



## General Accreditation Instructions for Private University Colleges

### Article (1):

These instructions are called (General Accreditation Instructions for Private University Colleges) No. (3) of (2018), issued pursuant to Commission Council's Resolution No. (307/14/2021), dated 14/4/2021, based on paragraphs (a, o) of Article (7) of the Law of Accreditation and Quality Assurance for Higher Education Institutions No. (20) of 2007 and its amendments. 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's Council:** The Council of Accreditation and Quality Assurance Commission for Higher Education.

**Private university college:** A university institution (University College, academy, institute) that awards intermediate diploma/bachelor's and/or master's degrees maximum, and does not fall under the framework of any university.

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

**The Commission:** Company's board of directors, its management body, or the administrative body of the association or institution that owns a private university college.

**Dean:** Dean of a private university college.

**General absorptive capacity:** The maximum number of students specified for a private university college.

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



### Article (3): According to the legal articles listed in the licensing instructions

For general accreditation purposes, private university colleges are obligated to:

- A. Provide the Commission's Council with the resolution of the Council of Higher Education that contains the establishment of a private university college by the Council of Higher Education.
- B. Organize the relationship between private university colleges and the Commission with a system that guarantees the academic and administrative independence of the college administration.
- C. Provide a clear and declared vision, mission, objectives, and values, and an organizational structure that regulates their academic, administrative, financial, and technical bodies, noting that these departments follow the Dean.
- D. Provide the organizational and administrative structure of the private university college to include the following:
  - 1) Dean of the college/institute/academy along with their deputies and assistants.
  - 2) Heads of academic departments.
  - 3) Director of the Accreditation and Quality Assurance Unit.
  - 4) Library Director.
  - 5) Director of Admission and Registration Unit.
  - 6) Managers of centers, units, administrative, financial, and service departments, financial and administrative control, and internal auditing.
- E. Establish and organize academic and research programs, curricula, and plans, hold examinations, and award academic degrees and certificates according to the rules.
- F. Prepare the necessary regulations and instructions in accordance with the Jordanian Universities Law in force.

### Article (4):

- A. A private university college may establish centers for education, training, consultancy, and research by a resolution issued by the Higher Education Council and upon the recommendation from the Board of Trustees and the College Council.



- B. A private university college may open branches and affiliated centers inside and outside the Kingdom of Jordan by a resolution issued by the Higher Education Council and upon the recommendation of the Board of Trustees, so that the private university college applies its regulations and instructions to its branches.

**Article (5):**

- A) The following councils shall be formed in the private university college, and their tasks shall be defined in accordance with the legislative provisions in force:
- 1) Board of Trustees.
  - 2) College Council.
  - 3) Departmental councils.
- B) Other councils may be established in a private university college in accordance with the laws and regulations in force.

**Article (6):**

- A. The Board of Trustees of the Private University College shall be formed by a resolution issued by the Higher Education Council for a renewable period of four years, as follows:
1. Chairman of the Board of Trustees.
  2. Dean.
  3. Two members who hold the rank of professorship from outside the private university college, to be chosen by the Higher Education Council.
  4. Three members appointed by the Commission who hold a first university degree as a minimum.
  5. Two members from the industry and commerce sector who hold a first university degree as a minimum, upon the recommendation of the Commission members who are not the owners or shareholders of the college and who are not members of the Commission.
- B. It is not permissible to combine the membership of the Board of Trustees with the membership of the Higher Education Council or the Commission's Council. It is also not permissible to combine the membership of the Board of Trustees of a private university college with the membership of the Board of Trustees of any



other university or college. It is also not permissible for a faculty member or employee working in a private university college to be a member of its Board of Trustees.

- C. Subject to the provisions of Paragraph (A) of this Article, the president and members of the Board of Trustees of the Private University College shall be appointed, their resignations shall be accepted, and they shall be removed of their positions by a resolution issued by the Higher Education Council upon the recommendation of the Commission. If the position of the Chairman of the Board of Trustees or any member of the Board of Trustees becomes vacant for any reason, a replacement shall be appointed in the same manner.
- D. Membership in the Board of Trustees shall inevitably be terminated if the member fails to attend three consecutive meetings or five occasional meetings without an excuse accepted by the Chairman of the Board of Trustees.
- E. The Board of Trustees shall hold its meetings on the college campus at least once a month (and whenever the need arises), and the College assigns a suitable place for the Board of Trustees and the administrative body supporting it to have their work done and hold their meetings. The minutes of the Board of Trustees' meetings shall be officially written down and documented. The Chairman and the members of the Board of Trustees shall be awarded an amount that is determined in accordance with instructions issued by the Commission.

#### Article (7):

The Board of Trustees shall be responsible for the duties and powers stipulated in Article (10) of the Jordanian Universities Law in force with replacing the following words:

President: Dean.

The Council: The Higher Education Council.

Vice Presidents: Deputies of the Deans.

Deans: Heads of Departments.



### Article (8):

- A. Each private university college shall have a full-time dean to direct it, appointed for a renewable period of four years, provided that s/he has a Jordanian nationality and holds the rank of professorship as a faculty member, provided that s/he is not a partner or contributor to the Commission.
- B. The Dean's service shall be terminated in the following cases:
- 1- The expiry of his/her of appointment's term, or accepting his/her resignation from the Higher Education Council, or his/her death.
  - 2- Removing him/her of the position by a resolution issued by the Higher Education Council based on a reasoned recommendation from the Board of Trustees.
- C. The Dean shall exercise his/her powers as a member of the faculty and is affiliated with one of the academic departments of the private university college.
- D. If the dean reaches the legal age specified for the termination of the services of the faculty members in the private university college, s/he shall continue his/her work until the expiry of his/her appointment's term stipulated in paragraph (A) of this article.
- E. A private university college may not continue without a Dean for more than four months, and the Council of Higher Education shall take the appropriate resolution in the event that this period of time has passed.
- F. The Dean is responsible before the Board of Trustees for managing the affairs of the private university college, and shall exercise the powers stipulated in Article (12/A) of the Universities Law with the replacement of the following words:

President: Dean.

University: a private university college.

Deans' Council: The College Council.

### Article (9):

- A. Each private university college shall have a council called the College Council headed by the Dean with the membership of:
1. Deputies of the Deans.
  2. Assistant Dean.



3. Heads of academic departments in the college.
  4. A representative for each academic department elected by the faculty members in the department at the beginning of each academic year.
  5. Two directors of the academic and administrative units in the college.
  6. Two members from the local community.
- B. The members of the Council mentioned in Clause (1) of Paragraph (A) of this Article shall be appointed by a decision of the Board of Trustees based on a recommendation from the Dean.
- C. The members of the Faculty Council mentioned in items (2), (3), (5), and (6) of paragraph (A) of this article shall be appointed by a resolution issued by the Dean for a period of one year, renewable for one time.
- D. The meetings of the College Council shall be periodic and regular, provided that they shall not be less than (4) sessions in one semester, and the minutes of the meetings shall be officially written and documented.
- E. The Private University College Council shall exercise the tasks and powers stipulated in Article (16/b) of the Universities Law with the replacement of the following words:
- Deans' Council: The College Council.
- Faculties: Departments.
- University: a private university college.

#### Article (10):

- A. Each department of the college shall have a council called (Department Council) consisting of the Head of the Department and all the faculty members in the department.
- B. The Dean or whoever s/he designates shall preside the Department Council in the absence of the Head of the Department or the acting head of department.
- C. The Department Council's meetings shall be periodic and regular, provided that they are not less than (6) sessions in one semester. The meetings' minutes shall be officially written and documented in the department.



- D. The Head of the Department is responsible for managing the department and the process of teaching in it, promoting practical research, and evaluating the performance of its employees in a manner that does not contradict the provisions of the legislation in force.
- E. The Department Council shall exercise the duties and powers stipulated in Article (19/C) of the Jordanian Universities Law, with the replacement of the following words:

College: Department.

Deans' Council: Department's Council.

**Article (11):**

The private university college is bound by what is stated in the Universities Law regarding the age of a faculty member.

**Article (12):**

The private university college shall provide the necessary land and facilities for academic and scientific purposes and student activities and services in the college, as stated in the general accreditation instructions and the resolutions issued by the Commission's Council.

**Article (13):**

The private university college shall be committed to the principles of student admission approved by the Higher Education Council at the beginning of each academic year.

**Article (14):**

A request to raise the general capacity of a private university college shall not be considered if it is subject to penalties or financial penalties issued by the Commission's Council. In the event that such violations are repeated, such requests shall not be considered until passing at least one semester since the date of their elimination.

**Article (15):**

The private university college shall have its own independent budget, approved by the Board of Trustees and endorsed by the Council of Higher Education.



**Article (16):**

A private university college shall open a special bank account independent of the Commission's accounts in one of the banks in the Kingdom of Jordan, in which the college's financial allocations shall be deposited in accordance with its annual operating budget. Expenditure shall be made by a resolution issued by the Dean.

**Article (17):**

These instructions shall be read along with the following articles: (5, 6, 7, 8, 9, 10, 11, 12, and 13) of the General Accreditation Instructions for Universities.

**Article (18):**

The Commission's Council shall decide on any matters with no related articles in these instructions.

**Article (19):**

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

**Article (20):**

These instructions were issued pursuant to the Commission Council's Resolution No. (307/14/2021), dated 14/4/2021.