



Regulations of private free study at the American University in Madaba No. (10) for 2019

**Regulations for private free study at the American University of Madaba No. (10) for 2019
are issued by the Council of Deans based on the provisions of Article (16/B) of the
Jordanian Universities Law No. (18) for 2018**

Article 1:

These instructions are called "Private Free Study Instructions at the American University of Madaba for 2019", and are effective after they are approved.

Article (2):

The following words and phrases, wherever they occur in these instructions, have the meanings assigned to them below, unless the context indicates otherwise:

University	: American University in Madaba
The Council	: Council of Deans
The President	: The President of American University of Madaba
Semester	: First or second semester of each academic year
The academic year	: Two compulsory semesters and one optional summer term
Student	: Students outside the university who accepted to enroll into private free study as well as individuals who want to enrich their academic knowledge.

Article 3:

Persons from the following categories may be enrolled in private free study in any subject offered by the university:

- a Students who study at universities or university institutes in Jordan or graduates of these universities and institutes who wish to study certain subjects at the university for one or more semesters for the purposes of completing their graduation requirements from their universities or for the purposes of obtaining a certificate of practice or equivalence of the certificate.
- b Individuals who wish to deepen their specialized knowledge in order to improve their performance and skills in the work or jobs they do, or who wish to enrich their cultural or academic knowledge.
- c Students of universities that are linked to the university exchange agreements.
- d Students who wish to attend the university in the future and who have no power to make the university accept them as regular students.

Article 4:

1- Conditions for admission to private free study:

- a Students should hold Jordanian General Secondary School Certificates or an equivalent diploma. Student who registered to study at recognized universities or higher institutes is excluded from this requirement.
- b There should be a vacancy in the subject that the student wishes to study

2- Students are granted documents showing the materials they studied and their grades in each of them at their request after paying all the required fees.

Article (5):

Students who do not meet the conditions for admission to the subjects they wish to register for study may register as auditing students and they are not required to sit for exams are given a document in this meaning.

Article 6:

The bachelor's degree regulations effective at the University are followed to decide on the maximum course load.

Article (7):

Taking into account article (5) above, students are subject to conditions of attendance, examinations, marks, withdrawal, passing the course and discipline included in the university's regulations and instructions.

Article 8:

Applications for private free study are submitted to the Director of Admission and Registration, who submits his/her recommendation to the Dean of the College offering the courses applied for, and who requests the President's approval.

Article 9:

- a. Taking into account the instructions for awarding a bachelor's degree at the university, if the students are admitted to the university as regular students and have successfully completed course of private free study at the university, these courses may count for their graduation if they are part of the study plans concerned for the major in which they are accepted, provided that they have fulfilled the conditions for admission to regular study when enrolling in free private study and to pay the difference in the price of credit hours in the field specified to which they have been admitted.
- b. The grades of these courses are calculated into the GPA (or accumulative average?) of the student.

Article (10):

The student benefits from all the services available at the university and is granted a special university identity.

Article (11) :*:

The student's credit hour's fees are equal to the credit hour's fees approved for regular study plus other fees.

Article 12:

The President, deans of faculties and principals concerned are responsible for implementing the provisions of these instructions.

Article (13):

The Council decides on cases where there is no provision in these instructions.

Article (14):

These instructions cancel out any previous instructions or decisions that are contrary to these instructions.