



Instructions for Special Accreditation of Postgraduate Programs in Universities and University Colleges

Article (1):

These instructions are called (Instructions for Special Accreditation of Postgraduate Programs in Universities and University Colleges) issued pursuant to Commission Council's Resolution No. (349/16/2021), dated 28/4/2021, 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:

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

The Council: The Commission's Council.

The President: The President of the Council.

Postgraduate Studies: University studies leading to have a higher diploma, a second university degree (Master's degree), or a third university degree (PhD degree).

Postgraduate Program: Higher Diploma, Master's degree, or PhD degree.

Connected Program: A master's program linked to a bachelor's program in the same specialization, or a PhD program connected to a master's and bachelor's program in the same specialization.

Separate Program: A postgraduate program that is not connected with the bachelor's program in the same specialization.

General absorptive capacity: The maximum number of students specified for the university or university college by the Council.

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

Faculty Member: A faculty member who holds a PhD degree, with the rank of Professor, Associate Professor or Assistant Professor.



Article (3): Program Objectives

Universities or university colleges are obligated to provide:

1. A detailed plan for the postgraduate program that contains basic information from learning objectives, learning outcomes, and the forms of instruction approved in it.
2. The percentages of e-integration, their models, and the online platforms used for learning and assessment purposes.
3. Teaching methods and methods and a detailed study plan for each course.

Article (4):

Universities or university colleges are obligated to provide a deanship or a college that deals with postgraduate programs.

Article (5): Research Publications of faculty members

The Commission approves the research of a faculty member for the purposes of teaching, supervision, and calculating general or specific absorptive capacity in postgraduate programs if it is published or accepted for publication in the following scientific journals:

- A. The refereed scientific journal: to be issued by a scientific institution or Jordanian journals supported by the Jordan Scientific Research Support Fund, and that the following conditions apply to it:
 1. To have an editorial board and an editor-in-chief.
 2. To have an advisory body.
 3. It must have been issued for at least three years.
 4. Issuance of this journal shall be continuous.
- B. The internationally classified scientific journal: provided that it is indexed in one of the global databases listed below, or in any other global databases approved by the Council:
 - Science Citation Index (SCI)
 - Science Citation Index Expanded (SCIE)
 - Web of Science (Formerly ISI)
 - Scopus
 - Social Sciences



Article (6): Faculty Members

1. 25% of the faculty members shall be graduates of universities in which the language of instruction is English, and the Council may, in special cases, approve other languages according to the specialty.
2. At least 75% of the faculty members shall hold Jordanian nationality in the same specialty.
3. The contract period of (50%) of the faculty members shall not be less than two years for the master's program and three years for the PhD program.
4. For the accreditation of faculty members at the rank of Professor or Associate Professor for the purposes of teaching, preparing and correcting the Cognitive Competency Tests and the comprehensive exam, and supervising and examining university theses, they must have, in the last five years, one of the following:
 - A. At least two research papers published or accepted for publication in his/her specialty in scientific refereed journals, provided that one of the two papers is published or accepted for publication in an internationally classified journal.
 - B. Two refereed books in the field of specialization.
 - C. A refereed book in the field of specialization and a research published or accepted for publication in an internationally classified journal.
5. For the accreditation of a faculty member at the rank of Assistant Professor for the purposes of teaching, preparing and correcting the Cognitive Competency Tests and the comprehensive exam, supervising and examining university theses, s/he must have, in the last three years, at least two research papers published or accepted for publication in scientific refereed journals, provided that one of the research papers has been published or accepted for publication in an internationally classified journal. The Council may, in justified cases, grant an exception for a specified period.
6. For the accreditation of the faculty member, s/he is required to be proficient in the skills, methods, and strategies for implementing e-learning (in both, its fully online and blended forms), and to be able to employ open-source learning resources in his/her academic courses.



7. The necessity of 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.

Article (7):

What is stated in Article (6) regarding the Commission's Council approval of a faculty member who has reached the age of seventy according to what is stated in the applicable Jordanian Universities Law shall be taken into account.

Article (8): Separate Programs

Subject to what is stated in Article (6) of these instructions, the university or university college is obligated to achieve the following:

1. The minimum number of full-time faculty members in each postgraduate program offered by the university shall be four full-time faculty members holding a PhD degree in the required specialty. At least two faculty members may be provided when submitting a request for accreditation, one of them shall have the rank of professor or an Associate Professor, and the rest shall be provided at the beginning of the second year from the date of special accreditation.
2. The academic rank percentages for faculty members in the Higher Diploma Program are as follows:
 - A minimum of (25%) of the total number of faculty members at the rank of Professor or Associate Professor.
 - A maximum of (75%) of the total number of faculty members at the rank of Assistant Professor.
3. The academic rank percentages for faculty members in the master's program are as follows:
 - A minimum of (25%) of the total number of faculty members at the rank of Professor.
 - A maximum of (25%) of the total number of faculty members at the rank of Assistant Professor.
 - The rest of the percentage of the total number of faculty members shall be at the rank of Associate Professor.



4. The academic rank percentages for faculty members in the PhD program are as follows:

- A minimum of (50%) of the total number of faculty members at the rank of Professor.
- A maximum of (25%) of the total number of faculty members at the rank of Assistant Professor.
- The rest of the percentage of the total number of faculty members shall be at the rank of Associate Professor.

Article (9): Connected Programs

Taking into account what is stated in Article (6) of these instructions, the higher diploma program, master's program, or a PhD program may be accredited as a program connected with the bachelor's program for the purposes of special accreditation and calculating the specific absorptive capacity, provided that the postgraduate program has a similar bachelor's program, and its license has at least passed (7) years.

1. Higher Diploma connected to the Bachelor's degree:

The minimum number of full-time PhD holders shall be (6) faculty members in the required specialty and for each related program, provided that two of them are provided with the rank of Professor or Associate Professor.

2. Master's degree connected with the Bachelor's degree:

The minimum number of full-time PhD holders shall be (6) faculty members in the required specialty and for each related program, and the academic ranks of at least (4) of them shall be as follows:

- (25%) as a minimum for the rank of Professor.
- (25%) maximum for the rank of Assistant Professor.
- The rest of the percentage is for the rank of Associate Professor.

3. PhD and Master's degree connected with the Bachelor's degree:

The minimum number of full-time PhD degree holders should be (8) faculty members in the required specialty and for each related program, and the academic ranks of at least (6) of them shall be as follows:

- (50%) as a minimum for the rank of Professor.
- (25%) maximum for the rank of Assistant Professor.
- The rest of the percentage is for the rank of Associate Professor.



Article (10): Absorptive capacity

1. Universities and university colleges are committed to the maximum limit of their absorptive capacity as follows:
 - A. The maximum specific absorptive capacity for the number of students registered in the PhD program is (60) students.
 - B. The maximum specific absorptive capacity for the number of students registered in the master's program for humanitarian specialties is (150) students.
 - C. The maximum specific absorptive capacity for the number of students registered in the master's program for scientific and applied specialties is (100) students.
 - D. The maximum specific absorptive capacity for the number of students registered in the Higher Diploma Program is (150) students.
2. For calculating the specific absorptive capacity, (10%) of the total number of full-time PhD holders in the specialty shall be added to cover the overtime.
3. For calculating the specific absorptive capacity, (10%) of the total number of full-time PhD holders in the specialty shall be added if the specialty obtains a local or an international quality assurance certificate, provided that they have an actual teaching load.
4. The Council may, in justified cases and for a specific period of time, grant an exception in excessing the maximum specific absorptive capacity.

Article (11): Students

1. The ratio of the number of students to the number of faculty members shall not exceed:
 - (1:15) for the PhD program.
 - (1:20) for the master's program/humanitarian specialties.
 - (1:15) for the master's program/scientific and applied specialties.
 - (1:20) for the Higher Diploma Program.



2. All students enrolled in postgraduate programs at the university or university college are considered regular students, including students enrolled in special studies programs, deferred students, or dropout students, with the exception of students registered for zero credit hours for the purposes of the comprehensive exam or thesis.

Article (12): Study Plans/PhD Program:

1. The requirements for obtaining a PhD degree are passing (54) credit hours as a minimum, distributed as follows:
 - (21) credit hours of compulsory courses.
 - (15) credit hours of elective courses.
 - (18) credit hours for a PhD thesis.
2. Upon admission, remedial courses may be specified for students at the bachelor's (and/or) master's level, provided that they do not exceed (9) credit hours. The grades of these courses are not included in the students' GPA, and are not counted within the credit hours required to obtain a PhD degree.

Article (13): Study plans in the Master's program

1. The requirements for obtaining a master's degree are passing (33) credit hours as a minimum, and these requirements are distributed according to the two tracks of the master's program (comprehensive and thesis) as follows:

A. Master's Program / Comprehensive Track:

- (24) credit hours of compulsory courses as a minimum.
- (9) credit hours of elective courses as a maximum.
- The Council may, in special and justified cases, decide on the number of compulsory and elective credit hours.

B. Master's Program / Thesis Track:

- (15) credit hours of compulsory courses as a minimum.
- (9) credit hours of elective courses as a maximum.
- (9) credit hours for a master's thesis.
- The Council may, in special and justified cases, amend the number of compulsory and elective credit hours.



2. Upon admission, remedial courses may be specified for students at the bachelor's level, provided that they do not exceed (9) credit hours. The grades of these courses are not included in the student's GPA, and they are not counted within the credit hours required to obtain a master's degree.

Article (14): Study Plans / Higher Diploma Program:

1. The requirements for obtaining a higher diploma are (24) credit hours as a minimum, distributed as follows:
 - (15) credit hours of compulsory courses as a minimum.
 - (9) credit hours of elective courses as a maximum.

Article (15): Supervising and examining university theses

1. The committee for examining PhD or master's theses must include at least one faculty member from outside the university, provided that s/he is at the rank of Professor or Associate Professor in his/her field of specialization or research field.
2. The maximum number of theses supervised by a faculty member at the same time is six.

Article (16):

Universities or university colleges, when submitting a request for special accreditation for graduate programs, are obligated 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.



General Provisions

Article (17):

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 (18):

The request for special accreditation or increasing the general or specific absorptive 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 penalties are repeated, such requests shall not be considered until passing at least one semester since the date of their elimination.

Article (19):

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

Article (20):

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

Article (21):

These instructions were issued pursuant to the Accreditation Commission Council's Resolution No. (349/16/2021), dated (28/4/2021), and are effective from the date of their approval.