



هيئة اعتماد مؤسسات التعليم العالي وضمان جودتها
Accreditation and Quality Assurance Commission for Higher Education Institutions

General Framework for Program Accreditation Guidelines and Standards for Bachelor of Medicine (Medical Doctor)

No. (7) for the Year 2010, Amended by virtue of the Commission Board Decision No. (283/27/2017) Dated (26/7/2017) and Issued in accordance with Paragraphs (A, K) of Article (7) of the Higher Education Accreditation Commission's Law No. (20) for the Year 2007 and its Amendments

Article (1):

These guidelines are called the General Framework for Program Accreditation Guidelines and Standards for Bachelor of Medicine (Medical Doctor) No. (7) for the Year 2010, Amended by virtue of the Commission Decision No. (283/27/2017) Dated (26/7/2017) and Issued in accordance with Paragraphs (A, K) of Article (7) of the Higher Education Accreditation Commission's Law No. (20) for the Year 2007 and its Amendments

Article (2): Program Goals and Learning Outcomes

The Bachelor of Medicine shall have a clear, and reasonable mission, goals and learning outcomes that are consistent with the Faculty's vision, mission and goals.

Article (3): Syllabus

A. The minimum number of the credit hours to obtain a bachelor's degree in medicine according to the major accreditation standards is distributed as follows:

	Credit hours
University requirements	From (21) credit hours to (27) credit hours, or according to the decisions of the Higher Education Council
Basic fields requirements (for the first three years)	(35%) out of total number of credit hours maximum
Clinical fields requirements	55% out of total credit hours minimum

B. Courses are distributed in the study plan to offer the following fields of knowledge:

1. Basic fields of knowledge:

The minimum credit hours for each of the basic fields are determined according to the program accreditation standards for Doctor of Medicine program, including practical courses.

2. Clinical fields of knowledge:

The minimum credit hours for each clinical field are determined according to the program accreditation standards for Doctor of Medicine program, including practical courses.

Article (4): Academic Staff

First: Faculty members of the basic and clinical fields:

1. Basic fields requirements:

The minimum number of faculty members in the basic fields is 12 full-time faculty members who hold a PhD degree in the major, at least two of them should be associate professors.

2. Clinical fields requirements:

A. After four years of first accreditation, the minimum number of faculty members in the clinical section shall be 24 full-time faculty of PhD holders or an equivalent degree in the major, two of them at least should be associate professors.

B. The full-time faculty whose degree is equivalent to the PhD should fulfill the following:

1. Having bachelor's degree in medicine and surgery or its equivalent (Doctor of Medicine) from an educational institution recognized by the university.

2. Having bachelor's degree during not less than 5 years.

3. Having received a programmed and gradual training in the general and minor major (according to the nature of the major) in educational hospitals during not less than four years in the country granting the certificate and obtained the American board or its equivalent. Or Holding the Jordanian high specialization certificate in general or minor major, and having received a programmed and gradual training in the general and minor major in an educational hospital for three years (or two years outside Jordan and a year in Jordan after the period of the scholarship ends) and having a qualifying professional certificate to work in the target specialization in one of the European Union countries, the United Kingdom, Ireland, Australia, New Zealand or Canada.

4. Having the certificate of the Jordanian or Arab Medical Council to practice his general and minor major, if any.

C. The part-time clinical instructor of medicine must fulfill the following conditions:

1. Having the Jordanian Board in the required major, at least.

2. Having practiced his major for at least three years after obtaining the Jordanian Board.

3. Having received a programmed training in clinical teaching methodologies once every two years.

Second: Diversity in the sources of doctoral degrees for faculty members.

Third: Appointing PhD holders at the institution taking into account (80% at least of them shall be Jordanian, provided that (50% at least in a program). In case that there is more than one program in the major, the same percentage is taken into consideration for the faculty members in all programs for the same major.

Fourth: Appointing at least 50% of the faculty members with contracts of three years at least.

Fifth: The certificate of the Faculty member must be sequenced from the bachelor degree to the PhD with the same major, taking into consideration interdisciplinary majors.

Sixth: The maximum weekly teaching load for faculty members and full-time instructors is:

- 9 credit hours for professors.

-12 credit hours for associate professors or assistant professors.

-15 credit hours for assistant lecturers and practicing professors.

- 06 credit hours for part-time lecturers (provided that an approval is obtained from the institution he works for as a full-timer).

Article (6): Students

A. The overall number of students to the number of faculty members must not exceed (20: 1) for the basic stage.

B. The overall number of students to the number of faculty members must not exceed (8: 1) for the clinical stage.

C. Students enrolled in the university are considered regular in their studies, including students enrolled in private study and those who postponed or dropped out.

Article (7): Capacity

For the purposes of calculating the absorptive capacity for medicine major, the following shall be taken into consideration:

1. The Basic Sciences:

A. Full-time PhD holders for the basic stage.

B. The percentage of full-time medicine master's or higher specialization holders to the full-time PhD holders must not exceed 10%.

2. Clinical Training:

A. Full-time holders of PhD degree or its equivalent, including full professors, associate professors, or assistant professors.

B. The percentage of full-time lecturers in medicine to the full-time PhD holders of different ranks (full professors, associate professors, and assistant professors) must not exceed 10%.

C. The part-time clinical lecturers may be calculated by the actual number available in the faculty. In all cases, the percentages must not exceed the following:

1. A maximum of 25% of PhD holders or its equivalent in the clinical stage is calculated if the number of full-time faculty members holding a PhD degree or its equivalent in the clinical stage is less than fifty faculty members.

2. If the number of full-time faculty members holding a PhD degree or its equivalent in the clinical stage is more than fifty and does not exceed one hundred, 25% is calculated for the first fifty and 35% of the remainder of PhD holders or its equivalent in the clinical stage.

3. If the number of full-time faculty members holding a PhD degree or its equivalent in the clinical stage is more than one hundred, 25% is calculated for the first fifty, 35% for the next fifty, and 50% of the remainder of PhD holders or its equivalent in the clinical stage.

Article (8): Laboratories

1. The minimum space for each laboratory shall be (60) square meters.

2. The computer laboratory must be equipped with at least twenty modern computers.

3. The maximum capacity for each laboratory is 20 students.

4. The supervisor must have at least a bachelor's degree in the major and his supervisory load does not exceed (18) working hours per week.

5. The names of the required laboratories and equipment for each shall be determined according to the major accreditation criteria.

6. Equipping the basic laboratories with the necessary devices before the beginning of teaching and preparing the major laboratories before the beginning of the second year from the date of major approval.

Article (9): The hospital

A. A teaching hospital on the university campus (or owned by the university) must be provided at the beginning of the first year from the date of obtaining the license for the major with a capacity of no less than 200 beds. In all cases, the total number of students in the clinical stage must not exceed the number of beds.

B. Applying the educational hospital's standards and specifications issued by the Commission's Council's Resolution No. 227 of 20 May 2015

Article (10): Educational Resources

**The following educational equipment, tools and means must be provided:
(According to the major)**

- **Projectors and teaching aids (electronic and traditional).**
- **Sufficient materials (electronic and other) related to the major.**
- **A number of educational and statistical programs required for the major.**
- **A modern computer for each faculty member.**

Article (11): Assistant technical staff

A. Laboratory supervisors:

The necessary number of laboratory supervisors shall be appointed with a bachelor's degree in the major, so that the percentage of students to the supervisors in one laboratory during teaching does not exceed (20: 1) and the supervisory load does not exceed 18 working hours per week.

B. Laboratory technicians:

At least one technician shall be appointed for each section holding intermediate diploma degree as a minimum.

Article (12): Information Resources

The university is committed to providing the following:

A. Books:

Providing at least five different titles for each course in the study plan, with at least two copies of each title. Books must be the last issue.

B. Periodicals:

Providing periodicals for each major in paper and / or electronic forms, and this shall be for at least five previous years.

Article (13): General requirements

At the department or major level:

- **Head of department in the field of major with at least 3 years teaching experience.**
- **An office for the head of department and a full-time secretary for the department's affairs**
- **The necessary equipment to serve the faculty members.**
- **A website for the department on the university's intranet containing all academic information.**
- **A mechanism to review the programs' study plans periodically.**
- **An integrated archive of courses, indicating the study plan, educational content, educational outputs, exam forms, assignments, practical experiences and model answers, samples of corrected student exam papers and assignments (highest, middle and lowest), forms of field training reports, graduation projects, student records,**

counseling, graduates and their workplaces, the minutes of department Council's meetings, and the different academic committees.

- Providing a photocopier in each academic department to serve the administrative work and faculty members. One photocopier may be provided for each two departments if there is a central photocopy unit in the faculty.
- Providing adequate billboards in the faculty (traditional or electronic).
- A description of the courses that includes the objectives, the course content, evaluation methods, references, teaching methods and expected outputs.
- Providing paper and electronic brochures necessary to introduce the major, its objectives, study plan, educational outputs, and the like.
- Providing an office to communicate with the labor market and follow up on clinical training, graduation projects and research projects.

Article (14) Student evaluation methods:

Students' performance is evaluated using various methods such as:

- Examinations of all kinds.
- Graduation projects.
- Clinical training reports.
- Student research and reports.

Article (15)

- **Providing Quality Assurance Office at the level of the Faculty of Medicine so that it follows up the quality procedures within the framework of criteria and indicators for academic programs issued by the Accreditation Commission.**
- **The Quality Assurance Office submits a self-evaluation report every two years, within the framework of principles and criteria, through accurate indicators measurement.**

General Provisions

Article (16)

If the major does not obtain a special accreditation and teaching does not begin in two years after its licensing, recommendations are raised to the Higher Education Council to cancel it.

Article (17)

A request for special accreditation or raising the private absorptive capacity of any major in the educational institution is not considered if it has violations or fines due to the Commission until such breaches are removed or fines are paid. If such violations are repeated, the request is only considered after at least one semester from the date of removal.

Article (18)

The Commission's Council shall make decisions related to issues not stipulated in these instructions.

Article (19)

These instructions cancel any previous provisions or decisions that contradict them.