



## **Instructions for Initial Special Accreditation for the Humanitarian and Scientific Specialties of the Bachelor's Degree in Universities and University Colleges**

### **Article (1):**

These instructions are called (Instructions for Initial Special Accreditation for the Humanitarian and Scientific Specialties of the Bachelor's Degree in Universities and University Colleges) issued pursuant to the Commission's Council Resolution No. (333/15/2021), dated 21/4/2021, 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.

### **Article (2):**

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

<b>The Commission:</b>	The Accreditation and Quality Assurance Commission for Higher Education Institutions.
<b>The Council:</b>	The Commission's Council.
<b>The President:</b>	The President of the Council.
<b>General absorptive capacity:</b>	The maximum number of students specified for the university or university college
<b>Specific absorptive capacity:</b>	The maximum number of students specified for the specialty.

### **Article (3): Program's objectives**

The university or university college is obligated to provide:

1. A detailed plan for the bachelor's specialty that contains basic information such as learning objectives, learning outcomes, and the forms of education approved in it.
2. The percentages of online integration, their models, and the online platforms used for learning and assessment purposes.
3. Teaching methods and strategies and a detailed study plan for each course.



#### Article (4): Study Plan

The university or university college is obligated to provide the study plan requirements for the initial special accreditation for humanitarian and scientific specialties of the bachelor's degree as follows:

- A) The minimum number of credit hours for the study plan to obtain a bachelor's degree in accordance with the accreditation's standards of the specialty shall be distributed according to the following:

Requirements	Credit hours
University's requirements	(21-27) credit hours in accordance with the resolutions of the Higher Education Council.
College's requirements	(15%) maximum of the total number of credit hours for the specialty.
Basic areas: compulsory, elective, and supportive specialty's requirements	(60%) minimum of the total number of credit hours for the specialty.
Optional courses (if any)	A maximum of (6) credit hours.

- B) The specialty's courses are distributed in the study plan to cover the following areas of knowledge:

1. Basic areas: The basic areas for each specialty are determined with a minimum of (4) fields of knowledge. The minimum number of credit hours for each area of knowledge is determined in accordance with the standards for accrediting the specialty, including the practical courses (if any) and the graduation project (if any). The educational institution may add another basic area of knowledge, considering the percentage of (60%) of the specialty's requirements out of the total number of credit hours for the specialty.
2. Supporting areas: (subjects that support the students' specialty offered in other specialties or programs in the college or from other related colleges). Their hours are determined according to the specialty.
3. Areas of practical training or graduation project (if any): Its hours are determined according to the specialty.



- C) The university or university college shall ensure that the curricula and courses meet the professional licensing requirements in the professions whose practice requires obtaining a license from other bodies outside the university or university college.

### Article (5): Faculty Members

The university or university college is committed to:

1. Appointing at least one faculty member for each of the basic areas of knowledge. In special cases, the overlapping between two specialties maximum may be considered. The number of faculty members must not be less than (4) full-time faculty members who hold a PhD degree in the field of specialty, provided that one of them has the rank of Associate Professor as a minimum. At least two of the full-time faculty members shall be appointed when submitting the initial special accreditation request, and the rest shall be appointed at the beginning of the third year from the date of the initial specific accreditation. The Council may, in special justified cases, grant exceptions in this Clause for a specific period.
2. Sequencing the faculty members' certificates from bachelor's to the PhD degrees, so that they are in the same specialty (if possible), taking the overlap and interdependence between some specialties into consideration.
3. Varying the sources of PhD degrees for faculty members (if possible).
4. Obtaining the faculty member who is subject to the system of practicing academic work issued by the Higher Education Council the license stipulated in the system and the instructions arising therefrom.
5. Necessarily obtaining the faculty members, who did not meet the provisions of Clause (4) of this Article, a qualification that is commensurate with the system of practicing academic work, and by at least two training workshops for all of what is required for a faculty member to master the skills of e-learning and face-to-face learning and evaluate them, including:
  - A. Writing learning objectives and outcomes, aligning them with educational content, and designing study plans.
  - B. The ability to manage face-to-face and online educational situations.
  - C. Modern teaching and assessment methods, designing educational content, and communicating with students.



6. Appointing at least (80%) of faculty members who hold a Jordanian nationality at the university or university college, provided that the percentage of them is not less than (75%) in one specialty. If there is more than one program in the specialty, the same percentage is calculated for faculty members in all programs for the same specialty. If Jordanian faculty members are not available in rare specialties, the Council may grant exceptions for a specific period.
7. Appointing at least (50%) of the faculty members on contracts of no less than three years.
8. Articles stated in the Universities Law regarding a faculty member who has reached the age of 70 years.

#### Article (6): Students

- A. The university or university college is committed to the ratio of students to the number of faculty members as follows:
  1. Humanitarian specialties: (1:35) maximum.
  2. Scientific specialties: (1:25) maximum.
- B. Students registered at a university or university college are considered regular students, and this includes students registered in private studies, deferred students, or dropout students.

#### Article (7): Absorptive capacity

The specific absorptive capacity for universities or university colleges' specialties shall be calculated according to the following:

1. A full-time faculty member is: (Professor, Associate Professor, Assistant Professor, Instructor, and Assistant Instructor), a full-time lecturer who holds a PhD degree, and a practicing professor who holds a bachelor's degree as a minimum.
2. A full-time faculty member whose specialization matches the basic knowledge areas of the specialty specified in the special accreditation standards.



3. A full-time faculty member holding a master's degree with a maximum of (5%) of the total of full-time PhD holders of humanitarian specialties, and a maximum of (10%) of the total of full-time PhD holders of scientific specialties. These instructions apply to the specialties which are newly created and approved for the first time since 2019. For the specialties created before this date, the percentage of full-time master's degree holders in each specialty is a maximum of (20%) of the total number of full-time PhD holders unless otherwise specified in the special accreditation standards of the specialty.
4. For the purpose of calculating the specific absorptive capacity, (10%) of the total of full-time PhD holders in the specialty shall be added to cover the overtime.
5. For the purpose of calculating the specific absorptive capacity, (10%) of the total of the full-time PhD holders in the specialty shall be added if it obtains a local or international quality assurance certificate, provided that they have an actual teaching load.
6. If the equivalency of a PhD degree held by a faculty member does not match any of the basic knowledge areas of the specialty specified in the special accreditation standards, a faculty member may be appointed in the specialty for the purposes of specific absorptive capacity at a percentage not exceeding (25%) of the total full-time faculty members holding a PhD degree in the specialty and who meet the following conditions:
  - A. Publishing at least two papers within one of the basic knowledge areas of the specialty in refereed, specialized, and classified scientific journals, and being the main researcher in one of them; or authoring two refereed books in one of the basic knowledge areas of the specialty. The refereed book is considered a single research.
  - B. The topic of the PhD dissertation done by the faculty member has covered one or more of the knowledge areas specified by the special accreditation standards of the specialty.
  - C. The faculty member must have taught, during his/her studies at the higher diploma (and/or master's (and/or) PhD degree), a number of courses in one of the basic knowledge areas of the specialty, with no less than (9) credit hours.



### Article (8): Laboratory and workshop supervisors and technicians (if any)

The university or university college is obligated to the following:

1. Appointing the needed number of laboratory supervisors so that the ratio of students in one laboratory during teaching does not exceed (1:20), and the supervisor's load does not exceed (18) practical hours per week, provided that s/he holds a bachelor's degree in the specialty as a minimum.
2. Appointing at least one technician to all laboratories in the same department who holds an intermediate diploma, as a minimum, and at least one technician is appointed for each workshop who holds an intermediate diploma, as a minimum.

### Article (9): Library/Educational Resource Unit

The university or university college is obligated to provide the following:

1. Five copies of each course book as a minimum, with two copies of each title. This includes all courses decided on in the study plans.
2. Books covering knowledge areas for learning courses, taking property rights into account.
3. A minimum of fifty titles of advanced books in various fields of the specialty.
4. A minimum of one recent periodical for each specialty.
5. The basic references needed for research and study, such as language dictionaries, encyclopedias, dictionaries of translations, biographies, manuals, secondary books, atlases, and bibliographies, in both Arabic and foreign languages.
6. Open learning resources for the courses decided on in the study plans, wherever possible, taking property rights into account.
7. Research sources that contain relevant scientific and research papers.
8. An online system that enables learners to borrow books and view the open learning resources available in the library.
9. Subscriptions to Digital learning resources.
10. A center for open digital learning resources, and an access to it for all parties of the learning process and the local community, in compliance with regulating instructions that take intellectual property into account.



## Article (10): Laboratories and Workshops (if any)

### A. Laboratories:

1. The minimum area for each laboratory is (60) m<sup>2</sup>, with a maximum capacity of (20) students per laboratory.
2. At least one computer lab equipped with modern computers shall be provided, containing no less than (20) computers for every (500) students.
3. Names of laboratories and equipment needed for each shall be determined according to the accreditation standards of the specialty.
4. Main laboratories shall be equipped with the necessary equipment and devices and prepared before starting teaching in them. The specialty's laboratories shall be prepared before the beginning of the second year from the date of accrediting the specialty.
5. General safety and security procedures shall be followed.

### B. Workshops:

The minimum area of a workshop shall be (60) m<sup>2</sup>, with an average of (4) m<sup>2</sup> per student. The maximum capacity of the workshop shall be (15) students maximum (the names of the workshops and the equipment needed for each of them shall be determined according to the specialty).

### C. Special Facilities:

(The names of the special facilities needed for each of them shall be determined according to the specialty).

## Article (11): Classrooms

The university or university college is obligated to provide sufficient classrooms according to the following conditions:

1. The minimum area of the classroom or discussion room shall be (40 m<sup>2</sup>).
2. The minimum area allocated for each student in the classroom shall be (1.5 m<sup>2</sup>).





3. The university shall provide a number of classrooms equipped with electronic systems and equipment to support e-learning methods, interactive and participatory activities, project-based learning, dialogue and discussion sessions, and other modern learning methods.

### Article (12): Technical Institutional Capacity

Universities or university colleges are obligated to provide the following:

1. Complete Information Technology capability.
2. Computers and technological tools for faculty and staff members.
3. Wi-Fi (wireless) and high-speed internet service.
4. A learning system by virtual laboratories.
5. Electronic examination monitoring system.
6. Electronic security system.
7. Evaluation management system for software used in e-learning (Resource Visibility).
8. A video production system that can be used for synchronous or asynchronous learning.
9. An integrated e-learning management system.
10. Online content of the educational courses and the supporting materials for the courses.
11. The opportunity for students, especially those with special needs, to access the e-learning platform from inside or outside the university.
12. A website for the department on the university's intranet containing all academic information and related electronic links.

### Article (13):

Universities or university colleges, when submitting a request for the initial special accreditation, are obligated to:

1. Effectively apply 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 type 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 (14): General Requirements

Universities or university colleges are obligated to the following:

1. Appointing a Head of an academic department in the field of specialty with a special office for the Head of the Department, and a full-time secretary for department affairs.
2. Providing offices for faculty members in the department according to the general accreditation standards.

## General Provisions

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### Article (15):

If the specialty is approved by a special accreditation and teaching in it has not started after one year of its licensing, the Council shall make a recommendation to the Higher Education Council to cancel it.

### Article (16):

The request for special accreditation or raising the general or specific capacity of any university or university college shall not be considered if it has penalties or financial penalties issued by the 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 (17):

The Council shall decide on any other matters with no articles related to them in these instructions.

### Article (18):

These instructions supersede any previous provisions or decisions issued by the Council that contradict them.



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Accreditation and Quality Assurance Commission for Higher Education Institutions



### Article (19):

These amended instructions were issued pursuant to the Accreditation Commission Council's Resolution No. (333/15/2021), dated 21/4/2021, and are effective from the date of their approval.