



## Policy for student Admission and Transfer at the American University of Madaba AUM

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**First** The admission and Transfer policy at the American University of Madaba is based on student obtaining a high school diploma or its equivalent, regardless of gender, race, color, religion, age, or physical challenges.

### **Second Admission and Transfer to the undergraduate program**

**A-** Admission requirements and documents:

**1-** Students who have obtained General Secondary Education Certificate or its equivalent.

**a-** Admission requirements:

1. Obtaining the Jordanian General Secondary Education Certificate or its equivalent.
2. Meeting the minimum acceptance grades required to study in private Jordanian universities according to the general policy for student admission to Jordanian universities for the Bachelor's level in the year of admission.
3. Passing the test administered by the Jordanian Ministry of Education, along with any additional requirements determined by the ministry for certain nationalities.
4. Adherence to the admission criteria and accepted steams of the General Secondary Education Certificate for the desired specialization in accordance with the general policy for student admission to Jordanian universities for the Bachelor's level in the year of admission
5. Not having been previously expelled from the American University in Madaba or any other university for disciplinary reasons.

**b-** Documents required

1. Certified copy of the General Secondary Education Certificate, or its equivalent.
2. Certified grades transcript of the General Secondary Education Certificate, or its equivalent.
3. Certificated equivalency of the foreign high school certificate or Arab certificate.
4. Certified Copy of official identification document (Jordanian civil status ID, birth certificate, passport, or civil status ID for the children of Jordanian women).
5. Two recent colored passport-sized photographs.
6. Copy of military service book (for Jordanian males) or exemption certificate.
7. Security card for Syrian students or the identification number of the commission.
8. Residence permits for non-Jordanian students residing in Jordan.

9. Non-Jordanian students should contact their respective cultural attachés in Jordan to provide the university with a letter of no objection for studying at the university, as required by certain nationalities.
- 2- Students who have obtained college diploma and wish to pursue a bachelor's degree (through "tajseer" or "bridging")

**a- Admission requirements:**

1. Passing the comprehensive exam for the purpose of bridging and meet the minimum acceptance grades required to study in private Jordanian universities according to the general policy for student admission to Jordanian universities through "tajseer" in the year of admission.
2. Passing the qualifying exam for the purpose of bridging for Jordanians who hold a non-Jordanian college diploma and for Jordanian students who hold a community college diploma and are not covered by the comprehensive examination system
3. Previous studies should have been completed in a regular full-time mode.
4. The specialization in the diploma should match in contents the desired major in the bachelor's degree program.

**b- Documents required**

1. Certified copy of the college diploma certificate.
2. Certified grades transcript.
3. If the diploma certificate is issued from outside Jordan, the university must be provided with the college diploma equivalence and an official letter from the Ministry of Higher Education in the country of issuance, or from the embassy of that country in Jordan, stating that the diploma qualifies the holder to pursue undergraduate studies at the bachelor's level in their country. Jordanian nationals are exempted from this requirement and are required to obtain the diploma equivalence from the Jordanian Ministry of Higher Education.
4. Certified Copy of official identification document (Jordanian civil status ID, birth certificate, passport, or civil status ID for the children of Jordanian women).
5. Two recent colored passport-sized photographs.
6. Copy of military service book (for Jordanian males) or exemption certificate.
7. Security card for Syrian students or the identification number of the commission.
8. Residence permits for non-Jordanian students residing in Jordan.
9. Non-Jordanian students should contact their respective cultural attachés in Jordan to provide the university with a letter of no objection for studying at the university, as required by certain nationalities.

### 3- Transferred Students from other universities

#### A- Admission requirements

1. Previous studies should be conducted at a university recognized by the Ministry of Higher Education and Scientific Research.
2. Previous studies should have been completed in a regular full-time mode.

#### B- Documents required

1. A certified transcript from the transferring university.
2. Course description, certified by the university from which the student is transferring.
3. An official letter from the Ministry's website certifying the recognition of foreign universities by the Ministry of Higher Education and Scientific Research.
4. Certified Copy of official identification document (Jordanian civil status ID, birth certificate, passport, or civil status ID for the children of Jordanian women).
5. Two recent colored passport-sized photographs.
6. Copy of military service book (for Jordanian males) or exemption certificate.
7. Security card for Syrian students or the identification number of the commission.
8. Residence permits for non-Jordanian students residing in Jordan.
9. Non-Jordanian students should contact their respective cultural attachés in Jordan to provide the university with a letter of no objection for studying at the university, as required by certain nationalities.

#### B-Admission procedures

1. All applicants who wish to join the university are required to fill out the admission application and submit all the required documents to the Admission Department.
2. If the student meets the admission requirements for the desired major, a university ID number is issued after payment of the required fees.
3. The student is directed to take the required placement exams (Arabic, English, and Computer) and sign a commitment stating their awareness of the designated exam dates. Failure to comply with this commitment will result in being considered as having failed.
4. The student is directed to visit the concerned academic department for guidance on the courses they should enroll in during their first semester.
5. After the academic advising process, the student returns to the Admission and Registration Department to enroll in the courses and receive their class schedule.

#### C- Course Equivalency

The course equivalency is determined for transfer or bridging students based on the following conditions:

1. The number of credit hours for the course to be equivalently transferred should be equal to or greater than the number of credit hours for the equivalent course at the University of Madaba.
2. The academic content of the course being transferred should closely match at least 80% of the content of the equivalent course at the University of Madaba.
3. The course to be equivalently transferred should be part of the study plan for the student's intended major.
4. A maximum of 50% of the courses in the study plan of the transferred student at the University of Madaba can be counted for transfer except the Pharmacy a maximum of 25% of the courses can be counted for transfer.
5. The student must have successfully passed the course, with a minimum grade of 50% or its equivalent, for the course to be equivalently transferred.
6. Placement exams are not eligible for equivalency.
7. Failed courses are not eligible for equivalency
8. Transferred courses are not included in the calculation of the student's semester and cumulative GPA.
9. The period since the completion of the courses to be equivalently transferred should not exceed five years for scientific courses and seven years for humanities courses.

#### **D- Course Equivalency Procedures:**

1. If a student transferring from another university or a bridging program wishes to have their previously completed courses considered for equivalency, they must submit a request to the Admission and Registration Department upon admission. The department then forwards the request to the relevant faculty dean for course equivalency processing.
2. Course equivalency is carried out in the student's academic department according to the aforementioned policies.
3. Once the equivalency process is completed in the academic department, the results are sent to the Admission and Registration Department.
4. The department finalizes the equivalency procedures and informs the student about the courses that have been granted equivalency.
5. The student is given a period of two academic semesters from the date of admission to the university to review and appeal the course equivalency decision. After this period, the student needs approval from the Council of Dean to request a review and modification of the equivalency decision by the academic department.

**Third:**

**Admission Requirements for Master's Program**

**A- Admission Requirements**

1. The university, from which the student has obtained their bachelor's degree, must be recognized by the Jordanian Ministry of Higher Education and Scientific Research.
2. The student's grade point average (GPA) in their undergraduate degree should not be less than "Good" or its equivalent. However, applicants with an acceptable GPA or its equivalent are eligible to apply for the master's program, in accordance with the general policy for admission of students to graduate studies issued by the Higher Education Council.
3. The student's undergraduate studies should have been completed in a regular full-time mode.
4. Students who hold a bachelor's degree obtained through distance learning are allowed to apply for programs, provided they meet the conditions specified in the general policy for admission of students to graduate studies issued by the Higher Education Council.
5. The student must have a valid English language proficiency certificate (accompanied by an authentication letter) within the required standards as specified in the general policy for admission of students to graduate studies at Jordanian universities issued by the Higher Education Council.

**B- Documents required**

1. Certified copy of the bachelor's degree certificate or its equivalent.
2. Certified transcript of the bachelor's degree or its equivalent.
3. Equivalence of the bachelor's degree Certificate for students with foreign certificates or Arab certificates requiring equivalence from the Ministry of Higher Education.
4. Copy of the official identification document (Civil Status ID for Jordanians, birth certificate, passport for non-Jordanians, or ID card for Jordanian female citizens' children).
5. Recent colored passport-sized photograph (2 copies).
6. Copy of the military service book (for male Jordanians) or exemption certificate.
7. Proof of passing the language proficiency exams.
8. Security card for Syrian students or the registration number from the Directorate.
9. Residency document for non-Jordanian students residing in Jordan.
10. Non-Jordanian students should contact their country's cultural attachés in Jordan to provide the university with a letter of no objection to studying at the university, as required for some nationalities.

### **C- Admission procedures**

Applications for enrollment in the program should be submitted on the approved form to the Admission and Registration Department during the period specified by the council. All necessary supporting documents should be attached to these applications.