



## **Instructions for Special Accreditation of the Department of Basic Human Sciences and Department of Basic Scientific Sciences**

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

These instructions are called (Instructions for Special Accreditation of the Department of Basic Human Sciences and Department of Basic Scientific Sciences in universities or university colleges) issued pursuant to Commission Council's Resolution No. (434/22/2021), dated 9/6/2021, 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.

**Special Absorptive Capacity:** The maximum number of students specified for the specialty.

**Department of Basic Human Sciences:** The department concerned with teaching compulsory and elective university requirements.

**Department of Basic Scientific Sciences:** The department concerned with teaching the compulsory and elective college requirements or some of them.

**Department of Basic Human and Scientific Sciences:** The department concerned with teaching university and college requirements.

### **Article (3):**

A. The university or university college may establish a department (unit or division) of basic human sciences and/or a department of basic scientific sciences, provided that the approval of the Higher Education Council is obtained.



- B. The university or university college may establish a department (unit or division) of basic human and scientific sciences, provided that the approval of the Higher Education Council is obtained.

#### Article (4): Number of Credit Hours

- A. The number of credit hours for the Department of Basic Human Sciences are distributed as follows:

Requirements	Credit Hours
University requirements	(21-27) credit hours, in accordance with the Higher Education Council's resolutions

- B. The number of credit hours for the Department of Basic Scientific Sciences are distributed as follows:

Requirements	Credit Hours
University requirements	At least (15%) of the total hours of the study plan

- C. All courses offered by the department shall have department-specific numbers.

#### Article (5): Faculty members

The university or university college is committed to the following:

1. Assigning at least one faculty member for each of the compulsory university requirements in the field of specialty.
2. Assigning at least one faculty member for each of the elective university requirements in the field of specialty.
3. Assigning at least one faculty member for each of the college requirements in the field of specialty.
4. The necessity of sequencing the faculty members' certificates from bachelor's to the PhD degrees, so that they are in the same specialty (if possible), taking into consideration the overlap and interdependence between some specialty.
5. Varying the sources of PhD degrees for faculty members (if possible).
6. The necessity of obtaining the faculty member to whom the system of practicing academic work issued by the Council of Higher Education applies the license stipulated in the system and the instructions emanating from it.



7. The necessity for faculty members on whom the provisions of Clause (6) of this article do not apply to obtain a qualification in line with the system of practicing academic work, and by at least two training workshops for all that is required for a faculty member to master and evaluate e-learning and face-to-face teaching skills, including:
  - A. Writing learning objectives and outcomes, aligning them with the educational content, and designing study plans.
  - B. The ability to manage face-to-face and online educational situations.
  - C. Applying modern methods of teaching and assessment, designing educational content, and communicating with students.
8. Appointing at least (80%) of faculty members who hold Jordanian nationality in the educational institution, provided that they do not constitute a percentage less than (75%) in one specialty. In the event that there is more than one program in the specialty, the same percentage shall be calculated for the faculty members in all programs for the same specialty. In the event that Jordanian faculty members are not available in rare specialties, the Council may grant exceptions in this Clause for a specific period.
9. Appointing at least (50%) of the faculty members on contracts of no less than three years.
10. The Commission's Council applies what is stated in the Universities Law on faculty members who have reached the age of seventy.

#### **Article (6): Students**

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.



### Article (7): Specific Absorptive Capacity

For the purposes of calculating the department's specific absorptive capacity, the following matters should be considered:

1. Full-time PhD holders.
2. Full-time master's degree holders, with a percentage not exceeding (40%) of the full-time PhD holders of scientific specialties.
3. Full-time master's degree holders, with a percentage not exceeding (50%) of the full-time PhD holders in human specialties.
4. A percentage of (10%) of the full-time PhD holders shall be added for overwork.
5. 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 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 in the specialty and who meet the following conditions:
  - A. Publishing at least two research papers in refereed, specialized, and classified scientific journals, within one of the basic knowledge areas of the specialization and being a 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 for this purpose.
  - 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), a number of courses in one of the basic knowledge areas of the specialty, with no less than (9) credit hours.



6. The needed number of faculty members for the department shall be calculated according to the following equation:

**Human specialties:**

The needed number of faculty members = [total hours taught by the department / average total hours of study plans in the college] \* actual number of first-year students / 35).

**Scientific specialties:**

The needed number of faculty members = [total hours taught by the department / average total hours of study plans in the college] \* actual number of first-year students / 25).

The department's absorptive capacity shall be calculated at the beginning of each semester and upon completion of the university's registration of first-year students.

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

The university or university college shall be committed to:

1. Appointing the necessary number of laboratory supervisors, so that the percentage 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 for all laboratories in one department holding an intermediate diploma, as a minimum, and at least one technician for each workshop holding 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 major.



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 parties to the learning process and the local community in accordance 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>, and the maximum capacity is (20) students per laboratory.
2. At least one computer lab that is 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 the start of 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>) forty square meters.
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 intranet of the university or university college containing all academic information and related electronic links.

#### Article (13):

Universities or university colleges, when submitting a request for 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 the 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):

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

### Article (16):

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

### Article (17):

These amended instructions were issued pursuant to the Accreditation Commission Council's Resolution No. (434/2021), dated 9/6/2021, and are effective from the date of their approval.