



**Regulations for Scientific Scholarships at the American
University of Madaba with its amendments
No. (2) of 2019**

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University of Madaba
No. (2) of 2019**

**Issued on the Basis of Article (26) of the Academic Scholarship Bylaws
No. (3) of 2018**

Article 1 These regulations shall be named “Regulations for Scientific Scholarships at the American University of Madaba of 2019”. They shall go into effect as soon as they are duly approved.

Article 2 The words and phrases below shall have, wherever they appear in these regulations, their specified meanings unless otherwise indicated in context:

University	American University of Madaba
Council	Council of Deans
President	President of the University
Bylaws	Scientific Scholarship Bylaws of the University
Dean	Faculty Dean or Dean of Student Affairs
Director	Director of a Department or Center
Worker	A tenured faculty member or employee or a contract employee whose terms of appointment stipulate this status
Scholarship Recipient	A person from among the University’s full-time workers or from outside the University, who is sent on an scientific scholarship by or through the University for a period exceeding one semester, or four months, to obtain an scientific qualification or for training, whether at the expense of the University or any other party for the benefit of the University
Scientific qualification	The academic degree or professional or specialized certificate that a scholarship recipient is sent to obtain
Scholarship Allowances	The allowances paid to the scholarship recipient by the University or any other party for the benefit of the University, including monthly stipends, air fares, tuition and fees, living expenses, and any other allowances paid to them or because of them for the duration of the academic scholarship

Article 3

- a) A scholarship recipient is sent to obtain an scientific qualification by a decision from the Council upon a recommendation from the faculty council and the department council or the concerned Director.
- b) A scholarship recipient is sent for training by a decision from the Council upon a recommendation from the concerned Dean or Director.
- c) Duration of scholarship shall be determined by the Council in accordance with Article (8) of the Bylaws.
- d) The duration of scholarship stipulated in Article (8) of the Bylaws may be extended for a period not exceeding one year by a decision from the Council in cases where the scholarship recipient and the institution in which they study present a justification for this extension.
- e) Each Dean / **Director** provides the scientific scholarship plan to the Council based on the recommendations of the Faculty and Department councils.*
- f) The Council reviews the scientific scholarship plans yearly, considering the department's needs and annual budget availability.*

Article 4

- a) The scholarship candidate shall obtain admission into a recognized university included in a list of universities recognized by the University, upon satisfying all requirements of unconditional admission into that university, including language and entrance exams and prerequisites to start the study program of the degree they are sent to obtain, with the University not covering any of the fees or special expenses related to all requirements mentioned above.
- b) Priority is given to scientific scholarship candidates who have been accepted by American Universities inside and outside USA.*

Article 5

- a) The scholarship candidate may be appointed as a Teaching and Research Assistant or a full-time lecturer for a period not exceeding two years, except in special extraordinary cases determined by the Council.
- b) Appointment of the scholarship candidate shall not obligate the University to send them on scholarship. The final decision concerning the scholarship shall be looked into by the Council once all required conditions for the scholarship have been met.

Article 6

- a) The scholarship candidate shall submit all required documents to the HR Department at the University seven working days prior to signing the scholarship contract to enable the University to take all required measures to have life insurance coverage for them.
- b) The scholarship candidate shall be committed to paying any additional fees on the insurance policy resulting from what the insurance company may arrive at concerning

any special issues related to the candidate's health and/or living conditions within a period not exceeding one week upon the issuance of the insurance contract.

Article 7 Those who are committed to service at the University as a consequence of another scholarship may not be sent on another academic scholarship before the end of their commitment period, except in special cases determined by the Council upon a recommendation from the concerned faculty/department, in which case the aggregate period of scholarship shall not exceed five years, except in extraordinary cases determined by the Council.

- Article 8**
1. The scholarship allowances shall be as follows:
 - a) One-time roundtrip economy class airline tickets to the destination for the scholarship recipient, their spouse and two of their children under 18 years of age who will accompany them for the duration of the scholarship.
 - b) Tuition and fees.
 - c) JD 200 at the most to cover the cost of typing the dissertation.
 - d) A monthly stipend as follows:
 - JD 1200 for married scholarship recipients and JD 1000 for single scholarship recipients in Group A countries.
 - JD 1000 for married scholarship recipients and JD 800 for single scholarship recipients in Group B countries.
 - e) Scholarship recipients shall be given a one-time lump-sum payment equal to a full-month stipend as stipulated in paragraph (d) of this article to cover emergency expenses if the scholarship is covered by the University.
 - f) Scholarship recipients shall be given an advance of JD 700 for married persons and JD 400 for single persons to cover medical insurance. This advance shall be settled annually against official receipts of payment.
 - g) If the course of study required the scholarship recipient to come to Jordan or to travel to any other country to conduct further studies or research to satisfy some requirements of the study program, and if this travel requirement was recommended by the competent authority in the university at which the scholarship recipient is enrolled and approved by the Council of Deans upon a recommendation from the concerned Dean/Director, or from the sponsor (when it is not the University), the scholarship recipient shall continue to receive their monthly allowances in addition to a roundtrip economy class airline ticket to him/her only.
 2. a) Scholarship candidates may relinquish all or part of the scholarship allowances stipulated in this article of these regulations in return for lowering the required mortgage, provided that their commitment to work at the University upon completion of the study program be not affected.

- b) Should the scholarship candidate relinquish all of the scholarship allowances, they shall provide the University with a guarantee bond or mortgage bond covering scholarship duration and period of required commitment to work at the University, with the amount being determined by the Council provided, it be not less than JD 30,000.
3. The scholarship recipient who is sent to a local university and therefore keeps working at the University shall receive their salary that they deserve in addition to tuition and fees and an amount of money not exceeding JD 200 to cover the cost of typing the dissertation.
4. The countries to which scholarship recipients are sent are divided into two groups for the purpose of determining the scholarship allowances:
Group A: USA, EU countries, Canada, Japan, Australia, New Zealand
Group B: Other countries including Jordan

- Article 9**
- a) For the purpose of the annual renewal of the scholarship, the Human Resource Department shall send the ‘Scholarship Renewal Form’ to the scholarship recipient two months prior to the end of each year of the scholarship and request them to provide the concerned Dean or Director with a progress report from their academic adviser, showing their academic status, and to attach their academic transcript, if applicable, with the report.
 - b) The documents referred to in item (a) of this article, in addition to the scholarship recipient’s study evaluation form used for the purpose of scholarship renewal, shall be sent to the concerned Dean/Director to comment on the scholarship recipient’s academic progress.
 - c) Scholarships shall be renewed annually for the legal duration of the scholarship by a decision from the Council on the basis of a recommendation from the concerned faculty and department councils or Director.

- Article 10**
- Taking into consideration what is stated in the Bylaws, the extension procedures upon the end of the scholarship’s legal duration shall be taken in accordance with the procedures referred to in Article (9) of these regulations. A decision from the Council concerning the extension of the scholarship shall be issued upon a recommendation from the concerned faculty and department councils or Director.

- Article 11**
- In case of the Council’s approval to offer a loan to the scholarship recipient:
- a) The scholarship recipient shall be obliged to submit an additional financial collateral equal to twice as much as the requested amount for the purpose of receiving the loan, provided that the scholarship recipient submit a letter from their academic advisor stating that they are about to complete their study during the period to be covered by the loan.

- b) The loan shall be granted upon filling out the special form designed for this purpose in the Financial Department, including the necessary conditions and liabilities, and signing it by the scholarship recipient.

- Article 12**
- a) Upon their return, the scholarship recipient shall submit a written application to the concerned faculty dean for appointment at the University.
 - b) The faculty dean shall forward the application to the concerned department to pass through the appointment procedures in accordance with the effective bylaws and regulations of the University.

Article 13 The duration of the work commitment period for the scholarship recipient shall be calculated upon their completing all requirements of the degree or certificate they were sent to obtain by the University as of the date of commencement of work at the University and submission of proof that they have obtained that qualification.

Article 14 The President and the deans shall be responsible for the execution of the provisions of these regulations.

Article 15 The Council shall decide on all cases not covered by these regulations.

Article 16 The Scientific Scholarship Regulations No. (10) of 2012 and any other regulations or decisions contradicting with these regulations shall consequently be considered null and void.