council, further admission requirements may be considered, such as competitive examinations, for no more than 20% of the total admission score.
- C. Upon suggestion by the Department's Council, recommendation of the Faculty's Graduate Studies Council, and a decision of the Deans' Council, further admission criteria may be set, such as foreign language requirements or supplementary course study.
- D. The accumulative grade average of students who graduated from other universities adopting numeral grade-system will be calculated according to the standards of his/her degree-conferring university; his/her average shall be considered as its equivalent at Yarmouk University. In case of letter-grade systems, the accumulative average of the student's grades will be calculated according to Yarmouk University standards.

* The article was modified in accordance with the decision of the Deans' Council No. (24/2014).

Article (11) *

- A. Students shall be admitted upon a decision made by the Dean, following recommendation of the Faculty's Graduate

Studies Committee based on a recommendation by the Department's Graduate Studies Committee. The Dean shall inform the student, the Director of Admission and Registration, the head of the Department and the Faculty's Dean of his decision. The decision shall specify the track of study (comprehensive or thesis) and any remedial courses, the student should study and pass, assigned to the student in accordance with article (6) of the current regulations.

- B. In case of dismissal for disciplinary reasons from a program at Yarmouk University or any other university, the student shall not be admitted.

STUDENT TRANSFER

Article (12) *

- A. The student may transfer from one Master's program to another at the university by a decision of the Dean following recommendations from the Faculty's Graduate Studies Committee and Department's Graduate Studies Committee to which the student has transferred, provided that the student has fulfilled the requirements of admission to the program to which he wishes to transfer in terms of accumulative grade average, specialization, and availability of seat in the semester of his/her transfer. In this case, the Faculty's Graduate Studies Committee based on a recommendation by the Department's Graduate Studies Committee may consider no more than (15) credit hours studied of corresponding courses indicated in the study plan of the program he/she shall transfer to, provided that all the equated courses of the former program are computed in the new accumulative grade average. The Dean shall inform the Department's Chair to which the student transfers and the Director of Admission and Registration of this decision in writing. The student shall follow the study plan applicable at the time of transfer.
- B. Considering the above, one semester, per (9) credit hours or more, shall be deducted from the maximum study-duration

of the Master's degree for the student who is transferred to any MA program in the University.

* Article (11/A) was modified. * Article (12) was modified in accordance with the decision of the Deans' Council No. (24/2014).

* Article (11/B) was modified in accordance with the decision of the Deans' Council No. (24/2016)

Article (13) **

- A. Upon a recommendation of the Faculty's Graduate Studies Committee and a recommendation from the Department's Graduate Studies Committee and the approval of the Dean, the student with a Master's or Higher Diploma degree may count no more than (9) credit hours of compulsory and elective courses indicated in the student's study plan towards a Master's degree in another program, provided that:
1. The course grade is not less than (80%); or B, or their equivalents.
 2. The student's degree has been issued no more than (4) years before.
 3. The grades of courses transferred into the new program are not computed in the accumulative grade average.
 4. One semester per (9) transferred credit hours shall be deducted from the maximum study-duration of the Master's degree.
- B. Upon a recommendation by the Faculty's Graduate Studies Committee and a recommendation by the Department's Graduate Studies Committee and an approval by the Dean, no more than (12) credit hours of compulsory or elective courses studied at other universities may be counted in the student's study plan by equivalent (in number of credit hour and content) courses studied by the student at another university, accredited by Yarmouk University, before enrolling at the University, in accordance with the conditions listed in paragraph (A) above.
- C. Upon a recommendation by the Faculty's Graduate Studies Committee and a recommendation by the Department's

Graduate Studies Committee and an approval by the Dean, the student may transfer no more than (12) credit hours of compulsory or elective courses, if the student has been dismissed from one program and admitted in another at the University, and if these courses are included in his/her new study plan according to the conditions indicated in (Paragraph (A) (1, 2, 4) of this article.

Article (14) **

- A. Upon a decision by the Dean, following a recommendation by the Faculty's Graduate Studies Committee and a recommendation by the Department's Graduate Studies Committee, the student may change his track of study from (Thesis) to (Comprehensive Exam).

- B. Upon a decision made by the Dean, following a recommendation by the Faculty's Graduate Studies Committee and a recommendation by Department's Graduate Studies Committee, the student may change his/her track of study from (Comprehensive Exam) to (Thesis) after successfully completing (18) credit hours of his/her study plan with an accumulative average (80%) or more, depending on the availability of a supervisor whose supervision's load allows that.

- ** The Article was modified in accordance with the decision of the Deans' Council No. (10/2015).

- C. The student may change from (Comprehensive Track) to (Thesis) only once.

- D. All courses studied in one track may be transferred to the new track, if they are included in the study plan of the new track.

- E. The student may not change from (Comprehensive Track) to (Thesis Track) if he/she sat for the Comprehensive Exam.

- F. The student may not change from (Comprehensive Track) to (Thesis Track) before preparing thesis proposal and successfully discussing it.

ATTENDANCE, POSTPONEMENT, AND WITHDRAWAL

Article (15)

- A. The student is required to attend all courses regularly and is not permitted to be absent from more than (12.5%) of the hours required for each course.
- B. A student who is absent from more than (12.5%) of the hours prescribed for a certain course without a medical excuse or a valid excuse accepted by the instructor shall be considered to have failed in the course and shall be given the minimum grade (50%).
- C. A student who is absent from more than (12.5%) of the total number of hours prescribed for any course because of illness or a compulsory reason accepted by the course instructor may continue his course study. The absence ratio shall not exceed (25%) of the prescribed hours. In this case, the student shall be considered withdrawn from that course.
- D. The medical excuse must be authenticated by a report issued by the medical authority approved by the University. The student must submit the medical report to the course instructor within one week of the removal of the cause of absence.
- E. If the student is considered withdrawn from all the courses he/she is registered for in a certain semester, in accordance with paragraph (C) of this article, his study for that semester

shall be considered postponed and this will be entered in his academic record. This postponement shall be included within the postponement period provided for in Article (16/A) of the current regulations.

- F. The student may file a request for withdrawal from the University to the Dean. In this case, the status of “withdrawn” will be indicated in his/her academic record. The Department Chair and the Director of Admission and Registration will be notified of this postponement.
- G. The course instructor shall be responsible for the implementation of the provisions of paragraphs (A, B, and C) and shall inform the Dean and the Director of Admission and Registration of this.

Article (16)

- A. The student may postpone his/her study for a period not exceeding in total two semesters (consecutive or separate) during the entire period of his/her study by a decision taken by the Dean, following an application submitted by the student and a recommendation of the Department’s Graduate Studies Committee. The student’s request should be filed during the first eight weeks of the semester to be postponed. The Chair of the Department and the Director of Admission and Registration shall be informed of this. In this case, the postponement period is not counted towards the upper limit of the study duration.
- B. The student’s study shall not be postponed except after the lapse of one semester of his/her enrollment at the University. This also applies to students transferring from one program to another.
- C. The student’s registration shall be cancelled in case of failure to pay the due tuition and fees by the end of the sixth week of the first and second semesters and the third week of the summer semester. The student’s study shall be considered as “postponed” and this postponement shall count towards the maximum limit of the postponement period.

- D. The Dean, upon an application by the student, may cancel the postponement of study for any semester before the end of the drop-and-add period of that semester.
- E. In justifiable cases and upon the student's request, the Dean, following a recommendation by the Department's Graduate Studies Committee, may cancel the postponement and permit the student to register for the thesis during the first twelve weeks of the regular semesters, and the first five weeks of the summer semester.
- F. No courses studied during the postponement period may be considered, except what is indicated in article (49/B/ 3, 6).

Article (17) **

- A. The student may add or drop courses registered during the drop-and-add period in each semester in accordance with the academic calendar. Dropped courses shall not appear in his/her academic records.
- B. Considering Article (8/A), the student may withdraw from one or more courses prior to beginning of the final-examinations period, following an approval of Department's Chair. The Dean and the Director of Admission and Registration shall be informed of this and the status of "withdrawn" shall be indicated in the student's record.
- C.
- D. Despite the terms stated in paragraph (B) above, the student may not withdraw from registration for the comprehensive exam after the beginning of the final examinations.
- E. The examination and its result shall be compelling to the student, in case, he/she sits for any session of the examination.
- F. If the student did not sit for the examination at all, due to a compelling excuse accepted by the two committees of the Department and the Faculty and approved by the Dean, within a week of the examination's date, the student shall be

considered withdrawn from the examination and he/she should sit for it in the following sessions.

** The Article was modified in accordance with the decision of the Deans' Council No. (10/2015).

DISCONTINUOUS OF THE STUDY; FORFEITURE OF THE RIGHT TO STUDY; AND DISMISSAL

Article (18) -The student shall forfeit the right to study in the Master's program, he/she registered in, in the following cases:

- A. If he/she withdraws or is considered withdrawn from all the courses in which he/she registered during the first semester of study.
- B. If he/she does not register for a certain semester and does not postpone that semester in accordance with article (16/A).
- C. If he/she does not register for a certain semester or withdraws from all courses registered in that term after exhausting all postponement options indicated in article (16/A).

Article (19)

A. The student, who withdraws from the University in accordance with article (15/f) or forfeits his right to study, may file a new application for re-admission to the Dean. If the student is admitted to the previous program of study, his/her complete academic record shall be maintained, provided that the period of interruption is no more than (4) years. In case of his/her acceptance, the student shall follow the graduation requirements that are in effect at the time of return to the program. The previous study and postponement periods shall count towards the upper limit of the study duration required for graduation.

B. The student who withdraws from the University or forfeits his right to study and is re-admitted in another program may transfer no more than (15) credit hours of courses studied in the previous program, if they are indicated in the study plan of the new program and that no more than four years have elapsed. All considered courses shall be computed in the student's accumulative grade average. One semester/per 9 credit hours or more is deducted from the upper limit of the study duration.

Article (20)

The student shall be dismissed from the program in case of:

- A. Failing twice in any course other than the remedial courses.
- B. Failing in any three courses during the total enrollment duration.
- C. Failing the comprehensive examination twice.
- D. Failing to remove the designation of being under probation in accordance with article (24/C).
- E. Failing in the thesis defense.
- F. Failing to complete the Master's degree requirements within the maximum period prescribed in (article 7).

Article (21)

The student who is dismissed from a Master's program in the University may not be re-admitted to the same program.

EXAMINATIONS

Article (22) *

- A. The student's final grade in the one course shall consist of:
 - 1. His/her score in the semester works allocated (60%).
These works shall include at least one written

examination of no less than (30%) of the grade. Reports, research papers, presentations of a certain topic or the like shall be allocated a maximum of (30%) of the total grade.

2. In case the student is absent of the term's examination for a medical excuse or a compelling excuse accepted by the course's instructor, the student should submit the excuse within three days of the end of the excuse and the instructor should hold a make-up examination for the student in no more than two weeks from the date of accepting the excuse.
3. (40%) of the total grade shall be allocated for the final examination.
4. All course reports, term papers, and all other semester's works should be given back to the student after corrections and registering the marks. While, the papers of the examinations, should be given back to the students or shown to them except the final examination. The papers of all examinations should be kept by the instructor for at least one semester.

- B. The courses of symposia, seminars, researches, labs, engineering designs, and scientific experiments for which credit hours are allocated shall be excluded from the provisions of clause (A) above. The Faculty's Graduate Studies Committee upon a recommendation from the Department's Graduate Studies Committee shall set the requirements for passing and the methods of evaluating the student's performance in each of these courses.

** The Article was modified in accordance with the decision of the Deans Council No. (24/2014).

Article (23) **

- A. If the student absents himself from the final examination, he shall be given (zero) in that examination and it will be counted in the final grade.

- B. If the student submits an excuse about his absence from the examination, accepted by the Faculty's Higher Studies Committee after considering the opinion of the course's instructor within a week of the date of holding the examination, the Dean's decision of accepting the excuse shall be given to the Department of Admission and Registration and the course's instructor and an "incomplete" grade should be given to the student.
- C. If the student gets "incomplete" mark in a certain course, he/she should sit for the final examination of the said course in a maximum period of six weeks as from the beginning of the next semester following the semester in which he got "incomplete" grade in the first and the second semesters, and in four weeks in the summer semester. The summer semester shall be considered as a study semester if the student registered in it.
- D. If the student does not remove the "incomplete" status in accordance with (paragraph A) of this article, he/she shall be given the grade he/she deserves.
- E. Excepted from the above the courses of the thesis, as the result remains "incomplete" till the successful completion of the thesis examination.

** The Article was modified in accordance with the decision of the Deans' Council No. (18/2016).

Article (24)

- A. The minimum pass grade in each course of the program as well as remedial courses is (70%). The designation "Pass" or "Fail" shall be recorded for remedial courses. The minimum grade recorded for the student shall be (50%).
- B. The student shall be placed on probation if his/her accumulative grade average drops below (75%).

- C. The student, who is placed on probation, should remove the placement within a maximum period of two semesters excluding the summer after the semester in which the probation is put in effect.

Article (25)

Amendment of the final grade of any student in a certain course may be considered subsequent to a written request made by the student, or upon a written initiative taken by the course instructor to the chair of the Department, who shall submit this recommendation to the Dean within a maximum period of one week after the announcement of the results of that course. The case will be submitted before the Council. The Dean shall inform the Director of Admission and Registration of the Council's decision within a period of two weeks as of the date on which the decision was issued.

Article (26)

- A. The student may repeat the study of any course with the grade of (80%) or less.
- B. The student shall not be permitted to repeat the study of the same course more than once. The highest grade shall be computed in his/her accumulative grade average.
- C. In case the student studies an elective course for his failure in another elective or to raise his/her accumulative grade average, the highest grade shall be computed for this purpose.

COMPREHENSIVE EXAMINATION

Article (27)

- A. The comprehensive examination aims at testing the student's ability to comprehend the basic and the advanced concepts he/she acquires during his/her graduate study and to solve theoretical and practical problems related to his/her field of

specialization. This includes general comprehension of knowledge set in his/her specialization and how to analyze scientifically and logically.

- B. The comprehensive examination is not just another examination in the courses studied in the graduate program.

Article (28) **

- A. The student shall not register for the comprehensive examination until all the master's degree requirements are met in accordance with (articles 3 , 4) of the current regulations. Students registered for courses to boost their grade accumulative average and who have successfully passed these courses earlier are excepted.
- B. The comprehensive examination should be held during the eleventh week of the first and the second semesters. It may be held once during the sixth week of the summer course.
- C. The result of the comprehensive examination should be recorded every time it is held. The pass grade for the student is (70%). This grade should be written in the student's academic record as "Pass" or "Fail".

** This Article was modified in accordance with the decision of the Deans' Council No. (18/2016).

Article (29)

The Department's Graduate Studies Committee administers the comprehensive examination in the following capacities:

- A. Specifying the examination's topics and the grade distribution for each topic considering its importance for the specialization.
- B. Selecting faculty members specialized in the examination subjects to prepare and correct examination questions. Each question shall be corrected by more than one specialized faculty member. Students shall be given secret numbers.

- C. The comprehensive examination consists of at least two examination sessions with a time-duration of at least (two hours) per session.
- D. The Department's Chair shall inform the Dean, the Faculty Dean, and the Director of Admission and Registration of the student's result.

Article (30)

If the student fails the comprehensive exam, he/she may sit for it for one more time only, taking into consideration the content of article (7) of the current regulations.

Article (31)

- A. The grades of the MA degree are classified according to the following ranks:
 - 70-79 (Good).
 - 80-89 (Very Good).
 - 90-100 (Excellent).
- B. The student's rank is determined upon his/her graduation by calculating his/her accumulative grade average in the courses of the study plan as follows:
 - 75-79 (Good)
 - 80-87 (Very Good)
 - 88-100 (Excellent).

REGISTRATION FOR THE THESIS

Article (32) *

- A. The student may register for the thesis only after successfully studying (15) credit hours with an accumulative grade average of (75%) or more.
- B. Upon a Dean's decision and a recommendation from the Faculty's Graduate Studies Committee upon a recommendation from the Department's Graduate Studies Committee, a thesis supervisor and co-supervisor (if

necessary) shall be appointed from among the teaching staff members at the Department in accordance with articles (33 and 34) of the current regulations, taking into consideration interdisciplinary or joint programs, and the student's preference.

- C. The student shall register the thesis as follows:
1. The student submits to the Department's Chair an application indicating the thesis title, its outline, and a suggested name of a supervisor of the teaching staff members.
 2. The Department's Graduate Studies Committee initially approves the thesis title and its outline, and indicates the supervisor or co-supervisor (if applicable) according to articles (33 and 34) of the current regulations, considering the student's suggestion as much as possible.
 3. The student presents his/her thesis proposal in an open discussion attended by a member of the Department's Graduate Studies Committee, the supervisor and co-supervisor (if applicable), two teaching staff members specialized in the thesis subject appointed by the Department's Graduate Studies Committee, and other teaching staff members who are interested in the topic.
 4. After the student carries out the necessary modifications of his/her proposal, the Dean conclusively approves the thesis proposal, following a recommendation of the Faculty's Graduate Studies Committee and a recommendation of the Department's Graduate Studies Committee.

** This Article was modified in accordance with the decision of the Deans' Council No. (24/2014).

Article 33**

- A. Upon a recommendation of the Faculty's Graduate Studies Committee and a recommendation of the Department's Graduate Studies Committee, the Dean may appoint, in justifiable cases, particularly for theses on interdisciplinary or joint subjects, a co-supervisor for the student.

- B. The supervisor and co-supervisor (if applicable) should be selected from among the teaching staff members at the Department with the rank of professor or associate professor or full-time lecturer in any of these ranks.
- C. Upon a recommendation of the Faculty's Graduate Studies Committee and a recommendation of the Department's Graduate Studies Committee and in justifiable cases and upon the decision of the Dean, a supervisor or co-supervisor may be appointed from other departments of the University; and a co-supervisor may be appointed from outside the University.
- D. Upon recommendations of the Faculty's Graduate Studies Committee and the Department's Graduate Studies Committee, the Council may approve the appointment of a supervisor with the rank of assistant professor or full-time lecturer in the same rank/salary, if he/she has been in office for two years and has published two post-doctoral articles in refereed journals accepted for promotion.
- E. In the process of appointing the supervisor, the supervisor's narrow field of specialization and academic publications on the thesis subject shall be taken into consideration.
- F. In justifiable cases, the supervisor may be selected from other universities which are in joint programs with Yarmouk University.
- G. The supervisor shall submit at the end of each semester a report to the Dean, in which he/she shows the student's progress in his/her thesis. If the report is negative, the student should be informed about this through his/her electronic site within two weeks from the beginning of the following semester.

Article (34)

- A. In exceptional cases, a teaching staff member in the Department, who is on leave inside Jordan, may be appointed as supervisor according to (article 33).
- B. Upon the decision of the Council, following a recommendation by the Faculty's Graduate Studies Committee and a recommendation by the Department's Graduate Studies, the teaching staff member who is on sabbatical, loan, second ment, unpaid leave, or retired, inside Jordan, may continue supervising or co-supervising a thesis, if he/she had started supervision at least one semester prior to the leave or retirement. The student's interest should be taken in consideration.

* This Article was modified in accordance with the decision of the Deans' Council No. (24/2014).

** The Article was modified in accordance with the decision of the Deans Council No. (10/2015).

- C. The teaching staff member who is on a leave outside the country, sabbatical, loan, second ment, unpaid leave, or retired, may not supervise, co-supervise, or continue supervising or co-supervising a thesis. The Department's chair, may recommend to the Dean to change the supervisor/ the co-supervisor in the same manner he/she was appointed.

Article (35)

For exceptional reasons and upon the request of the supervisor or the student, the supervisor or co-supervisor may be replaced following the same procedure of their initial appointment.

Article (36)

When necessary, the title of thesis proposal and its outline may be altered following the previous related procedure.

Article (37)

- A. A financial remuneration of (500 JDs) shall be paid for the supervisor after the thesis's defense. In the case of co-

supervision, the sum shall be divided into half between the supervisor and the co-supervisor.

B. Despite the provisions of paragraph A, the supervisor shall be paid (250 JDs), if the student withdraws from the university or is dismissed. An exception to this is the dismissal in accordance with article (20/E) or if the student is awarded a Higher Diploma. In case of co-supervision, the sum is divided into half.

Article (38)

A. The maximum number of theses the supervisor may supervise concurrently shall be as follows:

1. (Six) for Professor.
2. (Four) for Associate Professor.
3. (Three) for Assistant Professor.

B. The maximum number of Master's theses the supervisor may supervise at the same time is equally applicable to PhD dissertations. Or in case, he/she combines both, for the professor and the associate professor.

THESIS DISCUSSION

Article (39) *

A. The student shall write the thesis in sound language, following research methodology and scientific ethics. It should be original and provide a new contribution to the field of specialization.

B. Upon preparing the thesis in its final form in accordance with the specifications indicated in the current regulations and the Deanship Guidebook, the student shall present a final copy of it to his/her supervisor and co-supervisor (if applicable). The supervisor shall inform the Department's Chair to form a thesis committee provided that the student had met all the Master's degree requirements in accordance with articles (3,4) of the current regulations. Students who are repeating the study of courses they had previously passed to boost their accumulative grade average are excepted from this provision.

- C. Upon the recommendations of the student's supervisor and the Faculty's Graduate Studies Committee and the Department's Graduate Studies Committee, the Dean shall appoint a committee of the student's supervisor as chair, the co-supervisor (if any) and other two members (one of them shall be from outside the University) specialized in the thesis topic, providing they should meet the conditions required for supervising according to articles (33, 34) of the current regulations. The Chair of the committee shall oversee running the thesis discussion.
- D. In justifiable cases, a member of the examining committee may be a person of distinguished experience in the field of the thesis from outside the University.
- E. The Dean, in justifiable cases and following a recommendation by the Faculty's Graduate Studies Committee and the Department's Graduate Studies Committee, may replace member/members of the examining committee.

Article (40) **

- A. The Dean shall appoint a date for an open discussion of the thesis, upon a recommendation of the Department's Graduate Studies Committee and the suggestion of the supervisor and after the student finishes all other requirements of the MA, provided that a minimum period of (six) months had elapsed after the approval of the thesis proposal, in accordance with article (32, C/4).
- B. The period between the date of appointment of the thesis committee and the thesis discussion shall not be less than two weeks. Copies of the thesis should be handed in to the members of the committee at least two weeks before the thesis defense.
- C. The summer semester shall not be considered of the six-month period stated in paragraph (A) of this article, unless the student is registered in that semester.

* This Article was modified in accordance with the decision of the Deans' Council No. (24/2014).

** The Article was modified in accordance with the decision of the Deans' Council No. (10/2015).

Article (41)

A. The committee shall reach a decision by majority voting after deliberation, in accordance with article (39/A). The committee Chair shall announce the result to the student.

B. The committee's decision shall include one of the following results:

- "Passed"

- "Failed"

- "Passed after amendments are implemented".

In this case, the student shall carry out all corrections and modifications required by the committee within a minimum period of two weeks, and a maximum period of the end of the following semester; otherwise he/she shall be considered to have failed. For modifications, this semester and the summer semester shall not be counted within the maximum period of the study and shall not be counted of the study-duration.

C. The supervisor shall follow up the corrections as carried out by the student. After the approval of the committee members by majority, the supervisor shall report this to the Department's Chair, who will inform the Dean of the completion of the defense procedures.

D. The Committee's Chair shall submit the final signed decision to the Department's Chair, who will forward it to the Dean, the Faculty Dean, and the Director of Admission and Administration.

THESIS SPECIFICATIONS

Article (42)

The thesis shall be written in Arabic, with two abstracts (one in Arabic and the other in English), each of which should not exceed (350) words. However, in departments where the medium of instruction is in another language, the thesis and the abstract shall be written in that language with an abstract in Arabic not exceeding (350) words in that language. For the thesis indexing, no more than (5-10) keywords should be provided.

Article (43)

The title page shall be prepared in accordance with the format specified by the Deanship of Scientific Research and Graduate Studies, indicating details of:

- The title of the thesis and the name of the student as it appears in the University official records.
- The name of the supervisor and co-supervisor (if any).
- The following statement, or its equivalent in English or in any other relevant language if the thesis is written in that language:
“Thesis Submitted in Partial Fulfillment of the Requirements for the Degree of Master in ... at Yarmouk University.”
- The names of the members of the examining committee.
- The date of the thesis examination.

Article (44)

- The thesis must be presented typed on size (A4) paper.
- The Arabic copies of the thesis should be typewritten in one space and a half and in double space if typewritten in English.
- A margin of 3.5 cm to be left on the right side of the page in the Arabic copies and on its left side in the English copies, while 2.5 cm is left for other margins.
- The Department shall follow a uniform standard method for organizing the component parts of the thesis, in accordance with the scientific research methods, regarding footnotes, bibliography, contents, and indexing in accordance with the guidelines set by the Department and announced for the Students of Graduate Studies.

Article (45)

Maps, photographs, tables, data or other illustrations and materials used for this purpose must be durable, uniform, and identical in all copies of the thesis.

Article (46)

The student shall deposit (one) copy of the thesis at the Department; (one hard copy + one electronic copy on CD (Pdf file) at the University Library; and one electronic copy on CD at the Deanship of Scientific Research.

AWARDING THE DEGREE

Article 47

The Master's degree is awarded by a decision from the Deans Council following a recommendation by the Graduate Studies Council and a suggestion by the Faculty and Department councils after the fulfillment of the following conditions:

- A. Fulfillment of all the requirements stated, effective at the University by-laws and regulations.
- B. Completing the general graduation procedures applied at the University.

GRADUATE STUDIES' COMMITTEES AND THEIR POWERS

Article (48)

Upon setting graduate studies committees at the Faculty and the Department pursuant to Paragraph (A) of article (7) and Paragraph (A) of article (8) of Graduate Studies by-law at Yarmouk University no. (94) for the year (2003), the higher academic rank and equal opportunities among those who hold the same rank shall be taken into consideration in choosing members of both committees.

Article (49) *

The Department's Graduate Studies Committee shall be endowed with the following powers:

- A. Considering the applications filed for enrolment in the higher studies' programs at the Department, specifying the remedial courses, and recommending to the Faculty's Graduate Studies Committee the number of students to be admitted in accordance with article (11) of the current regulations.

- B. Organizing and supervising the Comprehensive Examination and approving its results.

- C. Recommending the followings to the Faculty's Graduate Studies Committee:
 - 1. Appointing the supervisor and co-supervisor (if applicable).
 - 2. Appointing thesis' examining committee members as stated in (article 39.C).
 - 3. Transferring Students in accordance with article (12) of the current regulations.
 - 4. Equivalence and computation of courses for students as in (article 13) of the current regulations.
 - 5. Approving the thesis proposal.
 - 6. Considering and approving students' remedial courses.

- D) Making recommendations to the Dean regarding the followings:
 - 1. Permitting students, in exceptional cases, to study remedial courses of their study plans, outside the University.
 - 2. Permitting students, in exceptional cases, to study not more than (3) credit hours of elective courses outside the University after taking the Dean's approval.
 - 3. Any other issues, authorized by the Department's Council, related to the graduate studies.

 ** The Article was modified in accordance with the decision of the Deans' Council No. (24/2014).

Article (50) *

The Faculty's Graduate Studies Committee shall have the following powers:

- A. Coordinating issues related to graduate studies among different Departments within the Faculty.
- B. Recommending to the Council the number of students to be admitted.
- C. Recommending to the Council the setting of further conditions for admission in accordance with (article 10) of the current regulations.
- D. Recommending the followings to the Dean:
 1. Approving the thesis proposal.
 2. Appointing the supervisor and the co-supervisor (if applicable).
 3. Appointing the members of the examining committee.
 4. The students' transfer in accordance with article (12) of the current regulations.
 5. Considering and approving courses for the students in accordance with article (13) of the current regulations.
 6. Recommending to the Dean the acceptance of students in accordance with article (11) of the current regulations.
 7. Deciding on the remedial courses and recommending them to the Dean.
 8. Any other issues related to graduate studies delegated to the Committee by the Faculty Council.

* The Article was modified in accordance with the decision of the Deans' Council No. (24/2014).

AWARDING THE “HIGHER DIPLOMA” DEGREE TO THE MA STUDENTS

Article (51)

A. The Higher Diploma Degree is awarded to students registered in one of the MA programs (thesis track) in one of the following cases:

1. If he/she has been enrolled in the program for (8) semesters (the summer semester is excluded) without finishing and discussing the thesis, taking into consideration (article 7) of the current regulations.
2. If he/she fails the thesis examination after completing all required courses with a minimum accumulative grade average of 75%.
3. If the Department’s Graduate Studies Committee reports in writing, following the supervisor’s assessment of the student’s incompetence in writing his/her thesis. In this case, the student must complete studying (33) credit hours of course work of compulsory and elective courses, with an average not less than 75%.
4. If the student files a written petition to his/her Department indicating his/her wish to discontinue towards the Master’s degree and he/she suffices to get ‘higher diploma’. In this case, he/she must complete studying compulsory and elective courses of not less than (33) credit hours of course work, with an average not less than 75%.

B. The Higher Diploma is awarded to students enrolled in the Master’s program/ Comprehensive Examination track in one of the following cases:

1. If the student fails the comprehensive examination twice.
2. If the student has been enrolled in the Master’s program for (8) semesters (excluding the summer

session) and has studied (33) credit hours with an average not less than 75% and could not sit for the comprehensive examination or pass it. Article (7) of the current regulations should be taken into consideration in such a case.

3. If the student expresses in writing his/her wish not to continue his/her MA thesis and he wishes to obtain the Higher Diploma. In this case, he/she must complete the study of (33) credit hours of compulsory and elective courses with an average not less than 75%.

D. The Higher Diploma is awarded upon the decision of the Deans Council, following the recommendation of the Department's Council, the Faculty's Council, and the Graduate Studies Council.

ASSISTANTSHIPS

Article (52) **

The University Council shall allocate an annual sum for assistantships granted to outstanding graduate studies students at the University upon recommendation of the Higher Studies Council following the recommendation of the Faculty's Council and the Department's Council. The deanship may grant research assistantships to distinguished students in accordance with a mechanism approved by the Scientific Research Council.

* The Article was modified in accordance with the decision of the Deans' Council No. (10/2015).

Article (53) *

The assistantships budget shall consist of:

1. The sums earmarked by the University Council following a recommendation made by the Graduate Studies Council.

2. Donations, contributions and *waqf* (endowments) accepted by the University for this purpose.

Article (54) *

- A. Applications for assistantships shall be filed at the Deanship of Scientific Research and Graduate Studies.
- B. The academic faculties offering graduate studies shall provide the Deanship with the number of teaching and study assistantships needed by their graduate programs, prior to the beginning of each semester. The suggested number of students shall be submitted before the Graduate Studies Council for discussion and approval, subject to the financial resources available for assistantships at the time.

Article (55) *

- A. The assistantship shall be given by a decision of the Council following recommendations by the Faculty's Council and the Department's Council to meet the departmental teaching and research requirements.
- B. The assistantship shall be given to distinguished students who are qualified for scientific research.
- C. The assistantship shall be granted on a competitive basis considering the student's accumulative grade average in his/her specialization. Provided that the student should have completed the study of at least (6) credit hours of his study plan. Remedial courses shall not be counted for this purpose. The Council may set other criteria for assessment, such as the number of credit hours successfully completed of his/her study plan and the number of assistantships awarded previously.

* The Article was modified in accordance with the decision of the Deans' Council No. (24/2014).

Article (56) **

A. There are two kinds of assistantships:

1. Teaching assistantship (Half-stipend): given to students with an accumulative grade average not less than (84%) and a study load not more than (9) or less than (6) credit hours. The assistantship provides a monthly payment of (100JDs), and a 50% waiver of tuition fees and the fees for credit hours completed successfully in the semester in which the assistantship is granted.

2. Teaching assistantship (Quarterly-stipend): given to students with an accumulative grade average of not less than (80%) and a study load not more than (9) or less than (6) credit hours. This assistantship provides a monthly payment of (75JDs) and a 50% waiver of tuition fees and fees for credit hours completed successfully in the semester in which the assistantship is granted.

B. In exceptional cases and in the light of the Department's need, following recommendations from the Faculty's Council and the Department's Council, the Council may grant assistantships to students whose grade accumulative average and study load are less than what is stated in item (A) above or their study load's hours are less than what is stated in paragraph (C) of article (55).

C. In spite of the provisions of articles (55) and (56/A/B) of the current regulations, the Jordanian student ranking the first in the Bachelor degree (in the first, the second, and the summer semesters) may be granted a half-stipend teaching assistantship for the first semester of his/her enrolment in a Master's program in the same specialization and in the first semester of the scholastic year. The student shall have the option to compete with other students for assistantship in the following semesters in accordance with the current regulations.

D. In case the student's load has become less than (6) credit hours because he dropped a certain course from his record after being granted the assistantship, a sum of (75

JDs) shall be monthly paid to him/her in return of the teaching load he/she has done.

Article (57)

The assistantship shall be given on a semester basis and may be renewed following the same previous procedure, provided that the period does not exceed (4) semesters.

** The article was modified in accordance with the decision of the Deans' Council No. (10/2014).

Article (58)

A student applying for assistantship must fulfill the following conditions:

- A. He/she must be a full-time student at the University.
- B. His/her minimum study load should not be less than (6) credit hours, including remedial courses excepting the summer semester.
- C. He/she is not employed or granted a scholarship or an assistantship from any other source.

Article (59) **

- A. The student who receives a half-stipend teaching assistantship shall be bound to work at the Department for (15) hours/per week, not more than (9) of which in teaching or lab supervision.
- B. The student who receives a quarterly-stipend teaching assistantship shall work for (10) hours/per week, not more than (6) of which in teaching or lab supervision.
- C. The student assistantship shall be cancelled in the following cases:
 1. If the total registered credit hours of his/her study plan is more than (9) credit hours taking into consideration what is stated in article (56/B) of the current regulations.

2. If the student withdraws his/her application for assistantship or upon the decision of the Department Graduate Studies Committee.
3. If the student violates any of the regulations indicated above.

** The article was modified in accordance with the decision of the Deans' Council No. (10/2015).

Article (60)

The Master's degree shall have its due date and is awarded at the end of each semester.

Article (61)

The student's account at the University's website and the Advertisements at the bulletin boards in faculties, departments and deanships, are the official sites for informing the student of any decisions such as status including (holding admission, dismissal from the university, Probation, ...etc.) In any case, decisions are irrevocable.

Article (62)

No student may claim ignorance of these regulations or negligence in following up the University's announcements.

Article (63) **

In case the student has not adhered to the academic traditions and scientific integrity, he/she shall be transferred to the Investigation Committee of Graduate Students' Violations at the Deanship of Scientific Research and Graduate Studies.

Article (64) The Deans Council shall address the complications ensuing from the application of the current regulations.

Article (65)

The current regulations shall cancel the former regulations of the Master's Degree at Yarmouk University (No. 1) of (2008).

Article (66)

The President, the Dean, and the Director of Admission and Registration shall oversee implementing the current regulations.

** The article was modified in accordance with the decision of the Deans' Council No. (10/2015).