



## Instructions for Special Accreditation for the Humanitarian, Scientific, and Applied Specialties for Intermediate University Colleges

### Article (1):

These instructions are called (Instructions for the Special Accreditation of Humanitarian, Scientific, and Applied Specialties for Intermediate University Colleges), issued pursuant to Commission's Council Resolution No. (306/14/2021), dated 04/14/2021, 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. These instructions are deemed 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.

**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 that contains a program or a group of programs.



### Article (3): Specialty's Objectives / Learning Outcomes of the Study Plan

The college is committed to the following:

1. Providing a detailed plan for the diploma major that contains clear learning objectives and outcomes.
2. Providing a detailed study plan for each course that shows the used teaching methods.

### Article (4): Study Plan

The college is committed to providing the study plan for special accreditation for the humanitarian, scientific, and applied specialties for the intermediate diploma degree as follows:

- A. The credit hours of the study plan for obtaining an intermediate university degree are distributed as (72) hours as a minimum for the two-year program, and for the (96) hours as a minimum for the three-year program for the various specialties as follows:

Requirements	Credit hours for the two-year program	Credit hours for the three-year program
College's requirements	(12) credit hours	(12) credit hours
Program's requirements	(12-18) credit hours	(12-18) credit hours
Specialty's requirements	(42-48) credit hours, provided that the practical aspect is not less than (50%) of the specialty's requirements for the applied specialties	(66) credit hours as a minimum, provided that the practical aspect is not less than (50%) of the specialty's requirements for the applied specialties

- B. The materials of the study plan are distributed to cover the following areas of knowledge regarding the above objectives:
1. Basic knowledge areas: The basic areas of each specialization are defined from (3) to (6) areas.
  2. Supporting areas are materials that support the student's specialty offered by other specialties in the college.



3. Practical materials: Practical courses or courses that include a practical part, in which one credit hour is equivalent to two practical hours as a minimum.
4. Field training: (3) credit hours for the two-year program and (6) credit hours for the three-year program, provided that the training takes place in a separate semester.
5. Graduation project (if any): (3) credit hours.

### Article (5): Faculty members and assisting staff

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

The college is committed to the following:

1. Appointing at least one faculty member who holds a PhD degree in one of the specialties that fall under each program. The Council may, in justified cases, exempt the PhD degree requirement if the number of specialties offered in the track is less than three, or if it is difficult to appoint a faculty member holding a PhD degree in the technical and applied programs.
2. Appointing at least one faculty member holding a master's degree in each specialty.
3. Appointing at least one faculty member holding a bachelor's degree for each of the basic areas of specialization, 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 consider the overlapping between two specialties maximum. The Council may consider one faculty member in each specialty who holds an intermediate university diploma degree as a practicing teacher in technical or applied specialties for rare specialties, if s/he has at least (10) years of experience in the field of specialization.
4. The full-time faculty member's age shall not exceed 70 years. If s/he reaches 70 years old and his/her contract was valid prior to the issuance of these instructions, s/he shall remain in his/her work until the term of his/her contract is terminated.



5. The term of faculty members' contracts shall not last for less than one academic year.
6. Appointing at least 50% of full-time faculty members on contracts of no less than two years.
7. The percentage of faculty members who hold Jordanian citizenship and who are accredited for the purposes of calculating the special absorptive capacity shall not be less than (80%) of the total faculty members in each specialty.
8. The maximum teaching load for faculty members is 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 six credit hours, provided that the percentage of part-time faculty members does not exceed (10%) of the total full-time faculty members accredited in each program.

B. Technical assisting 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 who has a practical experience in the field of specialty of not 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, and the number of supervisors shall not be less than one supervisor for each (25) students, taking the laboratory space into account.
3. At least one technician shall be appointed for all laboratories in one section, who holds an intermediate diploma degree as a minimum.



### Article (6): Specific absorptive capacity

- A. The specialty in the Intermediate Diploma Program is approved for the first time, with a specific capacity that does not exceed 150 students maximum.
- B. The college may submit a request to raise the specialty's absorptive capacity if:
1. The specialty's capacity to be raised is fixed.
  2. All conditions needed to raise the capacity are met, so that there are no deficiencies related to the effective special accreditation standards, and that there are no violations.
  3. If this raise does not result in exceeding the limit on the college's general absorptive capacity.
- C. Ratio of student to full-time faculty members:
1. Humanitarian Specialties: (1:40).
  2. Scientific Specialties: (1:35).
  3. Applied Specialties: (1:35).
- D. Students enrolled in the program are considered regular students, including deferred students.
- E. For the purposes of calculating the specialty's capacity, the following 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 full-time faculty members accredited in items (1 and 2) above shall be added to cover overtime.
  4. A percentage of (10%) of the full-time faculty members accredited in the specialty shall be added if the specialty obtains a local or international quality assurance certificate, provided that the full-time faculty members have an actual teaching load in the specialty.



F. The specialty's capacity is calculated according to the following equation:

$$[(\text{Total number of study plan's credit hours} \div \text{number of hours of the specialty's courses})] \times [(\text{Total number of accredited faculty members in the specialty} \{ \text{total of accredited PhD and master's degree holders} + \text{total of accredited bachelor's degree holders} \})] \times \text{ratio of student: Professor of the course.}$$

### Article (7): Books, magazines, dictionaries, and encyclopedias

The college is committed to providing the following:

#### A. Books:

- For each course in the study plan, at least one basic reference and a number of supporting references shall be specified.
- Providing at least three different titles for each course in the study plan for each specialty, with two copies of each title.
- The specialized books shall be recent (the latest five years) that deal with the theoretical and practical aspects of each specialty.

#### B. Specialized magazines:

- Providing refereed scientific journals or recent periodicals in the field of the specialty (paper or online).

#### C. Dictionaries, encyclopedias, and other sources:

- Providing a sufficient number of dictionaries, encyclopedias, and references necessary for the specialty (paper or online).

### Article (8): Laboratories and Workshops (if any)

A. Laboratories: The college shall provide the necessary laboratories for the specialty it teaches, and laboratories shall meet the following conditions:

1. The minimum area of each laboratory shall be (40 m<sup>2</sup>) forty square meters, at a rate of (2 m<sup>2</sup>) per student.



2. Laboratories shall be equipped with the necessary equipment and tools for teaching in accordance with the curricula. The names of the laboratories and the necessary equipment for each of them shall be determined according to the criteria of special accreditation for each specialty. One laboratory may be used for more than one specialty within the same academic program.
3. Internet service shall be accessed at a speed that fulfils the uses of students in the laboratory.
4. The college should provide at least one computer lab that is equipped with at least (20) modern computers and two printers for every (500) students registered in the college.
5. The necessity to follow public safety and security measures.

B. Workshops: The college shall provide the necessary workshops for the specialties it teaches, and the workshop shall meet the following conditions:

1. The minimum area of each workshop shall be (40 m<sup>2</sup>), at a rate of (2 m<sup>2</sup>) per student.
2. Providing the workshop with the necessary equipment and tools for teaching in accordance with the curricula. The names of the workshops and the necessary equipment for each of them shall be determined according to the criteria of special accreditation for each specialty.

### Article (9): Equipment, tools, and teaching aids

The college is committed to providing the technical infrastructure as well as the educational equipment, tools, and teaching aids appropriate for the specialty, according to the accreditation standards for each specialty.

### Article (10): General Requirements

The college is committed to:

1. Appointing the head of a department/program/track in the field of specialization, that will be chosen from among the faculty members who hold a PhD or master's degree.
2. Providing a special office for the head of the department/program/track and appointing a full-time secretary for the department/program/track's affairs.



3. Creating an active website for the college that contains sufficient information about the college's programs and specialties.
4. Creating an integrated online archive for academic materials, students, counselling, and graduates, and documenting the minutes of the sessions held by the Department's Council and the various committees.
5. Designing sufficient paper and online bulletin boards in the college.
6. Designing paper and online bulletin boards to introduce the specialty, its objectives, study plan, and learning outcomes.

#### **Article (11): Learning outcomes and methods of students' assessment**

- A. The learning outcomes for each subject shall go in line with the labor market.
- B. The learning outcomes of each program shall be linked to the specifications of the Jordanian National Qualifications Framework.
- C. Evaluation methods shall be announced to students at the beginning of each semester, such as exams (of different types), graduation projects (if any), field training reports (if any), student research and reports, and any other evaluation methods.

#### **Article (12):**

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 courses, in accordance with the decisions and legislation in force.
2. Applying the blended learning in the form of face-to-face and remote e-learning, along with its components and models in the courses, in accordance with the decisions and legislation in force.

#### **Article (13):**

The general accreditation instructions for intermediate university colleges shall be applied to matters that are not mentioned in these instructions.



#### Article (14):

The request submitted for special accreditation or for increasing the general or specific capacity of any college shall not be considered if the collage 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 violations' elimination.

#### Article (15):

The college may implement a part of the practical courses included in its study plan in laboratories outside the college, provided that there are no more than a maximum of two laboratories in all of its programs, within an agreement concluded with educational institutions, after the approval of the Commission.

#### Article (16):

The college is committed to accrediting the specialty with a special accreditation by the Commission, before accepting students and starting teaching in it.

#### Article (17):

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

#### Article (18):

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

#### Article (19):

These amended instructions were issued pursuant to the Commission's Council Resolution No. (306/14/2021) dated 04/14/2021.

\* The name of "Intermediate Community Colleges" was changed to "Intermediate University Colleges" pursuant to the Commission's Council Resolution No. (420/36/2017) dated 4/10/2017.