

**Accreditation & Quality Assurance Commission for Higher
Education Institutions**

**Guide for Quality Assurance Criteria for the
Law Program**

2021

Preface

This Guide for quality assurance criteria and procedures for the Law Program presents guidelines for the Jordanian faculties of law which apply for the Quality Assurance Certificate issued by the Jordanian Accreditation and Quality Assurance Commission for Higher Education Institutions. It encompasses the approved set of quality assurance criteria for the law program and the guidelines issued by the Commission in this respect. This will help the Jordanian faculties of law conduct the self-assessment study, which is an important part of the procedures for obtaining the Jordanian Quality Assurance Certificate.

In addition to this Guide, Jordanian faculties of law can get further information about quality assurance by participating in workshops periodically held by the Commission for those in charge of self-assessment, or through communicating with the Commission's Quality Assurance Directorate.

It is our hope that those in charge of self-assessment at the Jordanian faculties of law will provide the Commission with their comments and suggestions on the content of this Guide to enable the Commission to modify and update it in future editions.



His Majesty King Abdullah II Bin Al Hussein



His Royal Highness Prince Hussein Bin Abdullah II

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1- Criterion One: Strategic Planning

The Faculty of Law shall have a strategic plan based on a clear vision and declared mission and objectives within a system of values consistent with the University's mission and objectives and the role of the law graduate in the community. There shall be a mechanism for on-going strategic planning that ensures periodic review of the Faculty's strategic plan.

Planning is one of the most important functions of management in modern institutions, and is an integral part of it. It is an organized process that depends on a precise scientific method of work, through genuine interaction with the community's problems, proper and realistic assessment of its needs, resources and capabilities, and preparation of a general framework for a realistic plan that can be implemented in line with available assets.

The culture of strategic planning shall be one of the most important priorities of educational institutions to face obstacles and challenges. University strategic planning is a new culture, and way of thinking and performance informed by the vision and strategic goals of each university to contribute to achieving its objectives.

Under this criterion there are two sub-criteria. A description of the elements of these criteria, their indicators, the manuals and the documents required to achieve them are described below.

1-1 Sub-criterion One: The Faculty's Vision, Mission and Objectives

The Faculty of law shall have a vision that reflects its mission, image, role, and standing among national, regional, and international faculties of Law. The Faculty shall also identify, and internally and externally disseminate its mission and aims within a value system in harmony with the University's mission and aims. The Faculty shall translate all of this into specific knowledge outcomes that reflect its idea of its graduate's knowledge, skills, role, and values he/she shall honour in practising his/her profession

1-1-1 Elements of Sub-criterion One:

1. Vision
2. Mission
3. Objectives
4. Values

1-1-2 Indicators of Sub-criterion One:

1. The Faculty's vision must include a description of its role and position among local, regional, and international Faculties of Law.
2. The Faculty's mission must provide a clear description of its graduate as regards the skills of analysis, research, communication, continuing education, etc; knowing the basic principles and foundations of the major areas/ branches of law; acquiring the values for carrying out his/her role in society in respect of justice, promoting the rule of law, and maintaining equity. The Faculty's mission shall also identify its contribution to research and community service.
3. The Faculty's vision, mission, and objectives must be compatible and in agreement with those of the University.
4. The mission and objectives shall be integrated so that a clear identification is provided of the legal law's intended learning outcomes in respect of knowledge and skills.
5. Values shall be compatible with the expected role of Law graduates and their personal and academic qualification in accordance with educational outcomes informed by the (Faculty's) mission and objectives.
6. Drafting shall be accurate and clear.
7. Educational outcomes shall be measurable.
8. There shall be a transparent mechanism for preparing the vision and mission and identifying the aims of the Program with the participation of faculty members and students, and through communicating with the Bar/ lawyers Association, the Judiciary council, the Judicial Institue and other relevant bodies. The same mechanism shall be followed in identifying objective circumstances and foundations justifying the vision, mission, and aims.
9. Transparency must be maintained in means of disseminating the vision, mission, and aims in the Faculty's publications and on it website, and as concerns the study plan made public to students.
10. Faculty members and students must be well-aware of the Faculty's vision, mission, aims and values.
11. There shall be a regular periodic review and evaluation of the Faculty's vision, mission and aims. Methods of evaluation shall comprise benchmarking against similar faculties, and consulting bodies (and organizations) interested in legal education and legal professions. The vision, mission, aims or the study plan shall be amended in light of this review and evaluation.

1-1-3 Evidence, documents required for Sub-criterion One:

- ✓ Documented preparatory work: minutes of meetings indicating participation of academic departments in formulating the Faculty's

vision, mission, aims and values; and non-final drafts of the vision, mission, aims and values (if available)

- ✓ Decisions and recommendations of competent committees in respect of the strategic plan's formulation, application, and evaluation.
- ✓ Decisions of forming the committees charged with preparing the Faculty's vision, mission, aims and values
- ✓ Internal and external correspondence related to consulting relevant bodies in respect of drafting and evaluating the vision, mission, aims and values
- ✓ Documenting workshops, training courses, and seminars dealing with strategic planning, and also documenting participation of members of relevant committees in them. This documentation process may, for example, include lists of participants, or working papers, or lectures, television, audio or photographic recordings.
- ✓ The Faculty's website, its relevant publications, students study or counselling plans, and the University's annual report.
- ✓ Minutes of meetings, and documenting workshops, questionnaires, and other tools of review and evaluation.
- ✓ Course syllabi indicating that faculty members are well aware of the Faculty's mission, and aims, and reflect them in the declared aims and outcomes of each courses syllabus.

1-2 Sub-criterion Two: The Strategic Plan

The Faculty of law shall have a realistic strategic plan with a specified time frame in harmony with its vision, mission and aims. Therefore, drafting / formulating the strategic plan shall be informed by mechanisms that guarantee participation of all legal education stakeholders, who shall also follow up its implementation, development, review, and emendation in accordance with measurable performance and outcomes indicators to be used in setting aims for a future strategy.

1-2-1 Elements of Sub-criterion Two

1. Analysis of the external and internal environment
2. The Faculty's strategic domains
3. The Faculty's strategic aims
4. Implementation Plan
5. Risk management plan
6. Performance Indicators
7. Benchmarking

1-2-2 Indicators of Sub-criterion Two

1. Coherence and consistency of the Faculty's strategic analysis and how it relates to the strategic aims of the University, and its strategic plan's domains and aims.

2. The strategic plan's focus areas shall cover the Faculty's aims, mission and values: introducing and developing new academic programs, cooperating and establishing external relations with professional institutions and Arab and foreign faculties of law, developing human resources and scientific research, and enhancing the role of the Faculty in community service and promoting legal education and culture, etc.
3. There shall be swot analysis studies of academic programs, learning outcomes, human resources, etc. Opportunities conducive to developing legal education, attracting students, graduating students who meet the requirements of the needs and challenges of the local and regional market (financial challenges, and local and regional competition) shall be identified .
4. The Faculty's strategic aims shall be realistic and shall take into consideration the human, financial, and physical resources required for achieving them, as well as making these requirements available within the time frame of the strategic plan.
5. Benchmarking with similar faculties at the local, regional, and international levels.
6. Accuracy, clarity, and measurability of aims.
7. The elements of the implementation plan shall be thoroughly covered.
8. There shall be a plan for managing opportunities and risks.
9. Commitment to tools and means of review and evaluation

1-2-3 Evidence and Documents Required for Sub-criterion Two:

- ✓ Documentation mechanisms for identifying the components of the internal and external environments and their outcomes.
- ✓ Evidence of the Faculty's employees (or their representatives) participation in preparing the implementation plan.
- ✓ Minutes of meetings of committees and councils involved in preparing the Faculty's strategic and implementation plans.
- ✓ Evidence of publishing and disseminating the strategic plan to the Faculty's relevant departments and persons, and urging them to abide by its content.
- ✓ Policies and mechanisms followed in the event that the Faculty is unable to continue implementing the strategic plan.
- ✓ Minutes of meetings, tools, and means of following up the implementation of the strategic plan.
- ✓ Improvement plans in light of review and benchmarking

2- Criterion Two: Governance

The Faculty's administrative and academic structure, and allocation of duties and responsibilities shall be based on official written and declared mechanisms and principles. Duties, responsibilities and decisions shall be carried out in a transparent and fair manner within clear and documented administrative and financial monitoring measures at the level of the university and Faculty.

The governance theme represents the general framework of any educational institution or faculty, as it represents the laws, by-laws and decisions that help in making decisions and taking actions and in the identification of clear and specific roles of staff within any organization informed by a high level of transparency and monitoring, aiming at achieving quality and excellence in the performance of any institution. There are three sub-criteria that fall under this criterion. We will now discuss each criterion separately in terms of the elements, indicators, evidence and documents necessary for achieving it.

2-1 Sub-criterion One: Legislations

The University and the Faculty of Law shall have official, written and declared policies and criteria for selecting administrative and academic leadership and for specifying their job description, responsibilities and criteria for carrying them out.

2-1-1 Elements of Sub-criterion One:

1. Policies
2. By-laws
3. Regulations
4. Principles, procedures and criteria

2-1-2 Indicators of Sub-criterion One:

1. Identifying the by-laws and foundations in respect of the responsibilities of the Faculty's councils and departments in accordance with laws and by-laws in effect.
2. There shall be declared policies regarding the Faculty's business in accordance with laws and by-laws (in effect).
3. Principles, procedures, and criteria shall be in harmony with by-laws and regulations.
4. Principles, Procedures and criteria the Faculty's councils and departments follow in carrying out their tasks and responsibilities shall be declared.

2-1-3 Evidence of sub-criterion one:

- √ Legislation(s) manuals
- √ The University and faculty websites, and evidence of disseminating other university legislations.
- √ Files, minutes of meetings, and decisions concerning identifying and applying regulations, foundations, procedures and criteria
- √ Decisions in respect of forming committee concerned with reviewing regulations and procedures at the level of the Faculty and its academic departments.

2-2 Sub-criterion Two: Leadership and Academic Management

There shall be a specific organizational structure and job description for the Faculty of Law that requires appointment in leadership positions, and as members of councils and committees to be by competent academicians or administrative staff in accordance with transparent procedures and performance indicators. The Faculty's organizational structure shall include committees or units for extracurricular activities for developing the students' professional skill, and for developing on-going relations with professional institutions such as the bar Association, and local courts.

2-2-1 Elements of Sub-criterion Two:

1. Organizational structures
2. Governance councils
3. Duties and responsibilities
4. Job descriptions
5. Performance evaluation and accountability

2-2-2 Indicators of Sub-criterion Two:

1. The shall be macro and micro organizational structures covering the Faculty academic and administrative areas/ domains including extra-curricular activities, and involving professionals as consultants.
2. A mechanism for building, approving and reviewing organizational structures.
3. A mechanism for preparing, documenting, and reviewing tasks, responsibilities, and job descriptions.
4. The qualifications of the Faculty's administrative and academic leadership shall be in agreement with the relevant job descriptions and legal provisions.
5. Procedures for performance evaluation and accountability, and documenting their results.

2-2-3 Evidence and documents required for Sub-criterion Two

- ✓ The University's organizational structure
- ✓ The Faculty's organizational structure
- ✓ Decisions and recommendations in respect of appointing the academic leadership of the Faculty and its departments.
- ✓ Evidence of allocating work in the Faculty according to the organizational structure
- ✓ Evidence of the University administration's abiding by organizational lines of authority
- ✓ The Faculty councils files / minutes of meetings
- ✓ Job description files: tasks, responsibilities, and powers authority of departments, and their chairs and employees.
- ✓ Performance and accountability files (record of real cases in the Faculty)
- ✓ Decisions of delegating authority by the Faculty's administrative heads / chairs in accordance with legislations in effect.
- ✓ Decisions of forming professional extra-curricular committees issued by the Faculty's Council and identifying their responsibilities, in addition to providing their minutes, and the minutes of the Faculty council meetings dealing with the review of the performance of these committees.
- ✓ Decisions of forming advisory committees comprising legal experts and professionals, and identifying their advisory tasks to the Faculty Council.

2-3 Sub-criterion Three: Integrity

The University and the Faculty of law shall have official monitoring tools and procedures for assuring the integrity and fairness of academic, financial and administrative measures. There shall also be public foundations and measures for applying incentives, penalties, and grievances.

2-3-1 Elements of Sub-criterion Three

1. Transparency
2. Fairness
3. Incentives and disciplinary sanctions

2-3-2 Indicators of Sub-criterion Three

1. Applying transparency in the implementation of all governance criteria
2. Measures for attaining justice and providing equal opportunities
3. Principles of procedures for granting incentives and issuing disciplinary sanctions

4. Grievance procedures and follow-up.
5. Procedures for activating the role of administrative and financial monitoring.

2-3-3 Evidence and Documents required for sub-criterion three

- ✓ Files of the Faculty's administrative and technical staff (appointment, promotion, discipline, and termination of services)
- ✓ Files of the Faculty's teaching staff (appointment, promotion, leaves, resignation, and termination of services)
- ✓ Files of people sent on scholarships, who are now faculty member at the University, those facing problems, and those who do not report to work at the University (in violation of the provisions of their contract)
- ✓ Files of scholarships, missions, and training workshops for academic, administrative and technical staff.
- ✓ Recommendations and decisions concerning appointing academic and administrative faculty and department leadership.

3. Criterion Three: Academic Programs

The University and Faculty of law shall lay down an official public policy for introducing, evaluating, modifying and developing academic programs. Each academic program in the Faculty of law shall have specific learning outcomes as regards knowledge and skills in agreement with the Faculty's mission and objectives. The Faculty shall also have study plans implemented through teaching and learning methods appropriate for realizing the Program's aims, in addition to measures of evaluation and modification of students' performance to ensure achieving teaching and learning outcomes and measuring faculty members performance.

The academic program's domain represents one of the important criteria to ensure getting university accreditation, which cannot be achieved by any educational institution unless it has clear goals and regulations that are consistent with its educational mission and ensure its ability to continue attaining the educational mission and its desired objectives. This helps in keeping up with the requirements of this century and in earning the satisfaction of the local and global communities with the university's outcomes, which would determine its sustainability or unsustainability.

There are three sub-criteria that come under this theme. We will now discuss each criterion separately in terms of the elements, indicators, evidence and the documents necessary for achieving it.

3-1 Sub-criterion One: Teaching and Learning Policies

The University and the Faculty of law shall follow public procedures and criteria for introducing and developing new academic programs, and shall develop appropriate student admission criteria, and shall have also carefully studied methods of teaching, and methods for following up students' progress and measuring their achievement in respect of knowledge and skills

3.1.1. Elements of Sub-criterion One

1. Introducing and developing academic programs
2. Admission, equivalency and transfer policies
3. Teaching and learning methods

3.1.2. Indicators of Sub-criterion One

1. Policies of introducing, developing, and terminating academic programs
2. Policies on admission and graduation
3. Policies and procedures of student admission and graduation
4. Policies and procedures of transfer of students and equivalence of courses
5. Academic programs shall meet the labour market needs
6. On- going periodic review, modification, and development of academic programs
7. Role and responsibility of councils in carrying out and following up teaching and learning policies.
8. publishing all academic programs' intended learning outcomes
9. Identifying the intended learning outcomes of each course in the study plan in respect of knowledge and skills
10. There shall be an identification of the minimum level required for the student's success in the course including oral and written expression skills in legal Arabic.
11. There shall be extra curricular activities in support of the study plan through focussing on the professional aspects, developing the students' personal and professional skills, and giving the students the opportunity of interaction with lawyers and judges in the area of legal practice.

3-1-3 Evidence and documents required for Sub-criterion One

- √ Minutes and studies of introducing and terminating academic programs
- √ Evidence of procedures of exploring the correlation and harmony between academic programs and the labour market needs
- √ Minutes committees and councils concerned with on-going review, evaluation and development of academic programs, and evidence of action taken in respect of following up and implementing these councils' recommendations and decisions.
- √ Samples of student admissions, and files of students comprising their academic records, transfer, equivalence of courses, and graduation.
- √ Studies and questionnaires concerning the effectiveness of the Faculty's programs and the satisfaction of stakeholders (employers, professional sectors of the market, students, and graduates) with the outcomes of education. These studies shall indicate the review, evaluation and development of academic programs.
- √ A correlation matrix of goals and learning outcomes.
- √ Evidence of publishing / disseminating the intended learning outcomes (the website, student's guide, study plans, and course syllabi)
- √ Evidence of the Faculty's extra-curricular activities

3-2 Sub-criterion Two: Study plans

Each academic program in the Faculty of law shall have a study plan comprising its admission conditions, courses, general outcomes, and courses necessary for implementing knowledge and skills. Tools and means necessary for implementing the program and achieving its outcomes must be provided.

3-2-1 The study plans include two key elements:

1. A Bachelor's program
2. A Graduate program

Following is a discussion of the indicators, evidence and documents required for the study plans criterion of each program

3-2-2 Indicators of Sub- Criterion Two

3.2.2.1 Indicators in respect of the Bachelor's program:

1. The study plans of offered programs must be clear and of high quality.
2. Identifying the outcomes of each course as regards knowledge and skills which are in agreement with its content and level
3. Methods of teaching (lectures, discussion seminars, group work, etc) shall be in agreement with the outcomes of teaching and learning. They shall also ensure providing equal opportunities to students in respect of benefiting from the number of students in the section, office hours and support extra-curricular activities.
4. The degree of agreement and relevance of offered programs with the vision, mission, and aims of the University and the Faculty.
5. Policies and procedures for periodic evaluation and development of study plans
6. Content and components of academic programs and their modernity
7. Student guidance and counseling programs
8. Students' attendance policy
9. Degree of consistency of faculty members qualifications with areas of specialization.
10. Providing academic program's required educational resources.
11. Policies for following up and ensuring the quality of offered programs inputs and outputs, procedures, and activities.
12. Student exchange programs with other universities.

3.2.2.2 Indicators in respect of the graduate program:

(In addition to the indicators of the undergraduate program)

- 1- Policies and procedures of admission in respect of the Higher Diploma, the Master's, and doctoral programs.
- 2- Offered programs must be comprehensive, advanced, and properly sequenced
- 3- Graduation requirements for the Higher Diploma, the Master's and the comprehensive examination for the Master's.
- 4- Regulations for writing scientific these and dissertations.

- 5- Providing an adequate number of full-time qualified and experienced faculty members (teaching staff) commensurate with the areas and levels of offered programs
- 6- Abiding by the time-duration allocated for offered programs.
- 7- Assistantships and grants given to graduate students

3-2-3 Evidence and Documents Required for Sub-criterion Two

■ Evidence and Documents Required in Respect of the Bachelor's Program

- √ Samples of study plans and their objectives, course description and scientific up-to-date English and Arabic references
- √ Tools and procedures used in developing study plans
- √ Student Guides
- √ Evidence of procedures dealing with the policies of study plans, and their on-going periodic evaluation and development.
- √ Minutes of meetings of committees and councils related to evaluating and developing academic programs
- √ Statistics of the number of teaching staff members, their scientific ranks and specializations.
- √ Regulation and procedures of testing and grading
- √ Course files for the last two semesters comprising course syllabi, and samples of measurement and evaluation tools, students' work, results, and evidence of attendance
- √ The forms used in the academic guidance of students
- √ Statistics of the number of students withdrawn or dismissed from the Program and measures taken for explaining these cases of withdrawal and/or dismissal
- √ Proofs of follow-up on the quality assurance of the programs offered
- √ Evidence of students professional progress after graduation, and evidence of communicating with them.
- √ Statistics of the number of students benefiting from student exchange programs with other universities

■ Evidence and Documents Required in Respect of the Graduate Program

(In addition to the evidence related to the undergraduate program mentioned above)

- √ Graduate studies programs' guides
- √ Guides focussing on developing student knowledge, analysis, and professional skills in implementing courses syllabi
- √ Guides for the preparation of dissertations and theses
- √ Regulations and procedures for testing and grading in respect of graduate studies
- √ Regulations and procedures for conducting prelims and comprehensive examinations, with samples of these examinations, and documenting their results
- √ Statistics on the number of students benefiting from grants and scholarships offered to post-graduate students

3-3 Sub-criterion Three: Evaluation of Learning Outcomes

The Faculty of law shall follow official procedures comprising means of measurement and evaluation of student performance which are appropriate for each course regarding its intended knowledge and skills, and which also provide equal opportunities for students to show the extent of realizing these outcomes. The Faculty shall also have procedures for exploring the extent of satisfaction of society and the labour market with the quality of teaching learning outcomes. There shall also be criteria and procedures for evaluating faculty members performance

3-3-1 Elements of Sub-criterion Three

1. Evaluation of student performance
2. Evaluation of teaching staff members' performance
3. Graduates and the labour market

3-3-2 Indicators of Sub-criterion Three

1. Policies and procedures for evaluating student performance, which shall be given in course syllabi.
2. Means of measurement and evaluation shall be diverse and appropriate for measuring the course's indented knowledge and skills outcomes. They shall also give students equal opportunities to express their abilities including:

- written examinations including essay-questions and solving practical problem appropriate for the level of the course
 - Oral and other related examinations for measuring public speaking skills, and making presentations which enhance self- confidence
 - Doing research
 - Drafting legal regulations and ideas
 - speaking, writing, and making public speeches in Arabic
3. Policies and procedures for evaluating faculty members
 4. Consistency and agreement of educational outcomes with the labour market requirements, especially the requirements for joining the training program for lawyers.
 5. The outcomes of the academic programs and courses shall be of high quality.
 6. Ratio of the number of students to the number of faculty members.
 7. Cooperation agreements related to extra curricular activities for training students.

3-3-3 Evidence and Documents Required for Sub-criterion Three

- √ Surveying students' opinions concerning educational outcomes
- √ Surveying teaching staff members' opinions concerning the educational outcomes
- √ Course files for the last two semesters
- √ Surveying the percentage of employed graduates
- √ Surveying the percentage of graduates who received the call to the Bar Association within the minimum time limit since joining the Bar Association, or the percentage of those admitted to the lawyers training institute (if available) compared with graduates of other faculties.
- √ Studies on the labour market and graduate and employer satisfaction
- √ Plans for on-going improvement
- √ Samples of agreements and partnerships

4. Criterion Four: Scientific Research, Scholarships and Innovations

The University and the Faculty of Law shall have an official, clear, public policy for scientific research, and for identifying its priorities and for supporting and sustaining it through scholarships and cooperative relations. The Faculty shall also play an important on-going role in scientific publication and innovation in the area of law specializations.

This criterion constitutes an essential dimension in the development and excellence of the faculty and the integration of the relationship between the members of the teaching staff and students. Scientific theoretical and practical research is the activity directed to the building or modification of theories and using them in the transfer of knowledge and in developing creative solutions and legal systems for addressing social and economic developments and enhancing principles of justice and the rule of law

As for scholarship, it contributes to qualifying and developing the capabilities of teaching staff members, and it provides them with new knowledge and skills that enhance the educational and research outcomes, and help in maintaining the sustainability and investments of the institution. An outstanding university provides an appropriate environment that encourages scientific innovation, and entrepreneurship.

There are three sub-criteria that come under this criterion. Following is a description of the elements of these criteria and their indicators and the evidence and documents required for achieving them.

4-1 Sub-criterion One: Scientific Research

The University and Faculty of Law shall have an announced official policy of supporting research and ensuring its steady increase through refereed faculty members research output. They shall also ensure its dissemination and interaction with legislative issues through holding varied conferences, seminars, and scientific activities.

4-1-1 Elements of Sub-criterion One

1. Scientific research projects
2. Scientific conferences, seminars and workshops
3. Publication of research papers and books
4. Incentives, rewards and prizes

4-1-2 Indicators of Sub-criterion One

1. Policies, by-laws, regulations and procedures concerning support and publication of scientific research
2. Scientific research budget
3. Plan for following up and evaluating scientific research
4. The Faculty shall identify its research priorities and interests in light of real and anticipated cases through learning about on-going and future problems and projects at the Ministry of Justice regarding reviewing and developing legislation.
5. Cooperation with universities and research centres inside and outside Jordan
6. Provision of financial, physical and information support necessary for conducting research and writing and publishing books.
7. Number of research papers published in refereed and specialized journals and conferences
8. Number of research projects supported by outside national and international bodies and organizations, and the amount of this support
9. Number and quality of prizes and innovations at the level of the Faculty, departments, students and faculty members, and administrative staff.
10. Regulations and produces for providing incentives and awarding prizes
11. The role and responsibilities of research councils and committees
12. The degree of graduate students benefit from supported research projects
13. The degree of benefit of supported research projects to the local community and productive and service sectors.
14. The Faculty shall market and promote scientific research by having studies and supported research projects contribute to suggesting legal solutions and measures relevant to the community's economic sectors as well as to its non-government organisations.
15. The relevance of faculty members research to their teaching areas.

4-1-3 Evidence and Documents Required for Sub-criterion One

1. Availability of an annual plan for scientific research
2. Criteria and forms used in supporting scientific research projects and monitoring their implementation.
3. Criteria and forms used in supporting the publication of research work and the writing of books and other manuscripts
4. Faculty members web pages
5. Annual statistics on internally supported research projects, their expenditure, and nature of outcomes
6. Annual statistics of internally and externally supported research projects, their expenditure and nature of outcomes.

7. Annual statistics on the number, nature and areas of research published in refereed and specialized journals and conferences
8. Annual statistics of published research derived from higher education dissertations
9. Scientific research projects that meet the development needs of the local community and the productive and service sectors
10. Statistics on the number of conferences, seminars and scientific workshops held annually by the faculty
11. Agreements concluded with educational institutions and research centres inside and outside Jordan
12. Sample of faculty member published, or accepted for publication books and research papers and their mechanism of documentation at the University.
13. Annual expenditure on individual scientific research elements.

4-2 Sub-criterion Two: Missions

The University shall have a clear policy for sustaining scientific research through on-going training and qualification, and for sending qualified students on scholarships to get the Master's, and doctorate degrees in the different areas of specialization as identified in light of the Faculty's present and future needs. The Faculty shall also follow up the implementation of this policy.

4-2-1 Elements of Sub-criterion Two

1. Sending students for getting Master's and Doctoral degrees
2. Research and development training courses

4-2-2 Indicators of Sub-criterion Two

1. Availability of a declared policy and an integrated plan for sending people on scholarships
2. By-laws and regulations on missions and scholarships
3. Transparency and fairness in selecting person for missions
4. Follow-up of persons on missions in respect of their academic studies
5. Regulations and procedures related to conducting and participating in training courses
6. Extent of consistency of training courses with teaching and research needs of teaching staff members
7. The role of committees and councils concerned with missions, and training

8. Adequacy and quality of missions
9. Expenditure on missions and training courses
10. Faculty members exchange programs with distinguished universities and research centres

4-2-3 Evidence and Documents Required for Sub-criterion Two

- √ Annual plan for missions
- √ The criteria and forms used in the mission process
- √ Mechanisms for following up persons on missions and evaluating their performance
- √ Annual statistics on the number of persons on missions, their precise specialties, the universities they are attending and their progress in their academic studies.
- √ Annual expenditure on missions
- √ Agreements concluded with universities and other institutions for getting scholarships
- √ Annual statistics of the number of persons participating in training courses inside and outside the university
- √ Annual expenditure on training courses
- √ Cooperation agreements, with universities and research centers, with their implementation statistics
- √ Files of students who successfully completed their scholarships and are now employed by the University, those who are having difficulty with their progress, and those who did not report to work at the University.

4-3 Sub-criterion Three: Innovations

The Faculty shall make highly valued/ acknowledged professional and scientific contributions (by its faculty members and researchers) at the national, Arab, and International levels in enhancing human knowledge in their areas of specialization, and in developing legal systems, solutions, and teaching methodologies

4-3-1 Elements of Sub-criterion Three

1. Patents
2. Technical and Art innovations
3. Pilot projects and incubators

4-3-2 Indicators of Sub-criterion Three

1. Excellence in legal experience and expertise at the national, and international levels through participation in finding creative legal solutions and systems at the Arab and international levels
2. Supporting faculty members participation in specialised forums and organizations
3. Providing legal consultations and expertise to national, Arab, and international professional bodies.
4. Membership in specialized well-known professional and legal organizations
5. Effective participation in efforts of developing Arab and international legal systems
6. Awarding the Faculty or its faculty member external prizes for excellence in and development of legal education.

4-3-3 Evidence and Documents Required for Sub-criterion Three

- √ Forms used in documenting the provision of expertise / experience and consultancy to those who ask for it.
- √ Documents/ evidence of inviting faculty members to participate in national, Arab and international legal gatherings as keynote speakers or experts
- √ Documents/ evidence of faculty members in local, Arab, and international legal committees and organizations, and these organizations membership criteria.
- √ Statistics of external prizes the Faculty or its teaching staff received for excellence and development of legal education. Data concerning awarding parities, conditions and criteria for awarding the prize shall be provided

5. Sub-criterion Five: Financial, Facility and Human Resources

The University and the Faculty of Law shall have financial and human resources appropriate for implementing the academic programs in addition to buildings and facilities required for teaching, and for a safe and integrated university teaching environment subject to on-going planning and review to ensure the optimal utilization of financial and human resources

The importance of this criterion stems out of the fact that it constitutes an environment hosting all activities and tasks undertaken by the academic institution such as teaching, learning, scientific research and community services. It also constitutes a sponsoring environment for human resources that make up the

university family including students, academics, researchers, administrators and service staff. Therefore, the healthy condition, and the good quality of this environment are one of the foundations for which the Faculty must develop efficient plans for ensuring their continued assurance, monitoring, and improvement. The University shall implement all procedures that guarantee applying and monitoring these plans on a regular basis.

Perhaps one of the main themes for ensuring a sound and quality university environment is to ensure availability of financial resources required for this environment, in addition to good management in terms of sound financial planning, drafting clear budgets for the activities of the faculty and its tasks in consistency with its vision and mission, to develop plans that can secure that, whether from academic or non-academic sources, and to lay down plans for managing potential risks. The University also has to ensure accountable and transparent financial management that follows established financial procedures.

When considering the financial and human resources provided by the Institution, it is not enough to look for the adequacy of these resources in terms of number and availability, but focus must be made on efficiency and expertise which shall be employed in achieving the tasks undertaken by the university, whether these were academic, research or community service. Focus shall also be on the plans laid down by the university to monitor the performance of these resources and to assure their quality and the procedures followed by the university for on-going improvement, both in terms of the on-going modernization of facility resources and upgrading and development of human resources through programs for the development of their skills and competence.

There are three sub-criteria that fall under this criterion, each of which focuses on one aspect of these resources. Below we will discuss each criterion separately in terms of the elements, indicators, evidence and documents necessary for achieving it.

5-1 Sub-criterion One: Financial Resources

The University shall follow financial scientific, well-studied planning for the purpose of improving its financial revenues, and for identifying priorities of spending and implementing plans informed by transparency and fairness to guarantee the high quality of university programs, and the requirement for implementing and developing them with participation of the Faculty's councils and committee in the planning process.

5.1.1. Elements of Sub-criterion One

1. Financial Planning and Budgeting
2. Financial management and the budget

5.1.2. Indicators of Sub-criterion One

1. Financial planning policies and procedures
2. Budget preparation policies and procedures and the role of the Faculty's councils and committees
3. Policies and procedures of financial allocation
4. Policies of revenues and expenditures

5-1-3 Evidence and documents required for Sub-criterion One

- √ Financial planning and budgeting records
- √ Evidence of financial allocation per budget element
- √ The Faculty's tentative budget
- √ Financial forms for financial planning and budget calculation
- √ The faculty's budget for several previous years
- √ External financial audit reports for several previous years

5-2 Sub-criterion Two: Facility Resources

The University and the Faculty shall have adequate and appropriate buildings, facilities, and learning resources for serving employees and students, and for ensuring implementing academic and extra- curricular programs. There shall also be a planning process for sustainability and development.

5-2-1 Elements of Sub-criterion Two

1. Academic elements
2. Research elements
3. Administrative elements
4. General services
5. Sources of information

5.2.2. Indicators of Sub-criterion Two

1. Adequacy and quality of buildings and facilities and their effective use as regards quality and space

2. There shall be adequate Information technology, and educational technological resources
3. Quality and quantity of teaching resources (classrooms, computers, laboratories, the library, and staff offices)
4. The quality of facilities allocated for professional and training activities such as halls for mocktrials, and discussion seminars taking their student capacity into consideration.
5. The library must have adequate information resources (books, legal journals, and data bases on legal issues) facilities, and by-laws for their easy use.
6. The library shall subscribe to the Jordanian official gazette and official and semi-official Journals of law (publications of the Jordanian Bar Association, and the Judicial Institute, and the Supreme Court's technical office).
7. Mechanisms and procedures of requisition of information resources on the recommendation of faculty members and students, and acquiring them within a reasonable time limit.
8. There shall be service and recreation facilities (sports facilities, worship places, and places for rest and relaxation)
9. There shall be medical facilities
10. The overall quality of the campus
11. Security and safety policies and procedures
12. Access to student facilities shall be provided on an equal basis especially as regards persons with special needs.
13. Improvement and development plans and their procedures.
14. Management monitoring and improvement of quality control of facilities and services.
15. Management and effectiveness of maintenance procedures.
16. Requesting and returning staff supplies procedures.
17. Student and employee satisfaction with facilities.

5-2-3 Evidence and Documents Required for Sub-criterion Two

- ✓ Records of supplies for the Faculty and its staff
- ✓ Records of follow-up and supervision

- ✓ Guides and guidance for persons with special needs
- ✓ Annual statistics and questionnaires of student and employee satisfaction with facilities and services and their follow-up and improvement
- ✓ Contracts of subscription to the internet
- ✓ Contracts of subscription to both paper and electronic data bases and periodicals of Law.
- ✓ Statistics of the use of the library and information resources and their media.
- ✓ Annual statistics of using the internet and electronic portals.
- ✓ Field inspection of buildings, institutions, computer labs, mocktrial and discussion halls.
- ✓ Maintenance of supplies and order forms, and their records.
- ✓ Order-forms of information resources suggested by faculty and students.

5-3 Sub-criterion Three: Human Resources

The University and the Faculty shall have enough faculty members to cover the specializations' knowledge areas in addition to competent administrative staff to manage administrative, educational, and service facilities. There shall be a plan for on-going training and development. The University shall also follow specific and announced procedures and criteria for attracting, head-hunting and appointing academic and administrative staff based on equal opportunity, transparency and ensuring the quality and competence required for high quality of programs

5-3-1 Elements of Sub-criterion Three

1. Academic staff
2. Research staff
3. Administrative staff
4. General services staff
5. Information recourses staff

5-3-2 Indicators of Sub-criterion Three

1. There shall be criteria for selecting, evaluating, and developing faculty members (teaching staff)
2. There shall be policies and procedures for selecting, evaluating, and developing administrative staff
3. Policies of attraction (head-hunting), appointment, and employment and their procedures.
4. Tenure and promotion policies and procedures
5. Policies and procedures for sabbatical and research leaves

6. Decisions of competent councils and committees shall be based on official and announced criteria and procedures
7. Professional and career development of human resources
8. Support and services provided to human resources
9. Maternity benefits
10. Human Resources satisfaction with the services provided: (appointment, training and in-service training, services and benefits)
11. A balance shall be maintained in allocating the teaching load among faculty member by giving them the opportunity to do research and community service, and to communicate with the students.
12. There shall be criteria for aligning faculty members academic duties, and practicing the law profession (for faculty practicing the profession).

5-3-3 Evidence and Documents Required for Sub-criterion Three

1. Evidence of setting criteria of recruitment policies and procedures of appointing selecting, evaluating and developing faculty members.
2. Evidence of procedures for identifying criteria for selecting, appointing, evaluating and developing administrative staff
3. Statistics of human resources as given in the organizational chart of the University and the Faculty
4. Policies, and procedures relating to the University's process and procedures of appointing (academic and administrative) staff.
5. Evidence of procedures for training and guiding newly appointed faculty members in respect of communicating with students, managing lectures, and methods of teaching, and measurement.
6. Training workshops and academic and administrative staff development records:(statistics on workshops held, attendance, and participant feedback forms)
7. Files of care and service committees with statistics of their beneficiaries.
8. Questionnaires for measuring human staff satisfaction and its follow –up
9. Records and statistics of benefits offered to the University's staff (housing, savings, etc and their beneficiaries).
10. Leave forms
11. The Faculty's teaching staff members teaching loads for many previous years
12. Evidence of applying special criteria for making sure that faculty members, who are practising lawyers avoid any conflict between performing their Legal profession, and carrying out their academic duties.

6. Criterion Six: Student Services

The University and the Faculty shall carry out special procedures for acquainting students with the academic program, the University's facilities, regulations and extra-curricular activities. They shall also guide the students in their educational endeavour, and in addressing their needs and grievances, as well as in developing their skills and talents, and enhancing the level of their cultural, social, political, and religious awareness. The University and Faculty shall also have programs of financial awards and assistance granted on a competitive basis to its needy students. They shall also prepare students for real life, and shall communicate with them after they graduate.

Student Services are the major pivotal axis of the educational institution through which students interact with all its staff with a view to developing them academically, skills-wise, professionally, socially and culturally in quest of achieving academic and personal integration of students. Student guidance and counseling, communication with the graduates, and support services help students professionally, psychologically and socially engage in academic life, broaden their horizons and knowledge, enhance their personalities and prepare them for the labour market through a collection of varied programs, facilities and services, all of which contribute to promoting their personal development and academic progress.

There are three sub-criteria that fall under this criterion. Below is a description of the elements of these criteria and the indicators, evidence and documents which are necessary to achieve them.

6-1 Sub-criterion One: Student Guidance

The University and Faculty shall provide an orientation program for new students, who shall also be provided with on-going academic, psychological, social, professional, and cultural guidance.

6-1-1 Elements of Sub-criterion One

1. Raising student awareness
2. Psychological and social guidance
3. Guidance and professional training

6-1-2 Indicators of Sub-criterion One

1. The faculty shall make available for students a guidance program that provides them with guidance and counseling upon joining the program.
2. Announcing the University's policies concerning students' rights and responsibilities.

3. The Faculty shall have a guide comprising basic information about the programs it offers, with their study plans and courses.
4. There shall be guidance procedures regarding market needs and the professional development of the Faculty's specializations in order to help graduating students compete for employment (in the employment market).
5. Training courses for raising the Faculty's student competence.
6. The Faculty shall have a standing academic committee for organizing its guidance and counselling process, and for following up its implementation, evaluation, and submitting reports and recommendations to the Faculty.
7. Facilities the Faculty makes available for students' academic study such as:
 - Faculty members office hours
 - Using electronic communication media (social media) for facilitating communication among students, and between them and their academic staff, and also between them and the Faculty's administration.
8. There shall be announced (published) student regulations comprising clear procedures and identification of disciplinary violations
9. There shall be procedures for receiving students' requests and suggestions, and for taking their ideas into consideration as regards university facilities, and the educational process

6-1-3 Evidence and Documents Required for Sub-criterion One

1. Reception programs for new students to acquaint them with the University's, and the Faculty's regulations and services.
2. The decision of forming the Faculty Guidance and counselling committee (by the Faculty council, or the department council, as required by by-laws in effect)
3. Minutes and decisions of the student guidance and counselling committee
4. Faculty members entrusted with academic counselling of students shall keep files of this activity, which shall be submitted by the competent authority (the guidance / counselling committee, or the Dean, or the chairperson of the department (as per by-laws in effect))
5. The student guide, and information pamphlets issued by the registration department, the deanship of students, and the Faculty.
6. Evidence of communication between students, faculty members, and the faculty's administration.
7. Minutes of committees and councils concerned with students academic and conduct matters.
8. Annual statistics of the Faculty's activities in respect of:
 - Student awareness raising meetings

- Training courses for the Faculty's students to keep up with the needs and requirements of the market
- Social and professional counselling and training
- Forms used in student guidance and counselling
- The Faculty annual reports concerning its performance in respect of student guidance and counselling and its benefit.
- Student grievances organized by category, and reports comprising a summary of decisions taken in this regard.
- Samples of students' requests and suggestions, and evidence of action taken to address them.

6-2 Sub-criterion Two: Support Services

The Faculty shall have programs for developing students' personal and professional skills, and for developing their spirit of taking the initiative, and adhering to the values of commitment, justice, time- management, democratic behaviour, and honest competition

6.2.1. Elements of Sub-criterion Two

1. Student elections
2. Financial support
3. Sports facilities
4. Health services
5. Student facilities
6. Extra-curricular activities

6-2-2 Indicators of Sub-criterion Two

1. There shall be special university and faculty programs for supporting talented and outstanding students both morally and financially.
2. Faculty support for, and participation in, the process of student elections and their procedures.
3. Regulations for forming student clubs and the students' council and supporting their activities.
4. There shall be a student club for supporting professional and training extra-curricular activities targeting law students.
5. There shall be regulations for grants and financial assistance offered to students together with their procedures and allocation criteria
6. The University shall have resources for supporting student's technical, sports, and literary skills.

7. The Faculty's policy for supporting extr- curricular activities, and interacting with representatives of the Faculty in the University's student union.
8. Contributions of the Faculty and its students in student activities and community service
9. The University shall provide the service of social counselling
10. The University shall provide first-aid, and medical insurance for students, as well as group life insurance
11. The Faculty shall follow up the provision, on-going evaluation, and development of support services.

6-2-3 Evidence and documents required for Sub-criterion Two

- ✓ Evidence of holding student election at the level of the University, and Faculty
- ✓ The number of the Faculty's students participating in student clubs, and their activities.
- ✓ Annual statistics of students benefiting from grants and loans
- ✓ Survey of student opinions of the role of the Faculty in supporting student services.
- ✓ Annual statistics of the Faculty's extra- curricular activities, and the number of their participants.
- ✓ Minutes of support service committees and councils meetings
- ✓ Evidence of student clubs activities related to law-students skills and to their training.
- ✓ Regulations of students' medical insurance
- ✓ Evidence and proof of group life insurance

6-3 Sub-criterion Three: Communication with Graduates

The University and the Faculty must have a mechanism for communicating with graduates, collecting data on their scientific and professional progress, and benefiting from these data in reviewing and developing the academic programs

6.3.1. Elements of Sub-criterion Three

1. Graduate data
2. Representation on governance councils
- 3.. Means of communication with the graduates

6-3-2 Indicators of Sub-criterion Three

1. Measures of strengthening the relationship of the University with graduates of the Faculty of law
2. Receiving the opinions of graduates concerning the academic programs and presenting them to the Faculty's governance councils

3. Representation of students on governance councils as indicated in legislations in effect
4. Coordination and cooperation with owners of business and employing parties of the Faculty's graduates
5. Availability of graduates data and creating opportunities for communicating with them through clubs and other channels

6-3-3 Evidence and documents required for Sub-criterion Three

- √ Minutes of meetings of relevant committees and councils
- √ Annual statistics of graduates' participation in University activities
- √ Evidence of receiving graduates' opinions and presenting them to the Faculty's governance councils.
- √ Opinion surveys of graduates and employers.
- √ Annual statistics of the activities of graduates' clubs and their number of participants.
- √ Studies on the employment condition of graduates, satisfaction of their employers, their level of performance, and the percentage of graduates who secured employment (for example) during the first year of graduation.
- √ Sample of graduate data available in graduates data bases as regards their number, communication data, and profession
- √ Documents indicating the terms of reference of those in charge of following up the Faculty's graduates with their names and CVs

7. Criterion Seven: Community Service and External Relations

The Faculty members and students of the Faculty of law must have a clear and on-going contribution in community service and in disseminating legal awareness, and the values of justice, the rule of law as well as cooperation with institutions and organizations inside and outside Jordan.

The importance of this theme stems out of the fact that it is the main factor that governs the relationship between the Faculty and the external community, whether at the local, national or international levels. It involves organizing the relationship between the Faculty and the various bodies such as the institutions, communities and individuals, etc within an institutional framework that enables the exchange of and sharing in the scientific, cognitive, humanitarian and other fields.

With the faculty being an integral part of the local community and one of the driving engines of economy, it has to preserve the natural environment hosting it. This can be done through the conservation of natural resources and the natural environment, contributing to boosting the economy and upgrading the social well-being through physical and cognitive support and community development projects, participation of community members in its governance boards within the decision-making arrangement. Providing the local community with efficient graduates is one of the direct contributions to the development of local communities.

Cooperation at the regional and international levels, especially with donors, research centres and universities, is a major contributor to the development of the faculty's performance and its progress to advanced scientific levels and improving the outcome of higher education. This is done through the necessary agreements, joint projects, and participation in the various conferences and courses that enrich the exchange of knowledge and the transfer of technology and the best practices in all fields. At the national level, the Faculty is an integral part of the higher education system in the state. Teamwork results in harmony between the universities and the various faculties, which in turn yields prosperity and elevation of the nation, community development and providing the local market with graduates who are capable of carrying out the mission and performing their duties in the best possible manner by having governing policies that are in harmony with the strategic policies of the higher education sector.

This criterion focuses on two sub-criteria: community service and external relations on the national and international levels. Below, we will discuss each criterion separately in terms of the elements, indicators, evidence and documents required for achieving it.

7-1. Sub-criterion One: Community Service

The Faculty shall work toward providing services to society's official charitable organizations, and shall disseminate legal culture to the community, and shall also sustain channels of communication between the local community, the faculty members, and the students

7.1.1. Elements of Sub-criterion One

1. The areas of local community development
2. Representation on governance boards

7.1.2. Indicators of Sub-criterion One

1. Policies and plans in respect of the nature of the relationship with the community, and having a plan and budget for these plans and policies, in addition to evaluating the outcomes.
2. Studies and research dealing with the local community's legal cases such as the environment, social violence, narcotics, traffic accidents, and using fire arms with a focus on field research.
3. Training courses and public lectures in respect of spreading the legal culture
4. There shall be a mechanism for offering legal support and opinion free of charge by fourth year students to public institutions and non- profit organizations through utilizing the concept of the legal clinic under the supervision of faculty members, or volunteering lawyers in harmony with legislations in effect.
5. Joint initiatives for organizing social and scientific activities
6. Selecting local community representatives to work on the Faculty's governance boards
7. Contributions of Faculty members and students to serving the local community, and spreading legal awareness
8. Faculty members contributions to official, voluntary, and international organizations.

7.1.3. Evidence and documents required for Sub-criterion One

- ✓ Document showing the policies, plans and procedures related to the local community.
- ✓ Documents of the budget allocated for dealing with the activities of local community service, and the mechanisms for their control and evaluation
- ✓ Annual statistics of the actual annual expenditure of all local community service activities.
- ✓ Evidence of applying the concept of the legal clinic or any other means and tools of free legal services.
- ✓ Annual statistics of the number of studies, projects and research related to the local community and the extent of their utilization
- ✓ Annual statistics of collaborative initiatives and the extent of utilizing them.
- ✓ Statistics of teaching staff members and students who participated in local community service activities
- ✓ Mechanisms and decisions of selecting local community representatives to governance councils.

- ✓ Statistics of awareness raising lectures and training courses targeting community service.

7-2. Sub-criterion Two: External Relations

The University and the Faculty shall cooperate with institutions inside and outside Jordan through specific agreements for strengthening the University and Faculty means and ways of realizing their aims, and giving faculty members and students the opportunity of communicating with external bodies, and training them through extra-curricular activities.

7.2.1. Elements of Sub-criterion Two

1. Relations at the national level
2. Regional and international relations

7.2.2. Indicators of Sub-criterion Two

1. The policies and plans that govern establishing relationships at the national, regional, and global levels
2. Local, regional, and international cooperation agreements.
3. The relationship with local courts, and the Bar Association.
4. Faculty supervised participation by the Faculty's students in local, Arab, and international legal competitions and conferences such as mock-trials or the United Nations simulation conference, etc
5. Joint academic programs approved by the council of Higher Education and Research inside and outside Jordan.
6. Grants and assistance provided by national, regional, and global institutions and organizations.
7. Visits by official scientific delegations to the University and the Faculty
8. Expertise and consultancy provided by the faculty to national, regional, and international institutions and organizations.
9. Joint projects and studies held by the Faculty with regional, national, and global sectors
10. Joint courses, conferences and workshops held by the Faculty in cooperation with national, regional and international institutions and organizations.

11. The Faculty's representation in activities related to its specialization at national, regional and global institution and organizations.
12. Marking and promoting graduates at open employment days (career days).
13. Mechanisms and activities of attracting students
14. Exchanging publications with external universities and research centres.
15. Faculty members and student exchange with other universities
16. Agreements of student extra- curricular training (internships) at legal departments, and providers of legal services during their study or vacations.

7.2.3. Evidence and documents required for Sub-criterion Two

1. Documents showing the policies, plans, procedures, and the budget of local, regional, and international cooperation.
2. There shall be a representative or a faculty committee concerned with cooperation at the national, regional and international levels.
3. Evidence of cooperation with the courts and the BAR Association (student visits, hosting lectures, etc)
4. Evidence of student participation in legal competitions and conferences.
5. Samples of signed memoranda and agreements, and their approval and signing mechanisms.
6. Mechanisms for following up, evaluating and implementing memoranda of understanding and agreements
7. Annual statistics of grants and assistance provided to the Faculty from inside and outside Jordan.
8. Annual statistics of the number of the Faculty's students, staff, or teaching staff who benefited from activities of national, regional or international institutions and organizations.
9. Annual statistics of joint projects, studies, training courses conferences and workshops.
10. Annual statistics of the number of days dedicated to employment fairs (career days)
11. Evidence of attracting students from inside and outside Jordan.

12. Number of the Faculty's teaching staff members involved in activities related to national, regional, and global institutions and organizations.

13. Evidence of visits to the University and Faculty by official scientific delegations.

14. Evidence of exchange of publications with external universities and research centers.

15. Statistics of a activities of exchange of faculty members and students, and their evidence.

16. Statistics of the number of students who benefited from student internships for training and their hosting bodies.

8. Criterion Eight: Quality Assurance

The University and the Faculty shall have a comprehensive plan for quality assurance managed and implemented by a special unit comprising competent and trained staff.

Quality assurance management is one of the essential foundations of the effective management in academic education as it aims at applying advanced methods of quality assurance, on-going improvement and development, and achieving the highest possible standards of Practices and processes that lead to realising the intended outcomes of higher education institutions programs. Its also helps the University set up an appropriate management system that is realized through processes the University adopts to improve its performance.

8-1 Sub-criterion One: Quality Assurance Management

The University and THE Faculty shall show their commitment to the culture of quality assurance and to a clear policy of improving it by their decisions, procedures and actions

8.1.1. Elements of Sub-criterion One

1. Leadership
2. Resources
3. Institution's participation

8.1.2. Indicators of the Criterion

1. Leadership's support and follow-up
2. Availability of the necessary physical, human, and financial resources
3. Dissemination of the culture of quality assurance
4. The Faculty's practice of quality assurance procedures
5. Training in quality assurance (at the Faculty)
6. Implementing improvement processes in light of the outcomes of quality assurance processes
7. Utilization of feedback in the improvement process
8. The Faculty's quality assurance process shall cover all educational programs, teaching and administrative staff, and students as regards on-going evaluation and development.

8-1-3 Evidence and documents required for Sub-criterion Three

1. University and faculty councils' decision to adopt quality assurance procedures
2. Decisions of competent councils and committees shall be regularly based on public official quality assurance criteria
3. Improvement plans of quality assurance management
4. The University's quality assurance manual
5. The decision of forming the Faculty's quality assurance committee, its meetings minutes, and reports on its work.
6. Representation of the Faculty's different departments on its quality assurance committees
7. Periodic reports on the Faculty's different departments and units performance
8. Reports on the effectiveness of the Faculty's academic and administrative development programs
9. Integration and comprehensive coverage of the institutions quality reports and documents.
10. Evidence of training programs of quality development (training content, lists of participants, and evaluation forms of the training course or program)
11. Statistics of the team responsible for quality assurance in the Faculty, their narrow specialization, and their job description

8-2 Scope of work of quality assurance

The University and Faculty shall have a mechanism for implementing quality assurance procedures as regards both academic and administrative work, student services, preparing reports and benefiting from them in improvement and development.

8-2-1 Elements of sub-criterion two

1. On-going periodic evaluation
2. Quality assurance coverage of inputs, processes and outcomes

8-2-2 Indicators of sub-criterion two

- 1- Practising and following up quality assurance management in the Faculty's different specializations and their technical and administrative units.
- 2- Evaluating inputs, processes, and outcomes.
- 3- Monitoring and improving quality and disseminating its outcomes.
- 4- Involving the Faculty's staff in quality assurance committees.
- 5- On- going meetings of the Faculty's quality assurance committees.
- 6- Preparing the annual self- evaluation report.
- 7- Evidence of reviewing and benefiting from previous evaluation results.

8.2.3. Evidence and documents required for sub-criterion two

- 1- Decisions of forming quality assurance committees and minutes of their meetings.
- 2- Reports of on- going periodic evaluation
- 3- The Faculty's self-evaluation reports
- 4- Evidence of procedures of review, and benefiting from review evaluation results.

8.3 Sub criterion three: Indicators, standards and benchmarks

The University and the Faculty shall evaluate the outcomes of quality assurance based on specified performance indicators and standards, in comparison with HE institutions and Faculties of law inside and outside Jordan. Due attention must be given to evaluating the community's and the labour market's degree of satisfaction with the intended learning outcomes and utilizing them in improving quality assurance procedures

8.3.1. Elements of sub-criterion two

1. Key performance indicators
2. Secondary performance indicators
3. Benchmarking standards of the quality of the institution's performance
4. Feedback
5. Verifying learning outcomes

8.3.2. Indicators of Sub-criterion Three

1. Key performance indicators shall be comprehensive, well integrated, and objectively measurable for all educational sectors of the Faculty.
2. The Faculty shall select secondary performance indicators for following up the performance of its various academic departments and administrative units in a manner consistent with its special character
3. Determining benchmarking standards for the Faculty's performance quality.
4. Verifying the learning outcomes achieved by the students and comparing them with the labour market requirements and needs
5. The self-assessment processes of performance quality shall be based on multiple sources of relevant evidence and proofs whenever possible. This includes feedback through surveys of user and beneficiary views (stakeholders), such as students, teaching staff members, employees, graduates, and employers (of the Faculty's graduates)
6. The Faculty shall review the assessment and evaluation criteria for teaching staff members.

8-3-3 Evidence and Documents Required for Sub-criterion Three

- √ Periodic on-going reports on the key and secondary performance indicators and the areas of their application
- √ Studies or reports related to benchmarking the Faculty's performance quality as well as that of its academic and administrative units
- √ Results of reviewing the evaluation forms of teaching staff members and students.
- √ Documents on surveying stakeholders views of the Faculty's educational process.

8-4 Sub-criterion Four: Independent Verification of Evaluation

The University and the Faculty shall apply a mechanism for independent external evaluation of the Faculty's quality assurance indicators, criteria and outcomes.

8-4-1 Elements of Sub-criterion Four:

1. Multiple sources of evidence and proofs.
2. Feedback obtained through polls.
3. Verification and validation of learning outcomes.

8-4-2 Indicators of Sub-criterion Four:

1. Validation of findings based on interpretations of evidence and proofs of quality assurance by getting independent advice from external parties experienced and knowledgeable in the work of faculties of Law.
2. Validation of learning outcomes achieved by students in comparison with the requirements of national qualifications and the levels achieved by similar faculties
3. External evaluation report
4. Procedures for implementing external evaluation recommendations

8-4-3 Evidence and Documents Required for Sub-criterion Four:

- √ Comparisons between the Faculty's learning outcomes and those of other similar faculties
- √ Polls of the views of students, teaching staff members, graduates and employers, and improvement plans related to them.
- √ Verification matrix of the teaching and learning outcomes (compatibility between outcomes and content)
- √ The correlation of the Faculty's vision and mission with the labour market
- √ The self-assessment study, the graduates' views and the feedback they provide on the Faculty's programs
- √ Plans for improving the Faculty's quality processes.
- √ Decisions and measures taken to implement the external evaluation report's recommendations