



## General Accreditation Instructions for Intermediate University Colleges

### Article (1):

These instructions are called (General Accreditation Instructions for Intermediate University Colleges), issued pursuant to Commission Council's Resolution No. (306/14/2021), dated 14/4/2021, based on paragraphs (a, o) of Article (7) of the Law of the Institutions Accreditation Commission Higher Education No. (20) of 2007 and its amendments, and they are effective as of the date of their approval.

### Article (2):

The following words and phrases, wherever mentioned in these instructions, shall have the meanings assigned to them below, unless the context indicates otherwise:

**The Commission:** The Accreditation and Quality Assurance Commission for Higher Education Institutions.

**The Council:** The Commission's Council.

**Board of Trustees:** The Board of Trustees of the Intermediate University College (appointed in accordance with the provisions of these instructions).

**College:** An intermediate university college that awards an intermediate diploma after high school or its equivalent. The duration of studying in it is not less than two academic years and not more than three years.

**Dean:** The Dean of the College.

**Program:** A specialty or a group of specialties that share a related basic knowledge base.

**Track:** A specialty or a group of specialties within the same program that share a related basic knowledge base.

**Department:** The Academic Department.

**General absorptive capacity:** The maximum number of students specified for the college.

**Specific absorptive capacity:** The maximum number of students specified for the specialty.



### Article (3): Administrative and Academic Organization

- A. The college shall have its own academic, administrative, technical, and financial organizational structure that is directly under the Dean and is consistent with all legislation in force in the Hashemite Kingdom of Jordan.
- B. The organizational and administrative structure of the college includes the following:
1. The Dean of the college, his/her deputies and assistants.
  2. Heads of academic departments.
  3. Librarian.
  4. Head of the Admission and Registration Department.
  5. Directors of the administrative, financial, service, financial control, and internal audit departments.

### Article (4):

- A. The following councils are formed in the college and their tasks are defined in accordance with the provisions of the legislation in force:
1. Board of Trustees.
  2. College Council.
  3. Departments councils.
- B. Other councils may be established in the college in accordance with the laws and regulations in force.

### Article (5):

- A. The Board of Trustees is formed by a decision of the Council for a period of four years, and can be renewable for one time, as follows:
1. The Dean, by virtue of his position, and is appointed as a vice-chairman of the Board of Trustees.
  2. Two members selected by the Council from the faculty members working in universities who hold a PhD degree.



3. Two members from different production sectors and related specializations. The institution that owns the college (or the board of directors or the company's board of directors) nominate them provided that they are not working in the college, and one of them shall be the President, provided that the educational qualification of either of them is not less than the bachelor's degree.
- B. A faculty member or employee working in the college shall not be a member of its Board of Trustees.
- C. In the event that any member of the Board of Trustees does not attend two consecutive sessions or three occasional sessions during the academic year, s/he shall be replaced in accordance with the provisions of item (A) of this article.
- D. If the position of the Chairman of the Board of Trustees or any of its members becomes vacant for any reason, a replacement shall be appointed for the remaining time of his/her membership within a month, in accordance with the provisions of Clause (A) of this Article.
- E. The Board of Trustees shall hold its meetings on the college campus at the invitation of the Chairman of the Board of Trustees, at least once every two months.

#### Article (6):

The Board of Trustees shall have the following duties and powers:

1. Setting the college's general policy in light of the higher education policy.
2. Recommending to the Higher Education Council the establishment, merging, cancellation, or freezing academic departments or specialties.
3. Recommending to the Commission to appoint the Dean, renewing him/her, or accepting his/her resignation.
4. Recommending to the Commission to relieve the Dean from his post before the end of the term in justified cases.
5. Appointing the Dean's deputies and Heads of the Department based on the Dean's recommendations.
6. Approving the internal instructions and regulations governing the administration of the college in a manner that does not conflict with the legislation in force.
7. Approving the draft annual budget, balance sheet, and final accounts of the college and submitting them to the Council for ratification.



8. Determining the tuition fees and other educational services fees that the college collects from students in various specialties.
9. Evaluating the performance of the college from all academic, administrative, financial, and infrastructure aspects.
10. Submitting an annual report on the performance of the college and its Dean to the Council.
11. Examining the reports of the Internal Control Unit and the Audit Bureau and its inquiries and taking the necessary actions according to the rules.
12. Recommending to the Higher Education Council to approve the conclusion of agreements in accordance with the legislation in force.

**Article (7):**

- A. Each college shall have a full-time Dean to manage it by a resolution issued by the Council, who shall be appointed upon the recommendation of the Board of Trustees for a period of three years, that can be renewable for one time.
- B. A person who is appointed as a Dean of the college must have a Jordanian nationality, hold a PhD degree, have an academic and administrative experience. S/he also shall not be an owner, shareholder, or first-degree relative, provided that his/her age is not more than (70) years. If the Dean's age has reached (70) years, and his/her contract was valid prior to the issuance of these instructions, and s/he did not complete the period of (3) years, s/he shall continue working until the termination of his contract.
- C. The Council may, in justified cases, make an exception for what is stated in items (A, B) of this article for government and military colleges.
- D. The deputy of the Dean shall be responsible for the Dean's duties for a period not exceeding one semester if the Dean's position becomes vacant, and the Council shall take the decision it deems appropriate if that period has passed.
- E. The Dean's salary and all his/her rights and privileges are determined by a decision issued by the Board of Trustees and according to a special contract with the college signed on its behalf by the Chairman of the Board of Trustees, and a copy of the contract shall be submitted to the Council.



F. The Dean is a faculty member, and s/he is affiliated with one of the academic departments in it. S/he is the first responsible before the Commission for the accreditation purposes for the administration of the college, and shall do the following tasks:

1. Representing the college before all official and judicial authorities and bodies and signing contracts on its behalf in accordance with the provisions of the legislation in force.
2. Managing the academic, administrative, and financial affairs of the college in accordance with the provisions of the legislation in force.
3. Recommending to the Board of Trustees to appoint the deputy of the Dean and Heads of Departments for a period of one year, subject to renewal, and recommending accepting their resignations or to relieve any of them from his/her post.
4. Inviting the College Council to be convened, supervise the documentation of its decisions, and to monitor their implementation.
5. Preparing an annual plan for the college's projects, programs, and specialties, and submitting it to the Board of Trustees to take the appropriate decision.
6. Preparing the annual draft budget for the college.
7. Preparing annual reports on the college's performance.
8. Any other powers in accordance with the legislation in force.

**Article (8):**

A. Each college has a Council called (the College Council) headed by the Dean and the membership of:

1. Deputies of the Dean.
2. Assistants of the Dean.
3. Heads of departments.
4. A representative from each department of the faculty elected by the concerned department at the beginning of each academic year.



5. A representative of the local community appointed by the Dean for a period of one year, provided that his/her academic qualification is not less than a bachelor's degree in one of the college's specialties.

B. The meetings of the College Council shall be periodic and regular, provided that they are not less than (4) sessions (meetings) in one semester. Minutes of the meetings shall be officially written and documented.

#### Article (9):

The College Council has the following duties and powers:

- A. Preparing the internal instructions and regulations submitted by the Dean to organize the work affairs in the college and submitting them to the Board of Trustees for approval.
- B. Discussing the college's annual budget draft and referring it to the Board of Trustees for approval.
- C. Discussing the annual reports on the performance of the college and referring to the Board of Trustees for approval.
- D. Approving the results of the final exams and the lists of graduates.
- E. Considering any issue related to the academic work presented to the Council by the Dean, which does not fall within the powers of any of the bodies stipulated in these instructions or any other legislation.

#### Article (10): Academic Department

- A. Each department shall have a council called (Department Council) consisting of the Head of the department and all full-time faculty members in it.
- B. The Dean may preside over the Department Council in the absence of the Head of the department.
- C. The Department Council's meetings are periodic and regular, provided that they are not less than (4) sessions per semester. Minutes of the meetings are officially written and documented in the department.



### Article (11): Duties of the Department Council

The Academic Department Council shall be responsible for the following duties and powers:

- A. Setting the regulations that guarantee good academic and scientific guidance and supervision for the students of the department and solving their academic problems.
- B. Setting the necessary arrangements to control the time of students in the lectures.
- C. Setting the appropriate regulations for supervising the exams in the department.
- D. Discussing the results of students' exams and graduate lists and submitting them to the College Council.
- E. Evaluating works and academic activities of faculty members.
- F. Any other matters presented by the Head of the department in accordance with the legislation in force.

### Article (12): The college budget and its financial resources

- A. The college shall have its own independent budget.
- B. The college's resources consist of:
  1. Tuition fees.
  2. The proceeds of movable and immovable property.
  3. The proceeds of investment activities and production projects that belong to the college.
- C. A special account for the college shall be opened, independent from the accounts of the company that owns it, in one of the banks in the Kingdom of Jordan, in which the college's allocations shall be deposited according to its budget. Expenditures are made from it by a decision of the Dean according to the financial system or the financial instructions of the college.



### Article (13): Members of the teaching staff and technical assistant staff

#### A. Full-time faculty members:

The college is committed to the following:

1. Providing at least one faculty member who holds a PhD degree in one of the specialties that fall under each program, and the Council may, in justified cases, exempt the requirement for a PhD degree if the number of specialties offered in the track is less than three, or if the programs are technical or applied, in which providing a faculty member with a PhD degree is deemed difficult.
2. Providing at least one faculty member who holds a master's degree in each specialty.
3. Providing at least one faculty member who holds a bachelor's degree for each of the basic fields of specialties, provided that their number does not exceed twice the total of full-time PhD and master's degree holders. It is permissible in special cases to take the overlap between two fields maximum into account.
4. One faculty member in each specialty who holds an intermediate university diploma may be counted as a Practicing Instructor for teaching in technical or applied specialties for rare ones, provided that his/her experience is not less than (10) years in the field of the specialty.
5. The age of a full-time faculty member should not exceed (70) years. If s/he reaches the age of (70) years and his/her contract was valid prior to the issuance of these instructions, s/he shall remain engaged in his work until the termination of the contract.
6. The term of contracts for faculty members shall not be less than one academic year.
7. Appointing at least (50%) of the full-time faculty members on contracts of no less than two years.
8. The percentage of faculty members who hold a Jordanian nationality and who are accredited for the purposes of calculating the specific absorptive capacity shall not be less than (80%) of the total faculty members in each specialty.



9. The maximum teaching load for faculty members shall be as follows:

1. PhD holders: (12) credit hours.
2. Master's degree holders: (15) credit hours.
3. Bachelor's degree holders: (18) credit hours.
4. A part-time faculty member: a maximum of (6) hours, provided that their percentage does not exceed (10%) of the total number of full-time faculty members accredited in each program.

B. Technical assistant staff:

Supervisors and technicians:

1. At least one supervisor shall be appointed for each laboratory, workshop, plant, or studio who holds an intermediate diploma in the specialty, as a minimum, and with practical experience in the field of specialty of no less than (7) years, provided that the practical load does not exceed (36) practical hours per week.
2. The laboratory supervisor may be responsible for two laboratories maximum, provided that the workload does not exceed (36) practical hours per week. The number of supervisors shall not be less than one supervisor for each (25) students, in proportion to the laboratory space.
3. At least one technician shall be appointed for all laboratories in one department, who hold a minimum of an intermediate diploma degree.

#### **Article (14): General absorptive capacity**

A. The specialty in the Intermediate Diploma Program is approved for the first time, with a special capacity that does not exceed 150 students maximum.

B. The college may submit a request to raise the college's absorptive capacity:

1. If the general capacity of the college to be raised is fixed.
2. If all the conditions achieved to raise it are met, so that there are no deficiencies related to the applicable special accreditation standards and the absence of violations.
3. If this raise does not result in exceeding the upper limit of the general absorptive capacity specified by the Higher Education Council.



- C. The ratio of students to full-time faculty members is as follows:
1. Humanitarian specialties: (1:40).
  2. Scientific disciplines: (1:35).
  3. Applied Specialties: (1:35).
- D. Students registered in the college are considered regular students, including deferred students.
- E. For the purposes of calculating the general capacity, the following matters shall be considered:
1. Faculty members who hold a full-time accredited PhD and MA degrees.
  2. Faculty members who hold an accredited full-time bachelor's degree.
  3. A percentage of (10%) of the number of full-time faculty members accredited in Clause (1 and 2) above shall be added to cover overtime.
  4. A percentage of (10%) of the number of full-time faculty members accredited in the specialty shall be added if the college obtains a local or international quality assurance certificate, provided that they have an actual teaching load in the specialty.
- F. The specialty capacity shall be calculated according to the following equation:
- [(Total number of the study plan's credit hours ÷ number of hours of specialty subjects)] × [(Total number of accredited faculty members in the specialty {total of accredited PhD and master's degree holders + total of accredited bachelor's degree holders})] x ratio of student: to the professor determined.

**Article (15):**

The college must abide by the following:

- A. Approving the programs and specialties licensed by the Council of Higher Education and Scientific Research by the Council before accepting students and starting teaching in it.
- B. Not exceeding the general absorptive capacity and the specific absorptive capacity approved by the Council.



## Article (16): Buildings and Facilities

The area of the college land and its facilities: It is required that (10 m<sup>2</sup>) of the functional area shall be allocated for each student registered in the college, provided that the area of the land is not less than five acres, the maximum number of students in the college is (4000) students. The area of the college land and its facilities shall be as follows:

- A. Functional area: The functional area of the college for the purposes of calculating the general capacity includes the following:
1. The total area of the college campus.
  2. Ground functional areas (auditoriums, stadiums, sports halls).
  3. Building areas used for academic purposes for college students inside the college campus, provided that they do not exceed (50%) of the total floor area of the college campus. (Applicable to colleges that will be established after the issuance of these instructions).
- B. Classrooms: Classrooms must meet the following conditions:
1. The minimum area of the classroom or discussion room is (40 m<sup>2</sup>).
  2. The minimum area allocated for each student in the classrooms shall be (1.25 m<sup>2</sup>), provided that the number of students in the teaching halls for specialties of a scientific and applied nature does not exceed (40) students, and in specialties of a humanitarian nature does not exceed (60) students.
- C. Laboratories: Laboratories must meet the following conditions:
1. The minimum area for each laboratory shall be (40 m<sup>2</sup>), (2 m<sup>2</sup>) per student.
  2. The college shall provide the necessary laboratories for the specialties it teaches and supply it with the necessary equipment and tools for teaching according to the standards of special accreditation for each specialty. One laboratory may be used for more than one specialty within the same academic program.
  3. In addition to the laboratories required and mentioned in Clause (2) above, the college must provide at least one computer laboratory that is equipped with no less than (20) modern computers and two printers for every (500) students registered in the college.
  4. The college shall provide a fast-speed internet service that meets the needs of staff and students in the college.



#### D. Workshops:

1. The area of one workshop shall be at least (40 m<sup>2</sup>), (2 m<sup>2</sup>) per student.
2. The college shall provide the necessary workshops for the specialties it teaches and supply it with the necessary equipment and tools for teaching in accordance with the standards of special accreditation for each specialty.

#### E. Offices of faculty and administrative staff:

1. Allocating an area of 4 m<sup>2</sup> for each faculty member in individual or mutual offices, provided that their number in one office does not exceed two faculty members, provided with the necessary equipment and modern computers for all faculty members in the college.
2. Allocating an area of 4 m<sup>2</sup> to each administrator in individual or mutual offices, provided that the number of them in one office does not exceed four members.
3. A separate office must be provided for the Dean of the college and another for the Head of the Department, and a meeting room for the College Council and Department Councils shall be provided.

#### F. Library: When constructing the library building, the college must consider the following standards:

1. Providing an area of (0.2 m<sup>2</sup>) minimum for each student registered in the college.
2. Providing one seat for every ten students.
3. Providing various information sources for the specialty offered in the college, at a rate of (3) titles for each student as a minimum, provided that the number of titles in the library is not less than (1000) title, whether in paper or electronic.
4. The library shall subscribe in modern periodicals or magazines, both paper and electronic, for each academic program offered at the college.
5. Providing the necessary basic references for each academic program.
6. Providing information services such as references, guidance, lending, reservation, and photocopying.
7. Computerization of the library according to one of the computer systems available for this purpose.



8. Appointing a number of employees in the library, at the rate of one employee for every (1,000) students.
  9. Providing services for people with special needs, and providing the library with warning devices, visual and audible alerts in case of danger, and guide labels to guide people towards emergency exits and evacuation places.
- G. Providing an updated and activated college website.
- H. Admission and Registration Department: It must meet the following conditions:
1. Allocating sufficient areas to accommodate the admission and registration staff, and what the work in the department requires, in terms of files and documents repositories, among others. Office areas shall be as approved in Paragraph (E) of this Article for faculty members and administrative staff.
  2. The Department of Admission and Registration shall be managed by a full-time manager, assisted by a sufficient number of employees, at the rate of one registration officer for each (1,000) students.
  3. Providing the necessary official forms, documents, and records.
  4. Computerizing the department's work related to acceptance, registration, and documents, and providing the necessary devices and equipment for this.
- I. Health clinic: The college must provide a public health clinic equipped with the necessary and modern medical equipment, appoint a doctor or a nurse, and a sufficient and varied number of necessary medical treatments for first aid, emergencies, for urgent and simple cases only.
- J. Sports stadiums and halls: Equipping suitable sports fields or halls, provided that their number is not less than one stadium, or one hall and its facilities for practicing sports activities.
- K. Public and private facilities: A cafeteria, a chapel, and at least one activity hall must be provided for various activities.



L. Toilets:

1. Allocating sufficient toilets and providing sanitary conditions in a way that serves students and workers of both sexes.
2. Providing health facilities with special toilet rooms for people with special needs, one cabin for each of both sexes, with the necessary facilities and devices needed for calling for help.

M. Healthy drinking fountains:

1. Cooled water drinking fountains are allocated and distributed in a way that serves students and workers in their various gathering locations.
2. Providing at least one drinking fountain in each college for people with special needs.

N. Parking lots: The college shall provide the following:

1. Suitable parking lots, sufficient to accommodate at least a quarter of the college's employees at one time.
2. Parking areas allocated for people with special needs near each building.

O. Water: Water tanks with a capacity of at least 100 m<sup>3</sup> must be provided.

P. Codes and requirements of the buildings special for people with special needs shall be adhered to when constructing a new building in colleges or establishing a new college and the possibility of modifying the existing buildings shall be investigated to comply with these requirements.

**Article (17): Educational devices, equipment, and materials**

A. Teaching equipment and materials: The college must provide the following educational equipment and materials for teaching:

1. Modern computers to serve all faculty members, with one computer for each office.
2. Photocopying machines, at least one machine per (500) students.
3. A computer with a printer at least for each academic department or administrative unit.



4. One device at least to display the data for each academic department.

B. Records and Files: The College shall provide the following:

1. Records and files of the Financial Department.
2. Records and files of staff affairs.
3. Records and files of the college administration.

#### **Article (18): Calculation of the general absorptive capacity**

The general absorptive capacity of the college shall be determined according to the average absorptive capacity of the following:

1. Faculty members.
2. The functional area of land and buildings.
3. The library.
4. Teaching rooms (including 10% of the available laboratory and workshop spaces).
5. Admission and Registration Unit.

#### **Article (19):**

The college's land and its facilities are allocated for academic, administrative, and scientific purposes, as well as students' activities and services offered for college students. Under no circumstances may the college's land or any of its facilities and buildings be leased to any other party. It is also not permissible to build other facilities on the land licensed for the college for other than academic purposes and extra-curricular activities to serve the college and its students.



### Article (20):

The college may conclude agreements with educational and non-educational institutions to implement a group of specialties for the intermediate diploma programs for its students, provided that the Council's approval of these agreements shall be obtained for accreditation purposes, and that all these programs and specialties are implemented within the college, and that faculty members are appointed to the college staff according to the general accreditation standards for university colleges. The college also may provide and equip laboratories and workshops within the college according to the standards of special accreditation for intermediate university colleges, provided that all of this is under the management and supervision of the Dean of the college.

### Article (21):

The college is committed to:

1. Effectively applying full remote e-learning with its two types, synchronous and asynchronous, along with its components and models in academic courses, in accordance with the decisions and legislation in force.
2. Applying blended learning in the form of face-to-face and remote e-learning along with its components and models in academic courses, in accordance with the decisions and legislation in force.

### Article (22):

The request submitted for special accreditation or for raising the general or specific capacity of any college shall not be considered if it has penalties or financial penalties issued by the Council. In the event of repeating such violations, such requests shall not be considered until after passing at least one semester from the date of the elimination of the violations.

### Article (23):

The Council shall decide on any matters not mentioned in these instructions.

### Article (24):

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



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



**Article (25):**

These amended instructions were issued pursuant to the Council's resolution No. (306/14/2021), dated 14/4/2021.