

Doctorate of Philosophy (Ph.D.)
Regulations No. (4) 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 hereby known as "The Doctorate of Philosophy (Ph.D.) 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 appearing in these regulations 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 Ph.D. Program.

Student: The Ph.D. student.

Remedial Course: Any course less than the level of 700 required to provide the basis for compulsory graduate course(s).

Admission

Article (3): Application for enrollment in the Program shall be submitted to the Deanship on a special form. The number of the students to be accepted in each program shall be determined by the Council of Deans based on a suggestion from the Department Council, the Faculty Council, and a recommendation from The Council of Graduate Studies.

Article (4):A) The student to be accepted in the Program should fulfill the following conditions:

1. Meet all the requirements and criteria of admission set by the Ministry of Higher Education.
 2. The Bachelor and master degrees should be in a field that qualifies the student for specialized study at the prospective department of enrollment according to the principles set by the department.
- B)** Passing the foreign language requirement in accordance with the decisions of the Ministry of Higher Education.

Article 5: *A) Students are accepted according to the competitive ranking of their accumulative grade average in the Bachelor and Master degrees or to their equivalents. 50% of the admission score will be allocated to the Bachelor accumulative grade average, and 30% to the Master accumulative grade average.

- B)** Upon recommendations of the Department Council and the Faculty Council and upon a decision of the Graduate Studies Council, a competition among students to be admitted in the Program may take place through conducting a written examination in the field of specialization. The said examination shall evaluate the student's knowledge, his/her scientific capacity in analysis, reasoning, and deduction. 20% of the admission grade shall be allocated to this examination. The BA's accumulative average shall be allocated to this examination (50%) and the MA's accumulative average shall be allocated (30%) of the score.
- C)** Upon a suggestion by the Department Council, a recommendation by the Faculty Council and an endorsement by the Graduate Studies Council, and a decision by the Deans' Council, the study plan may include special conditions for admission in the PhD program.
- 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. In case numeral grade-system does not appear, the average score of his appreciation shall be considered at Yarmouk University.

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

Article 6 *:A) Students shall be accepted by a decision made by the Dean upon recommendation of the Department's Graduate Studies Committee. The Dean shall inform the student, the Director of Admission and Registration, the Department's Chair, and the Dean of the Faculty of the decision. The decision shall indicate the assignment of any remedial courses (not to exceed 9 credit hours) which the student should study and pass successfully. No course(s) studied at an earlier stage may be considered as remedial.

B) The student shall not be admitted in case of dismissal for disciplinary reasons from a program at Yarmouk University or any other University.

C) The Dean may waive prerequisite courses and English language courses for students based on a recommendation by the Department's Graduate Studies Committee during the first semester of the student's admission if his documents show that he has so far studied equivalent courses.

D) The student is considered successful in the English Language course if he passes the requirements of the language while he is registering that course.

E) A student may drop the prerequisite course he is exempted from during the first semester of his admission and the fees of that course shall be deposited for him/her.

Article 7 **: Upon a recommendation of the Department's Graduate Studies Committee, and the approval of the Dean, not more than nine (9) credit hours of PhD course-work, which the student studied at accredited university, may be considered as equivalent in the courses of his/her program, providing that:

- 1)** The student's grade in the course is not less than (80%) or (B) or their equivalents.
- 2)** No more than 4 years should have elapsed since completing the study of these courses.

- 3) These courses should not have been counted as requirements for a previous scientific degree.
 - 4) The scores of such courses shall not be considered in his/her accumulative grade average.
 - 5) The counted compulsory credit hours should not be more than six.
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* The article was modified in accordance with decision No. (24/2016) adopted by the Deans' Council.

** The article was modified in accordance with decision No. (12/2015) adopted by the Deans' Council.

TRANSFER

Article 8: Upon a decision made by the Dean, based on the recommendations of the Department's GraduateStudies Committee to which he/she will be transferred, a student may transfer from a Ph.D. program to another, providing he/she meets the admission conditions (the accumulative grade average, specialization, and availability of vacancies) in the program he/she wishes to transfer to. The Department's GraduateStudies Committee may consider as equivalent not more than twelve(12) credit hours 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 his/her new accumulative average. The Dean of the Faculty, the Chair of the Department to which the student is to be transferred and the Director of Admission and Registration shall be informed of this decision by the Dean in writing. The student shall follow the study plan applicable in the year of his/her transfer. -

Ph.D. DEGREE REQUIREMENTS

Article 9 **: 1. The requirements for obtaining the PhD are stated as follows:

A) studying at least (36) credit hours (700-level) successfully with an

accumulative grade average of at least 80%, in accordance with the approved study plan, distributed as follows:

- (21) credit hours/ compulsory courses.
- (15) credit hours of elective courses.

B) The student should submit at least one article in the subject of his/her dissertation, published or accepted for publication in a refereed journal, according to the following conditions:

1. The student should submit an article published or accepted for publication in a refereed scientific journal, accredited for promotion purposes at Yarmouk University. The date of sending the research for publishing should be after the date of accepting the dissertation's proposal. The student should also attach the dates of correspondences (with all relevant correspondences) of sending and accepting the research to the Department's Graduate Studies Committee.
2. The topic of the research should be extracted from the student's dissertation.
3. The student should attach a copy of the published/ accepted paper, together with its acceptance letter and the form of forming the examining committee, to the Department's Graduate Studies Committee. Forming the examining committee is fixed to this condition.

** This article was modified according to Deans Council decision No. (12/2015).

4. The paper may be co-authored with the supervisor and the co-supervisor (if applicable) on condition that the student's name appears as the first author. The paper may be single-authored by the student if the supervisor and the co-supervisor (if applicable) give(s) him/her permission.
 5. The student should clearly indicate that the paper is extracted from his/ her university dissertation.
- C.** The student should present a dissertation (for **18** credit hours) that offers an original contribution to the field of specialty and he/she should pass the dissertation examination.

2. Despite what is stated in paragraphs (A, B) above, the student

may study no more than Six (6) credit hours of (600) level courses, upon a recommendations of the Faculty's Graduate Studies Committee and Department's Graduate Studies Committee and the approval of the Dean. The grades in these courses shall be counted in the student's accumulative average, providing they have not been included in a previous degree's requirements.

3. The student should study and pass all the pre-requisite courses during the first year of his/her enrollment. These courses shall not be counted in his accumulative average. The student shall not be admitted to register any courses of his/her study plan after that time, if he did not successfully finish the prerequisite courses.
4. The student must fulfill any other additional requirements (including the language in which the dissertation will be written), recommended in particular cases by the Faculty's Graduate Studies Committees and the Department's GraduateStudies' Committee and approved by the Council.

STUDY LOAD, DURATION, POSTEPONEMENT AND WITHDRWAL

Article 10: A).The minimum study load per semester is six (6) credit hours and the maximum is twelve (12) credit hours. Upon the approval of the Department's Graduate Studies Committee, the study load might be, in some justifiable cases, less than six (6) credit hours including the prerequisite courses.

B).The student's maximum study load for the summer semester is six (6) credit hours.

C). Students shall not be permitted to register for courses outside their study plan or the pre-requisites assigned to them, in accordance with article (6/A) of these regulations.

Article 11:A). The maximum period allowed for the student to obtain his/her PhD shall be ten (10) semesters. The summer semester shall not be considered for this purpose.

B). In exceptional and justifiable cases, and upon the student's request and a decision made by the Dean, the maximum limit may be extended for another two semesters.

C). One additional regular semester (per every (9) credit hours study of remedial courses) shall be added to the maximum period of time allocated for obtaining the PhD degree.

D). One regular semester (per every (9) credit hours or more of the courses from which the student is exempted) shall be deducted from the period allocated for obtaining the PhD degree, in accordance with articles (7 and 8).

Article 12 **: (1): A) Upon a decision made by the Dean, based on recommendation of the Department's Graduate Studies Committee, the student may request to postpone his/her study for a maximum period of three subsequent or non-subsequent semesters (excluding the summer semester) during the first 8 weeks of the semester in question. The Director of Admission and Registration and the competent Department shall be informed of this decision. The period of postponement, in this case, shall not be counted towards the maximum duration of study.

B). The student shall not be permitted to postpone his/her study in the first semester of enrollment.

C). The registration of the student shall be cancelled in any semester if due tuition and fees are not paid by end of (week 6) of the first and second semesters and (week 3) of the summer semester. The student's study shall be considered "postponed" in accordance with the regulations. The semester of the postponement shall be counted towards the maximum postponement period.

- D).** Upon the student's request, the Dean may cancel the student's application for postponement prior to the end of the "drop and add" period of any semester.
 - E).** The Dean may, in justifiable cases, cancel the student's request for postponement and permit him/her to register for the dissertation during the first (12) weeks of the first and the second semesters and the first (5) weeks of the summer semester.
 - F)** No course studied during the postponement period shall be counted, except what is indicated in article (40/C/ 7,4).
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****** This article was modified according to the Deans' Council decision No. (12/2015).

- 2). A-** The student shall have the right to drop courses he/she registered in and to add new courses during the first week of each of the first and second semesters and during the first three days of the summer semester, in accordance with the University academic calendar. The courses he/she withdraws from shall not be counted in his/her academic record.
- B)-** The student shall be permitted to withdraw from one course or more at any time before the commencement of the final examinations at the University. The Dean, the Director of Admission and Registration, and the course instructor shall be informed of this. The status of "withdrawn" shall be fixed in his/her record.
- C)-** Despite the terms mentioned in paragraph (B) above, a student may not withdraw registration from the Qualifying Examination after the beginning of the final examinations.
- D)-** The examination and its result shall be considered binding, in case the student sits for it in any examination's session.
- E)-** If the student did not sit for the final examination due to a compulsory excuse, accepted by the Graduate Studies Committees of the Department and the Faculty within a week of the date of holding the examination, providing that excuse endorsed by the Dean, the student shall be considered drawn from the exam and he/she should sit for it in the coming sessions.

Attendance

Article 13: A)-The student is required to attend all courses regularly and he/she is not permitted to be absent for more than (12.5%) of the credit hours of each course.

B)- If the student is recorded absent more than (12.5%) of the credit hours of the course without an approved medical report or compulsory excuse accepted by the course instructor, he/she would be given the minimum failure score of (50%) in the said course.

C)- If the student is absent for more than (12.5%) of the credit hours with a medical excuse or a compulsory reason accepted by the course instructor, he/she is permitted to continue the course-study. The total absence should not exceed (25%) in any case. If exceeding this percentage, he/she shall be deemed withdrawn from the said course.

D)- The medical excuse should be issued by a medical authority approved by the University. The student should submit the medical report to the course instructor within a week from the date of the lapse of the excuse.

E)- In case the student is considered withdrawn from all the semester's courses, in accordance with paragraph (C) of this article, his/her study for that semester shall be deemed postponed and this shall be entered in the academic record. This postponement shall be counted in the postponement period stated in Article (12:1/A) of the current regulations.

F)- The course instructor shall be responsible for the implementation of regulations stated in paragraphs (A, B, and C) and should notify the Dean, the Chair of the Department, and the Director of Admission and Registration of this situation in writing.

EXAMINATIONS

Article 14: A) **The student's grade in the one course shall consist of:

- 1- His/her score in the course work (60%) of the grade. This shall include at least one written examination of (30%) and other term papers, research, and reports, or similar activity for a maximum (30%) of the total grade.
- 2- (40%) of the total grade shall be allocated for the final examination.
- 3- All course written works (mid-term exams, term papers, reports, etc.) should be corrected, graded, and returned to students, while the examinations' papers should be given or shown to the students, except the final examinations' papers. The instructor should keep all examinations' papers, which were not given to the students, for at least one semester.

B)- If the student absents from a semester's examination due to a medical excuse or a compulsory excuse accepted by the instructor, he/she should submit his/her excuse in three days from the date of the end of the excuse. The instructor should hold a make-up examination for the said student in no more than two weeks from the date of accepting his/her excuse.

C)- If the student absents himself/herself from the final examination, the instructor should give him zero in that examination. This mark should be considered in his/her final mark.

D)-In case, the student submits an excuse concerning his/her final examination's absence, providing it is accepted by the Faculty's Graduate Studies' Committee after considering the instructor's opinion, within a week from the examination's date, the Dean of the Faculty shall inform his acceptance of the excuse to the Department of Admission and Registration and the competent instructor to register "incomplete" mark for the said student.

E)-If the student has got "incomplete" in a certain course, he/she should sit for the final examination of the said course in a maximum period of six weeks from the

beginning of the following semester in which he/she got “incompletion”, in the first and the second semesters, and four weeks in the summer semester. The summer semester will be counted for this purpose, if the student has registered in it.

- F) Courses of seminars, symposia, research, laboratories, and engineering designs which have allocated credit hours shall be excluded from what has been stated in clause (A). In this case, The Faculty’s Graduate Studies Committee upon a recommendation by the Department’s Graduate Studies Committee shall determine the requirements for passing and the methods of evaluating the student's performance in each of these courses.
- G) Credit hours registered for the dissertation are excluded from what has been stated above and the result remains “incomplete” until passing the dissertation examination successfully.

** This article was modified according to the Deans' Council Decision No. (18/2016).

- Article 15:** A)-The minimum pass grade in each course of the program as well as remedial courses is (70%). The minimum grade registered for the student in the grade sheet is (50%).
- B)-The examination result of the student in the remedial courses shall appear in his/her academic record as (pass/fail) and it shall not be counted in the accumulative grade average.

Article 16:-The amendment of the final grade for any student in a certain course may be considered by the Department’s Graduate Studies Committee after a written request made by the student or by the Course Instructor to the Department Chair, who will submit a recommendation to the Dean within a maximum period of one week after the final results are announced. The Dean shall submit this case to the Council. The Director of Admission and Registration and the Course Instructor shall be notified of the Council's decision within two weeks as of the date on which the decision was made.

Article 17:A)- The student is permitted to repeat the study of not more than (three) courses of the Program to raise his/her accumulative grade average. He/she may not repeat the study of any course in which he/she got (80%) or more.

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 the student's accumulative grade average.

C)- In case the student studies an elective course because of his/her failure in another elective or to raise his/her accumulative average, the highest grade shall be computed in the accumulative grade average.

QUALIFYING EXAMINATION (QE)

Article 18: A)-The QE in field of specialty and related fields of study shall be held periodically. The student may not register for the (QE) or sit for this examination until he/she had successfully completed all compulsory courses, with an accumulative average of not less than (80%). This examination aims at the measurement of the following:

- The student's knowledge of the basics of his/her specialization.
- The students' ability to apply critical and analytical thinking to issues related to the specialization.
- The student's ability to offer innovative and creative solutions for the theoretical and practical problems related to the specialization.

B)- The Qualifying Examination consists of two examination sessions to be conducted in (two) days. The minimum duration of each session is (3) hours.

Article 19 **:A)- If the student fails the Qualifying Examination, he/she may sit for it once more. In case, he/she fails for the second time, he/she shall be dismissed from the Program.

B)- The result of the student in the Qualifying Examination shall appear as (Pass) or (Fail) in the academic record every time he/she sits for this Examination.

C)- The Qualifying Examination shall be held once during the eleventh week of the first and second semesters. It may also be held once during the sixth week of the summer semester.

****** The article was modified upon the Council of Deans' decision No. (18/2016).

WARNING, FORFEITURE OF THE RIGHT TO STUDY, AND DISMISSAL

Article 20: The student shall be given a warning notice in the following cases:

A)- If the student fails in one course throughout the duration of study. The warning notification shall be removed after repeating the study of that course successfully or in passing an election course, taken as an alternative of that course.

B)- If the student's accumulative average falls below 80%. In this case, the student should remove the warning effect within a maximum period of two semesters following the semester in which the accumulative average falls below 80% .

Article 21: A)- The student shall forfeit the right to study in the Program in the following cases:

1. If he/she withdraws or is considered withdrawn from all courses in which he/she is registered in the first semester of study.

2. If he/she does not register for a semester or apply for postponement of that semester, in accordance with article (12/ A).

3. If he/she does not register for a semester or withdraws from all registered courses for that semester, after finishing all deferral options indicated in article (12/1A).

B)- The student who forfeits his right to study in accordance with paragraph (A) above, or the one who withdraws from the University in accordance with paragraph (2.C) of article (12), may submit a new application for admission. If accepted in the same program, he/she shall maintain his study record in accordance with the study plan implemented at the time of return. The duration of the former study and postponement shall be counted within the maximum limit of the period required for graduation. In case of considering the academic record of the student, the duration of his disenrollment should not exceed four years.

Article 22: The student may be dismissed from the Program and shall not be re-admitted to the same program in the following cases:

1. If the student's accumulative average is less than (80%) in three successive semesters (the summer session is excluded).
2. If the student fails in any two courses during the designated study period.
3. If the student fails twice in the same course except for remedial courses.
4. If the student fails the Qualifying Examination twice.
5. If the student fails in the defense of his/her doctorate dissertation.
6. If the student does not successfully complete the requirements of the doctoral degree within the maximum designated period stated in Article (11/A).

7. If the student commits a violation that obligates his/her dismissal in accordance with the University laws and regulations.

SUPERVISION

Article 23:-Upon passing the Qualifying Examination and passing the required remedial courses, the student may register for the Doctoral dissertation.

Article 24:****A)-** The student shall apply showing the title of the dissertation, its project outline, name of the suggested supervisor, and the supervisor's approval, to the Chair of the Department.

B)- The student shall present the proposal of his/her dissertation in an open discussion session organized by the Department Graduate Studies' Committee and attended by the suggested supervisor, the co-supervisor (if applicable), the members of Graduate Studies Committee, and faculty members and graduate students interested in attending the discussion.

C)- The student shall carry out the required modifications, in the light of the open discussion and through coordination with his/her suggested supervisor. The proposal shall be submitted in its final form to the Department's Graduate Studies Committee to be sure of doing the modifications, then be submitted to the Faculty's Graduate Studies Committee to be endorsed and then to be sent to the Dean to take the suitable decision.

D)-The student should attach an acknowledgment with his/her dissertation's proposal saying that it has no plagiarism and that it is genuine.

** The article was amended upon the Deans' Council decision No. (12/2105).

Article 25 **:**A)-** Upon recommendation of the Faculty's Graduate Studies Committee based on recommendation of the Department's Graduate Studies Committee, the Dean shall issue a

decision concerning the appointment of the supervisor, the co-supervisor (if applicable), and an approval of the dissertation's title and its project. The Dean shall inform the Supervisor, the Chair of the Department, the Dean of the Faculty, and the Director of Admission and Registration of this decision.

- B)-** The Supervisor should be a professor or an associate professor of the University's teaching staff members. His/her narrow specialization and scientific publications should be in relation to the dissertation's topic.
- C)-** When necessary and upon a recommendation of the Faculty's Graduate Studies Committee based on the Department's Graduate Studies Committee, supervision may be under a full-time lecturer of the ranks/ Salary of professor or an associate professor.
- D)-** Visiting professors, or teaching staff members who are spending their sabbatical year at Yarmouk University may not be appointed as supervisors of dissertations.
- E)-** The dissertation's title and project may be modified and adjusted to fit the research requirements. In this case, the earlier procedure of title and project approval is applied.
- F)-** Upon a recommendation of the Faculty's Graduate Studies Committee based on a recommendation by the Department's Graduate Studies Committee, following a suggestion by the Supervisor, a teaching staff member who meets the conditions of supervision may be appointed as a co-supervisor.
- G)-** In justifiable cases, a co-supervisor (who meets the conditions of supervision) from outside the University may be appointed.
- H)-** Under exceptional circumstances, a teaching staff member who is on leave in Jordan and who meets the conditions of supervision may be appointed as supervisor.

I)- In justifiable cases, a supervisor may be appointed from other universities that offer joint programs with the University.

(j)- By the end of each study semester, the supervisor shall submit a progress report about the student to the Department's Graduate Studies Committee to be submitted to the Dean, in which he explains the student's advancement in his/her Research. If the report is negative, the student should be informed of that in two weeks from the date of the beginning of the following semester.

** The amendment was taken upon decision No. (2/2105), taken by the Deans' Council.

Article 26:-The supervisor or co-supervisor (if applicable), for exceptional reasons, may be replaced in the same manner he/she was appointed, upon request of the supervisor or that of the student.

Article 27: A)- A financial remuneration of (700 JDs), per each supervisee, shall be paid for the supervisor after the dissertation defense. The sum will be divided in half in case of co-supervision.

B)- Despite the provisions of paragraph (A), the supervisor shall be paid (350) JDs if the student is withdrawn or is dismissed. Exception to this is dismissal, in accordance with clause (5) of article (22) of the current regulations. The remuneration shall be divided into half in case of co-supervision.

Article 28 **::

A)- Upon a recommendation of the Faculty's Graduate Studies Committee based on a recommendation of the Department's Graduate Studies Committee, the teaching staff member (who is on sabbatical, loan, second ment, or unpaid leave) or the one who is retired due to his/her age, may continue supervising or co-supervising the student's dissertation, providing that he/she is spending his/her leave in Jordan, and that he/she had started supervision at least one semester prior to the leave or retirement. The student's interest should be considered in this case.

B) The teaching staff member who is on a leave outside the country (sabbatical, loan, second ment, or unpaid leave), shall not be allowed to continue supervising/ co-supervising the student's dissertation. The Faculty's Graduate Studies Committee, based on a recommendation by the Department's Graduate Studies Committee, recommend to the Dean to change the supervisor/ the co-supervisor in the same manner he/she was appointed.

Article 29:A)- The maximum number of dissertations the supervisor may supervise simultaneously shall be as follows:

1. (Six) dissertations for the Professor.
2. (Four) dissertations for the Associate Professor.

B)- The maximum number of dissertations the supervisor may supervise at the same time is equally applicable to both Ph.D. dissertations and MA theses.

****** The amendment was taken upon the decision of the Deans' Council No. (24/2104).

DEFENCE OF DISSERTATION

Article 30 *:A)- The student shall write the dissertation in sound language, following research methodology. It should be original, provide a new achievement, knowledge contribution to the field of specialization, and it should be scientifically integrated (no plagiarism).

B)- Upon the recommendation of the Faculty's Graduate Studies Committee based on the recommendation of the Department's Graduate Studies Committee and the suggestion of the supervisor, the Dean shall appoint a committee of the student's supervisor as chair, the co-supervisor (if any), and other four members three of them from inside the University who should meet the conditions of the supervision, and the fourth member, with academic qualifications and experience related to the dissertation's

topic, should be from outside the University. The Chair of the Committee shall oversee running the discussion.

C)- After the completion of writing and typing the dissertation, in accordance with the instructions and specifications indicated in the Guidebooks of the Deanship of Scientific Research and Graduate Studies and the specifications stipulated in these regulations, the student should submit one copy to the Dean and additional copies to the supervisor, who will submit them to all members of the Examining Committee at least (one) month prior to the date of the examination.

D)- In justifiable cases, a member of the Examining Committee may be a person of distinguished experience in the field of specialization at Yarmouk University or from outside, disregarding his/her academic degree or rank.

Article 31 **:A)- The Dean shall appoint a date for an open discussion of the dissertation upon a recommendation of The Department's Graduate Studies Committee and a suggestion of the supervisor, only after the student had completed all other requirements of the PhD and not before (ten months) had elapsed after the approval of the dissertation's title, in accordance with article (25A).

B)- The period between the date of the appointment of the committee and the date of the dissertation's examination shall not be less than a month. Copies of the dissertation shall be handed in to the Committee's members at least two weeks before the defense session.

C)- In justifiable cases and by a decision of the Dean, a member/ members of the committee may be replaced upon a recommendation of the Department's Graduate Studies Committee.

D)- The summer course shall not be considered of the ten-month period stated in paragraph (A) of this article, unless the student is registered in that course.

* The amendment was taken upon the Deans' Council Decision No. (24/2104).

****** The amendment was taken upon the Deans' Council Decision No. (12/2105).

Article 32: The defense procedures shall be as follows:

- A-** The student shall present a summary of the dissertation before the Committee, and then the chair of the Committee shall run the discussion.
- B-** Taking into consideration article (30A), the Committee shall adjourn the meeting for deliberation and taking decision by majority voting.
- C-** The Chair of the Committee shall announce its decision in the presence of the Committee's examining members and the student.
- D-** The Committee's decision shall include one of the following results:
 - 1. Pass.
 - 2. Fail.
 - 3. pass after amendments are implemented. In this case, the student shall carry out all the corrections and modifications required by the Committee within a period not less than a month, and not exceeding the following semester as of the date of the defense; otherwise, the student shall be considered to have failed. The semester in which the student carries out the modifications shall not be counted in the maximum period allowed to obtain the degree. The summer course shall not be considered for this purpose.
- E)-** The chair of the Committee shall submit the committee's decision, signed by all members, to the Department Chair, who will forward it to the Dean, the Faculty Dean, and the Director of Admission and Registration.
- F)** If modifications are required, the Committee members shall meet again to ensure that the modifications are carried out.

The chair of the Committee shall submit to the Department's Chair a report on the result signed by all Committee members and the decision shall be taken by majority voting.

DISSETATION SPECIFICATIONS

Article (33): The PhD dissertation shall be written in Arabic, with two abstracts one in Arabic and the other in a foreign language; each of which shall not exceed 400 words. While, in departments where a foreign language is used as a teaching medium, the dissertation should be written in that language, with a clear abstract in Arabic not more than 400 words.

Article (34): A)- The title page shall be prepared in accordance with the format specified by the Deanship of Scientific Research and Graduate Studies, showing details of:

1. The title of the dissertation.
2. The name of the student as it appears in the University official records.
3. The name(s) of the supervisor/ supervisors.
4. The following statement shall be written: "The Dissertation Submitted in Partial Fulfillment of the Requirements for the Degree of Doctor of Philosophy in ... at Yarmouk University".
5. The names and academic ranks of the members of the Examining Committee.
6. The date of the examination.

B)- A similar page to what appears in paragraph (A) above, showing the following statement in English:

“Dissertation Submitted in Partial Fulfillment of the Requirements for the Degree of Doctor of Philosophy in ...at Yarmouk University” or any similar in any other foreign language in which the dissertation was written.

Article (35): A)-The dissertation shall be submitted typed on size (A4) paper.

- B)** The Arabic text shall be typewritten in one space and half and in double spaces if it is typewritten in English.
- C)** A margin of 3.5 cm shall be left on the right side of the page in Arabic copies and on the left side in English copies. The other margins shall be 2.5 cm in breadth.
- D)-** The Department shall follow a uniform standard method for organizing the component parts of the dissertation. It should be distributed to its students of higher studies in accordance with the guidelines set by the Deanship for this purpose.

Article (36): Material used in the dissertation, in case the dissertation includes maps, photographs, or any other material, must be durable, and identical in all copies of the dissertation.

Article (37): The student should deposit a copy of the dissertation at the Department; a paper copy and an electronic one as PDF at the University library; and an electronic copy (on CD) at the Deanship of Graduate studies.

AWARDING THE DEGREE

Article (38): Upon a resolution by the Council of Deans following a recommendation of the Graduate Studies Council and a recommendation by the Faculty's Council and a suggestion by the Department's Council, the PhD degree shall be conferred upon fulfilling the following conditions:

- A)** Fulfillment of all the requirements stated in the effective statutes and regulations applied at the University.
- B)** Completing general graduation procedures applied at the University.

Article (39):-In accordance with paragraph (A) of article (8) of the Yarmouk Graduate Studies Statute No. (94) of the year (2003), when forming the Graduate Studies Committees at the Faculty and the Department, priority should be given to teaching staff members of higher academic ranks and equal opportunities should be taken into consideration in choosing members among those of professors' rank.

GRADUATE STUDIES COMMITTEES AND THEIR POWERS

Article (40) *: The Department's Graduate Studies Committee shall handle the following tasks:

- A)- Considering applications for enrollment in graduate Studies Program(s) at the Department, and specifying remedial courses for the students accepted, and recommending to the Faculty's Graduate Studies Committee to accept students in accordance with article (4, 5) of the current regulations.
- B) Organizing and supervising the Qualifying Examination and approving its results and communicating them to the Faculty's Graduate Studies Committee, the Dean, , and the Director of Admission and Registration.
- C) Recommending the followings to the Faculty's Graduate Studies Committee:
 - 1) Approving the dissertation proposal.
 - 2) Appointing the supervisor and co-supervisor (if applicable).
 - 3) Appointing the dissertation examining committees members.
 - 4) Approving the students' remedial courses.
- D) Recommending the followings to the Dean:
 - 1) Permitting students, in exceptional cases, to study the required remedial courses of their programs outside the University.
 - 2) Transferring in accordance with the rules of article (8) Of the current regulations.

** The amendment was taken by the Deans' Council's decision No. (24/2104).

- 3) Any other Graduate Studies' issues authorized by the Department's Council to the Committee.
- 4) Permitting students, in exceptional cases, to study not more than three credit hours of his/her non-compulsory courses outside the University.

Article (41) *: The Faculty's Graduate Studies Committee shall handle the following tasks:

- A- Coordinating issues related to graduate studies among different departments within the Faculty.
- B- Recommending to the Council the number of students suggested to be admitted.
- C- Recommending to the Council the setting of further conditions for admission in accordance with article (5) of the current regulations.
- D) Recommending the followings to the Dean:
 1. Approving the dissertation's proposal.
 2. Appointing the supervisor and the co-supervisor (if applicable).
 3. Appointing members of the examining committees.
 4. Recommending to the Dean the students' admissions in accordance to articles (4, 5) of these regulations.
 5. Deciding on the remedial courses and recommending them to the Dean.
- E) Any other issues related to graduate studies delegated to the committee by the Faculty Council.

 ** The article was amended upon the Deans' Council's decision No. (24/2104).

STUDENT ASSISTANSHIPS

Article (42):- The University Council shall allocate in the Deanship's budget a sum of money for assistantships granted to outstanding graduate students at the University following recommendations by the Graduate Studies Council, in the light of the recommendations of the councils of the Departments and Faculties.

Article (43): The budget of student assistantships shall consist of the followings:

1. The sums allocated by the University Council following the recommendation of the Graduate Studies Council.

2. Grants, donations, contributions, and *waqfs*(endowments) accepted by the University.

Article (44):A)- Graduate assistantship applications shall be submitted to the Deanship on a special form designed for this purpose.

B)-Academic departments, which have graduate studies programs, shall provide the Deanship of Scientific Research and Graduate Studies by the number of assistantships required by Department prior to the beginning of the semester. The final number shall be deliberated and approved by the Council of Graduate Studies considering the allotted budget in that semester.

Article (45):A)- The assistantship shall be granted by a decision of the Council, pursuant to a recommendation by the Department's Council to meet the research and teachings needs.

B)- The student's excellence of performance and eligibility to conduct academic research shall be taken into consideration in granting the assistantship.

Article (46) **: 1-An assistantship shall provide a sum of 150 JDs/per month and a 50% waiver of the student's University tuition fees and fees for courses that he/she passes successfully in the semester of the assistantship. Article (48) of the current regulations should be taken into consideration.

2- In case, the student's load is less than (6) credit hours as a result of dropping a certain course of his/her academic, record after being granted the assistantship, a sum of (150) JDs shall be paid monthly for him/her in return of the teaching load he/she carried out.

Article (47):- The assistantship shall be given on a semester basis and may be renewed following the same previous procedure, providing that the period does not exceed six semesters (excluding the summer semester).

Article (48):- The student who applies for an assistantship shall fulfill the following conditions:

- A) His/her minimum study-load shall not be less than (six) credit hours and his/her maximum study-load shall not exceed (nine) credit hours.
- B) His/her accumulative average should not be less than 88%.
- C) He/she should not be supported by any other scholarship or grant whether from the University or from outside, unless the allocations of the scholarship or the grant are below those of the assistantship. In this case, the student shall be paid an amount equal to the difference between both, provided that he/she shall work at the Department for a number of credit hours that is equivalent to the sum he/she is paid.

 ** The article was amended by the Deans' Council's decision No. (12/2105).

- D) The assistantship shall be granted based on competition depending on the student's accumulative grade average in his/her specialization, if the student should have passed successfully at least six credit hours (excluding remedial courses). The Council may set further competition criteria based on the number of credit hours successfully passed and the number of previously granted assistantships.
- E) In exceptional cases and considering the Department's needs, an assistantship may be granted to students whose accumulative grade average and minimum studied and registered credit hours are less than what is indicated in items (A/B) above or upon the Department Council's recommendation if the finished credit hours are less than what is stated in paragraph (D).

Article (49) **:A)- The student who is granted an assistantship shall be committed to working at the Department (15) hours/ per week in teaching. Not more than (9) teaching hours or supervision of laboratory might be assigned to the student.

B)-The assistantship shall be cancelled in the two following cases:

1. If the total of the registered credit hours in his study plan is more than (9) hours, considering article (48/E) of the regulations.
2. If the student withdraws his/her application for assistantship, or upon a decision by the Department's Graduate Studies Committee.

Article (50): -The student's account at the University's website and the Advertisements at the bulletin boards in the faculties, departments and deanships, are the only official sites used for informing the student of any decisions (such as status including: dismissal from the university, probation, putting him/ her under monitoring condition, ...etc.). In any case, decisions are irrevocable.

Article (51) **: -If it is proved that the student has violated the academic traditions and scientific integrity, he/she shall be questioned by the Graduate Students Investigation Committee at the Deanship of Scientific Research and Higher Studies.

Article (52): -The Council of Deans shall settle the problems or complications that may arise from the application of the current regulations.

Article (53): -The current regulations shall cancel the former regulations of the PhD Program at Yarmouk University No. (2), of the year (2008) and their amendments.

Article (54): The President, the Dean, and the Director of Admission and Registration shall be responsible for the implementation of these Regulations.

** The article was amended by the Deans' Council Decision No. (12/2105).